# NICE TEAM MEETING MINUTES

## May 16, 2023

Meeting began at 8:33 am

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

**Others Present:** S. Hafemeister (WVLS)

**Team Members Absent**: S. Heskin (Superior), T. Schmidt (Mercer)

I.  **Decision Making Principles and Rubric**
    M. McLimans (WiLS) provided an updated version of the Decision-Making Principles for Next Steps and Rubric outlining the following considerations:

    - Does the policy/practice/formula center on the needs of library patrons?
    - Does the policy/practice/formula encourage sharing amongst members (either ideas or materials)?
    - Is the policy/practice/formula equitable?
    - Does policy/practice/formula offer simplicity?
    - Does the policy/practice/formula support sustainability?
    - Does policy/practice/formula maintain or improve existing relationships between and among ILS consortium members?

    It was noted that principles are not prioritized or weighted, but are intended to be considered fairly equally. The Rubric section includes a description of conditions for a strong, adequate and weak policy/practice/formula.  McLimans (WiLS) asked for responses/comments from the team regarding this document by May 23, 2023.

II.  **Potential Next Steps – Priority and Order of Operations**
    M. Clark (WiLS) shared a document entitled "NEED: Prioritized and Scheduled List of Issues to be Addressed in the Next Phase".  The document is a first step in developing a roadmap of the next steps and key decision points. She asked for feedback on the draft document. After discussion from the team, the list of issues was finalized into three categories.

    - Overall Structure: decision making processes, communication plan, timeline, NICE leadership team, relationship building
    - ILS: vendors/products, costs, policies and standards, administration and support, courier
    - Secondary priorities

    Team members were invited to share additional comments with Melody by May 23, 2023.

III.     **Executive Summary**

M. McLimans presented the Executive Summary and asked for responses/comments. The main changes made, were to Key Findings and their order of importance. Team members were invited to share additional comments with Melody by May 23, 2023.

WiLS hopes to have a final report ready by June 15, 2023, or sooner.

IV.     **Migration Presentations**

K. Zimmermann shared a list of sessions with library community members who have managed a migration process.

**Session #1 Sierra Consortia Merge Experience** is scheduled for May 30, 2023, at 1:00 with Brian Raitz, Director, Parkersburg & Wood County Public Library in West Virginia.

**Session #2 Managing Futures – Working Towards the Future We Need** is scheduled for June 7, 2023, at 2:30 with Jennifer Eustis, Metadata Librarian, University of Massachusetts Amherst.

**Session #3 Lessons Learned from a Decade of System Migrations** is intended for NWLS/WVLS system staff and WiLS staff. It will be held June 6, 2023, at 1:00 with Wes Osborn, Executive Director, Central Library Consortium in Ohio. After this session, system staff will share key points with the NICE team afterwards.

V.     **Standing Item – Reporting of questions that have come up and status of replies.**

There have been questions about delivery. It was noted that there is currently daily delivery between NWLS and WVLS hubs. This information may be included in the final report. Delivery questions will be answered as the process unfolds.

VI.     **Standing Item – Any communication needs?**

Nothing new was shared.

Thanks were expressed between WiLS staff and the team members for all their time today and the homework done so far in this process. It is greatly appreciated.

Meeting adjourned at 10:25 a.m.

Respectfully submitted,

Susie Hafemeister (WVLS) Meeting Recorder