

# JOINT ILS CONSORTIUM EXPLORATION TEAM MEETING MINUTES

November 15, 2022

Meeting began at 8:30 a.m.

**Team Members Present:** J. Johnson (NWLS), G. Rae (NWLS), K. Zimmermann (WVLS), R. Metzler (WVLS), M. McLimans (WiLS), M. Clark (WiLS), T. Schmidt (Mercer), S. Heskin (Superior), M. Lank-Jones (Hayward), T. Blomberg (Rib Lake), A. Johnson (MCPL), P. O'Connell (Minocqua)

**Others Present:** K. Cochran Kieseewetter (WiLS), S. Hafemeister (WVLS)

## I. Review of Communications Plan

Melissa McLimans has been working on a draft Communications Plan. She presented a draft plan and discussion continued with comments/changes added to the plan.

## II. Goals and Outcomes

Melissa McLimans refined the goals and outcomes and presented "NICE Project Principles and Goals." The principles are philosophical and guide the overall project work. The goals are practical for the team to use to check their work as a team and to align themselves with the overall process. The team shared suggestions to refine the document. The team discussed frequently asked questions (FAQ) and noted that it will be important to provide a consistent message for those who have questions during this process. The team will strive to be as consistent in their messaging as possible and answer questions in a timely manner. A form for questions and feedback as well as answers to FAQs will be included on the exploration project website at <https://nicelibraries.org>.

## III. Survey Creation Process

Kim Kieseewetter, a data analyst, at WiLS, shared a template for survey planning. The team provided suggestions and additions to the template to reflect survey goals, audience and stakeholders, dissemination, design considerations, content, and question brainstorming. Team members were encouraged to share comments and suggestions with Kim by November 29, 2022. Kim will bring a draft survey for the team to consider and discuss at the next meeting.

## IV. ILS Research Update and Discussion

Melissa McLimans has been looking through historical documents from Project WIN and hopes to compile information that would be applicable to the team process by the end of November.

Melody Clark is researching information on successful partnerships in the past and present. Some examples are Infosoup (OWLS/Nicolet), Arrowhead merge into SHARE ILS with Lakeshore and Kenosha library systems, and RAILS in Illinois. She welcomed team members to share other merger/partnerships they may be interested in learning more about.

## V. What are you hearing from folks?

Katie Zimmermann shared questions that she had received at the recent V-Cat meeting which will need to be addressed as the process continues. All questions were added to the FAQ form available on the nicelibraries.org website. Jackee Johnson also shared questions and information. It was noted that some questions may need to be answered in the future and may not be included in this initial exploration project. System staff may need to work on defining this as questions come up. Questions outside the scope of this project will be considered and kept in the FAQ for the future.

## **VI. Any Communication needs?**

Melody McClimans and Melody Clark shared a draft welcome email to introduce stakeholders to the NICE project including links to the Communications Plan, the FAQ form and the project website. Any comments or suggestions should be shared with Melissa prior to Thanksgiving.

## **VII. Next Meeting**

The next meeting will be December 20, 2022 at 8:30 a.m.

Meeting ended at 10:34.

Respectfully submitted,  
Susie Hafemeister, Meeting Recorder