



A G E N D A

Council on Library and Network Development

January 8, 2010, 10 a.m. – 1 p.m.

By Conference Call/Webinar

Originating from the Wisconsin Department of Public Instruction

125 South Webster Street, Room 514

Madison, WI 53703

1. Call to Order Miriam Erickson, Chair
2. Welcome to new member Miriam Erickson
3. Roll Call/Determination of Quorum Roslyn Wise
4. Adoption of Agenda All Action
5. Approval of Minutes for November 13, 2009 meeting All Action
6. Report of the Chair Information, discussion
 - a) Correspondence Miriam Erickson
 - b) Planning update – Subcommittee examining services to prison/jail libraries Sandra Melcher
7. Library Legislation Update Rick Grobschmidt Information, discussion
 - a) State
 - b) Federal
 - c) Biennial budget update
8. Visioning Summit Beginnings Report recommendations progress update Information, discussion
 - a) One Library One Card (statewide access) Sally Drew, Mike Cross
 - b) Summit on School Library Media Specialist Staffing Steve Sanders, Nancy Anderson

	c) Visioning Summit Review Subcommittee report	Mike Bahr	
	d) d) BadgerLink publicity and training	Sally Drew	
	e) Literacy issues	Steve Sanders, Donna Steffan	
9.	Public Service Commission Universal Service Fund (USF) audit	Mike Cross	Information, discussion
10.	Update on COLAND appointments for terms ending July 1, 2009	Miriam Erickson	Information
11.	Suggestions for Future Agenda Items	Miriam Erickson/All	Information, discussion, action
	a) Discussion of revisions and updates to public library standards (to include discussion of libraries dropping printed periodicals)		
	b) Discussion about targeted funding for libraries (suggested by Kristi Williams as a replacement for her previously suggested agenda item on library services to foster families)		
	c) Presentation by the Dane County Library Service on the impact of the current economic situation; could be related to a previously suggested presentation by the Dane County Library Service, to include library services in other counties and governance issues studies (Madison area)		
12.	Future Meeting Dates	Miriam Erickson	Discussion, action
	a) March 26, 2010 – UW Milwaukee Golda Meir Library (tentative – suggested by Catherine Hansen; Rick Grobschmidt will follow up)		
	b) May 14, 2009 – TBC		
13.	Review follow-up items	Miriam Erickson	Discussion
14.	Announcements	All	
15.	Adjournment	Miriam Erickson	Action

COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT

Meeting Minutes

January 8, 2010

10 a.m. – 1 p.m.

By Conference Call/Webinar

Originating from the Wisconsin Department of Public Instruction

125 South Webster Street, Room 514

Madison, WI 53703

Members Present: Barbara Arnold, Madison
Michael Bahr, Germantown
Mary Bayorgeon, Appleton
Nita Burke, Darlington
Miriam Erickson, Fish Creek
Lisa Jewell, Madison
Bob Koechley, Fitchburg
Doug Lay, Suamico
Jessica MacPhail, Racine
Sandra Melcher, Milwaukee
Cal Potter, Sheboygan Falls
Susan Reynolds, Cable
Annette Smith, Milton
Lisa Sterrett, Viroqua
Kris Adams Wendt, Rhinelander
Kristi Williams, Cottage Grove

Members Absent: Francis Cherney, Milladore
Catherine Hansen, Shorewood
Kathy Pletcher, Green Bay

DPI Staff: Nancy Anderson
Bob Bocher
Mike Cross
Sally Drew
Rick Grobschmidt
Steve Sanders
Donna Steffan
Roslyn Wise

1. CALL TO ORDER

Chair Miriam Erickson called the meeting to order at 10:04 a.m.

2. WELCOME TO NEW MEMBER

Chair Miriam Erickson welcomed new member Jessica MacPhail. Jessica told the group a little about herself.

3. ROLL CALL/DETERMINATION OF QUORUM

Roslyn Wise called the roll; sixteen members were in attendance by conference call/webinar so a quorum was present.

4. ADOPTION OF THE AGENDA FOR TODAY'S MEETING

Sandra Melcher moved to change the agenda by removing Item 6B and adding the item to a future agenda, possibly for the March meeting, because the subcommittee has not had an opportunity to meet prior to this meeting. Barbara Arnold seconded the motion, and the motion passed. Doug Lay moved to approve the agenda as revised; Mary Bayorgeon seconded the motion, and the agenda was adopted.

5. APPROVAL OF MINUTES FROM THE NOVEMBER 13, 2009, MEETING

Mary Bayorgeon noted two corrections to the minutes from the November meeting; corrections were noted on page 4, change from "building on other states' experiences" to "building on our own state's experiences," and on page 13, change "ProSafe" to "Pro Se" program. Lisa Sterrett also noted that her last name needs to be changed to "Sterrett" from "Solverson." Mary Bayorgeon moved to approve the minutes as corrected; Barbara Arnold seconded the motion. The motion passed.

6. REPORT OF THE CHAIR

a) Correspondence – Miriam Erickson reported that the letter to Larry Nix in support of the Wisconsin Library Heritage Center program is in process and will go out shortly. She also reported that thank you letters were sent to Pamela Westby for hosting the November meeting, and to the presenters at the November meeting. There was no other correspondence.

b) The subcommittee report on services to prison/jail libraries will be held at a future meeting (see agenda item 4).

7. LIBRARY LEGISLATION UPDATE

Rick Grobschmidt reported that the only library legislation current pending in the state legislature is Senate Bill 423. The bill related to the Milwaukee Public Library board and would expand the territory from which the County Executive can appoint the County Supervisor who serves on the Milwaukee Public Library Board to include the City of Milwaukee. It would also change the current quorum requirement of 7 of 12 members to be a majority of the filled seats. (See handout included in packets.) Rick said the bill is scheduled for a committee hearing and will probably be on the spring floor session. In response to a question from Mike Bahr regarding the statutory requirement (Chapter 43), Mike Cross commented that there is a special statute for Milwaukee.

Rick then reported on federal level library issues. He talked about the omnibus spending bill which includes a small increase (approximately .6%) in the LSTA grants to states program. He said the bill includes a \$300,000 appropriation for renovations for the Brown County Library. He also reported that

DPI has just received word from the IMLS that they will start making full payments to the states around January 20.

Rick also reported on the schedule for the biennial budget planning (see meeting PowerPoint). He noted that budget guidelines for DPI will be coming out in the next month or so. Usually the state superintendent acts on the department's budget proposals in April or May. The budget details will be presented to the Department of Administration (DOA) in late September or early October of 2010. The governor and DOA will work on the biennial budget bill, which will be introduced in February, 2011. The legislature then has the obligation to pass the budget bill. COLAND should keep this timeline in mind as they start to look at ideas for recommendations for the state superintendent; COLAND should be prepared to discuss their budget recommendations by the next meeting. The DLTCL will be looking at the current appropriations and will again be requesting the 13% for aid to libraries that is required by the state superintendent. The division will also be looking at the current programs such as the four state contracts and items such as BadgerLink and Newline for the Blind. DPI does receive guidelines from DOA as to how they would like DPI to propose a budget, but the state superintendent can propose the budget he feels is appropriate. Rick commented that the division will keep COLAND informed throughout the process. He also talked about the application for Race to the Top funding, which will be submitted by the governor by the end of January. Cal Potter asked if RTTT funding also related to library media centers; Rick responded that the funding is primarily directed to academic areas, especially Title I.

Kris Adams Wendt announced that Library Legislative Day will be February 16 in Madison. The state superintendent will be the main speaker and registration information can be found on the Wisconsin Library Association website. She encouraged COLAND members to participate.

8. VISIONING SUMMIT BEGINNINGS REPORT RECOMMENDATIONS PROGRESS UPDATE

a) One Library, One Card (Universal Access) – Rick Grobschmidt began the report by discussing the Strategic Directions document (included in packets) put together by staff from the DLTCL, which updates the division's progress on each item identified as a "strategic direction" at the visioning summit. Rick also talked about the Statewide Access workgroup (Michael Bahr, Penny Garcia, Ken Frazier, Annette Smith, Jim Trojanowski Kristi Williams, and Becca Berger) who will be working on the Universal Access initiative. George Watson has been contracted to serve as the facilitator for the workgroup. Rick, Sally Drew, Bob Bocher (Mike Cross, alternate), and Nancy Anderson (Steve Sanders, alternate), will represent DPI on the workgroup. The first meeting of the workgroup will be held on January 29. This smaller group will eventually expand to include more members.

b) Summit on School Library Media Specialist Staffing – Nancy Anderson from the Instructional Media and Technology Team reported on planning for the summit. The planning committee's first meeting will

be held on January 14 in Madison. The tentative date for the summit is early May. The planning committee will identify key questions, how to proceed, and who will be invited to participate in the summit. The rationale for the summit is included in the PowerPoint agenda for today's COLAND meeting. Rick Grobschmidt added that the planning group needs to include participants from major education institutions from around the state so that there is buy-in at all levels. Nancy remarked that she is happy with the representation on the planning committee.

c) Visioning Summit Review subcommittee – Mike Bahr reported on the subcommittee teleconference meeting which was held on December 11, 2009. A summary of the meeting was provided in the meeting packets. He said the group feels the need to “keep the ball rolling” and to meeting periodically to review progress and keep driving the efforts forward. The group talked about each of the strategic directions and decided to focus on two of them right now. The first is the Statewide Library card strategic direction; Kristi Williams has volunteered to move this issue forward. He talked about pilot projects from around the state, some of which are already in existence. Mike B. then talked about Strategic Direction 2, which the committee feels is being ably handled by Bob Bocher at DPI so COLAND really doesn't need to do more in this area. There was some discussion about a radio show's comments on the net neutrality issue. Bob reiterated the state's support for the concept of net neutrality. Regarding Strategic Direction 3, Libraries as Anchor Store, the group feels that this is an issue the group can move forward with so Nita Burke has volunteered to “champion” this strategic direction. She will do some research and bring the topic to a future COLAND meeting. Nita said she has done some initial research and she cited the work of Jamie LaRue in relation to building new libraries. She also talked about the role libraries are playing in relation to helping unemployed people. Sandra Melcher commented about libraries as “change agents,” citing Chicago's building of libraries in impoverished areas as an example for Wisconsin.

No champion came forward from the group for Strategic Direction 4, Universal Literacies in All Forms. The group felt this should be a DPI initiative since it covers all forms of education. They also felt it might be useful to devote an entire COLAND meeting to this one issue. Mike B. said the subcommittee would like to send the issue back to COLAND as a group to see if someone on COLAND (outside the subcommittee) would like to take up the issue. Mary Bayorgeon commented that she would encourage COLAND to take up the topic of literacy in all forms, particularly health literacy. She said the librarian from the Wausau Hospital would be willing to host a COLAND meeting and give a presentation. Mary said she would contact her about either the May or the July meeting. Mike B. asked again if anyone on COLAND wants to champion the idea. Sandra Melcher commented that she supports COLAND being very involved with this, and to be sure to include financial literacy as an important part of the topic. Mary suggested that perhaps several individuals could work on this: she would take the health literacy part, perhaps Sandra could take the financial literacy part, and someone else could focus on general literacy. Annette Smith said COLAND should be sure to include work done by Donna Steffan at DPI in whatever is put together. Donna would be willing to participate. Mike B. commented that perhaps these could be put

on the agenda for a meeting in Wausau. Barbara Arnold encouraged the group to include a representative from the university level related to teaching librarians (Elliott Finklestein). Donna commented that they had worked on this issue as part of a report for LITAC and they did include representation from all of these groups. Perhaps the two activities should be coordinated. Mike B. said he would like to see a subcommittee consisting of Sandra Melcher, Mary Bayorgeon, and Susan Reynolds to work with DPI to put together a presentation at Wausau, and include whoever they think should be included. Rick Grobschmidt commented that UW-Milwaukee cannot host the March meeting so the Wausau meeting could be in March. The committee did not want to do this. There was some brief discussion about other individuals who could be contacted for input.

Mike Bahr commented that Strategic Direction 5, Embedded Librarians, is closely tied to the idea of Libraries as Anchor Store. He said he was in a group at the visioning summit that identified these ideas for further discussion. The subcommittee is of the opinion that all they can do right now is try to promote the idea and collect feedback to bring back to COLAND. Barbara Arnold said librarians at special libraries have been pursuing this idea for a number of years. She said she would be interested in pursuing the idea next year, although she said she would need to work with a public librarian on the idea. Mike B. suggested that new member Jessica MacPhail might be interested; Jessica said she would not be able to work on it this year. Barbara said she would share information she collects related to the Special Libraries Association with Jessica. Barbara also talked about how this idea represents a change in the traditional role of public librarians. Mike B. suggested the topic be tabled until the next meeting. Nita Burke commented that she would be glad to work with Barbara on the topic of embedded librarians because of the connection with libraries and Anchor Store. Someone suggested this could be a program for the WLA conference in Milwaukee. Mike B. said it might be too soon for fall of 2010. There was some discussion about the timeline for WLA submissions. Barbara said they should approach the Association of Wisconsin Special Librarians first. Mike B. said COLAND should be targeting WLA for a session on what's happening with summit outcomes as a whole.

Cal Potter asked Mike B. if, since the subcommittee will at some point be reporting to the greater library community, they have given any thought to reporting on other items from the Beginnings report such as the expansion of BadgerLink and related promotional efforts, and the School Library Media Summit, because more progress is being made in these areas. Mike B. responded that the committee has been focused on the five strategic directions and not the items DPI has been working on. Cal commented that it is important to report on areas where progress is being made. Barbara asked if the Strategic Directions handout that came from DPI should be more directly tied to the summit. Cal said there should be a comprehensive report to the general library community. Mary agreed with Cal. Mike B. said he thinks the main driving points are the five strategic directions and is not sure how the subcommittee can be responsible for marketing all that is being accomplished. Barbara moved that the strategic directions handout be included in an article for Channel. Miriam Erickson said she didn't see anything related to the school library media summit; Rick

made note of where that information can be found in the handout. He said the document was as complete as he could make it at the time but that it is a draft and he would like comments back from COLAND members. Barbara changed her motion to “encourage the members of COLAND and the DPI staff to review the handout and make comments by January 22 so it can be included in the winter issue of Channel.” Doug Lay seconded the motion; there was no additional discussion and the motion passed. Kris Adams Wendt followed up with some comments about the importance of the “branding model” and for DPI staff to include reference to the visioning summit when appropriate. Sandra agreed with Kris’s comments.

d) BadgerLink and Training – Sally Drew noted that the need for expanded training and publicity for BadgerLink was one of the outcomes of the visioning summit. She commented that the need for expanded training is also necessary because of recent additions to BadgerLink. She also noted that not all librarians are knowledgeable about the use of BadgerLink so her staff has been working with training and publicity at the library level as well. They are also making efforts to publicize BadgerLink over and above what is happening at the library level, since not all libraries publicize the service to the same degree. She gave a PowerPoint presentation (included as part of the expanded agenda emailed to meeting participants). She elaborated on the slides in the presentation. The first slide identified events where training has taken place (EETT and school LMC events; BadgerLunch series; conference sessions and booths; other sessions as requested). Following slides elaborated on each of these events (see expanded agenda). Kris Adams Wendt suggested holding sessions for legislative staff, which has been done in the past. Sally said there would be more of a focus on this around budget time. BadgerLunch is being offered for people who cannot necessarily travel to other types of trainings. These sessions are short and are being archived (can be found on BadgerLink web page). No special technology should be needed. Mike Bahr commented that he had told several people at his firm about BadgerLink and they were having difficulty finding a link to training on the web page. He also noted that he had not seen any of the publicity about the BadgerLunch. Barbara Arnold suggested adding a link that goes directly to updated BadgerLunch information on the division web page. Sally said most of the BadgerLunch sessions are being presented by the vendors and not by Reference and Loan staff. Anyone in the state can participate in the BadgerLunch sessions. Mike B. and Bob Koechley both said their co-workers were surprised to learn about the resources that are available through BadgerLink. There were more comments about other resources for getting the word out such as television (with some kind of corporate sponsorship) and by sending it to all relevant list serves such as WLA and all of its related list serves, and lists such as WHSLA. There was a lengthy discussion of where to send the information such as municipalities, county boards, county clerks, state law library, and other lists. Sally noted that she will need to do more research to find which of these lists would be possibilities. She said she might be able to send the publicity to the organizations themselves and ask them to send the information to their lists. Kris Adams Wendt suggested the public libraries could be the ones to send the BadgerLink information to their respective municipalities. Bob Koechley suggested distributing promotional material to legislators at Library Legislative Day (LLD) that they could include in their

communications with their constituents. Sally commented there is always a piece on BadgerLink in the Legislative Day packets. Cal Potter said a specific request to the legislators asking them to include the information in their newsletters, possibly encouraging them to take some credit for BadgerLink, might be the way to make this happen. Kris had more suggestions for submitting materials for LLD. Cal suggested putting this topic on the agenda for a future face-to-face meeting of COLAND. Sally mentioned that the BadgerLunch spring schedule is in the PowerPoint that is part of the expanded agenda. She said the focus for the sessions is more about the content than how to use the interface.

Sally continued her presentation by discussing the promotional materials for BadgerLink (see expanded agenda). EBSCO is doing most of the work on these materials and they are not just focusing on their product. Themes are being emphasized in the materials (for example, some of the materials focus on history). Barbara Arnold asked if these materials will be available on BadgerLink; Sally said they will be available eventually. Libraries can take the materials and customize them if they want. There were lots of positive comments about the materials. Sally also talked about the commercial radio spots that will be debuting on radio stations in various markets around the state. EBSCO is paying for the ads when needed. She played a sample of one of the ads. Following was a lengthy discussion about how to make the BadgerLink page easier to use for the first-time user. Sally said they are talking about redesigning the BadgerLink page and are open to discussion. They try to make any major changes to the site during the summer to avoid disruptions during the school year. The discussion then turned back to the radio ads and about running the ads on public radio versus commercial radio. Sandra Melcher commented that efforts must be made to make the information available to individuals who are faced with physical challenges such as blindness.

e) Literacy issues – Donna Steffan highlighted some of the literacy initiatives and publications sponsored by the Department of Public Instruction. The expanded agenda PowerPoint lists some of these. When it comes to other literacies, she has focused primarily on the personal financial literacy initiative that DPI is working on; after listening to today's discussion she realizes COLAND is interested in other literacies. The link provided in the PowerPoint gives a list of various literacy projects that the IMT team has engaged in such as adolescent literacy, media and information literacy, and technology literacy. Last spring, DPI's public library team sponsored an adolescent literacy workshop. The state superintendent also put together an adolescent literacy plan. Donna noted that she and Kate Bugher worked with a team at DPI and educators around the state to develop an adolescent literacy learning toolkit, which includes resources and strategies in the areas of mathematics, reading and language arts. They also worked with the Educational Communications Board (ECB) to develop a professional development tool called "Into the Book." This resource is available free at the web link reading.ecb.org. She talked about the other resources listed on the page at the link in the PowerPoint presentation, among them the 21st Century Fluency Project which Wisconsin has adopted, and the CESA 12 Digital Information Fluency Project (one of the emailed handouts). CESA 7 also has a literacy project listed. She also talked about the technology literacy links on

the list, among them a link to the ITSE Standards. These links are currently being updated. Other literacies on the list include DPI's publication on personal financial literacy and ECB's link, Teach It. Donna said she can bring information about other literacies such as environmental to a future meeting; she said she will be glad to participate with COLAND's literacy group. Mary Bayorgeon told Donna she would be in touch about the COLAND meeting in Wausau.

9. PUBLIC SERVICE COMMISSION UNIVERSAL SERVICE FUND (USF) AUDIT

Bob Bocher gave a report on the USF Audit. Links to the audit highlights document and the full report are available on the expanded agenda PowerPoint. Bob gave some background on the state Universal Service Fund. The USF was created as part of a state telecommunications act passed in 1993 that dealt with some regulatory issues related to intrastate telecommunication calls and infrastructure. For the first few years the fund was primarily to assist low-income residents in obtaining affordable basic phone service. Some funds were used to support service in remote rural areas. The first big increase to the fund was with the TEACH (Technology for Educational Achievement) program in 1998, a continuing program used to provide schools and libraries with discounts for telecommunications data circuits primarily used for internet access. That fund has averaged about \$14 million dollars a year -- \$11 million to schools and around \$3 million to public libraries. The fund is also used to support access for some of the tribal schools, technical colleges, and more remote UW system campuses. Ninety-five percent of libraries are receiving these subsidies, which amount to close to \$8,000 per year per library. The other change that added to the fund in the late 1990s was for BadgerLink. The initial contracts for the BadgerLink vendors came from one-time LSTA funding in 1998; after that the funding for BadgerLink came from the USF. Incrementally over the last several budget cycles, more and more library system aid has been paid from the USF, beginning with about \$2 million in the 2002-2003 budget, up to the current budget cycle with all state funding for library systems (about \$16 million) coming from the USF. In the early years of using USF for library systems aids, when the amounts were in the \$2-3 million range, DPI justified it by telling the telecommunications carriers that our library systems spend a lot that money on telecommunications and related needs. It's becoming more difficult to make that argument when all library system funding comes from the USF. The funding for the USF comes from a surcharge that the telecommunications companies are assessed by the Public Service Commission (PSC). The amount of the surcharge changes with the amount that is in the fund. Over the last several years this has amounted to \$.50 to \$.60 up to \$1 per customer. The per-customer amount has increased over recent years because more and more people have dropped their landline phone service. Now more people have cell phones than landlines. In order to address the issue, the PSC now has the authority to charge cell phone users the surcharge, which will bolster the fund. He commented that without this support from the Universal Service Fund, the DPI would be in dire circumstances as far as funding for BadgerLink and library system aids are concerned. Barbara Arnold commented on the importance of people understanding how important the funds are in supporting library services so they won't complain about having to pay the surcharge on their phone bills. Bob said it may be best not publicize the fact all of

the library system aids are now being paid from the USF, since this goes far beyond just support for library and school telecommunications needs as once was the case. Mary B. asked if other groups are asking for funding from the USF. Bob said he would try to find out from the PSC. Barbara commented on the need to protect the use of the USF, much like trying to protect the Common School Fund. Lisa Sterrett said that when she teaches her students how to use BadgerLink, she makes a point of telling them there is a charge on their cell phones that pays for the service. Sally said at the time it was started, BadgerLink was seen as a way of keeping the telecommunications companies from getting a “windfall” out of the deregulation process, but generally groups don’t go to the PSC and ask for this funding – it’s not like a grant program. BadgerLink and libraries are in there because the legislature passed this as part of the budget process. Bob B. reiterated that the purpose of the fund is set by the legislature so they are the ones to set the direction for the use of the funds. There was more discussion about the need for protecting the fund and what a “boon” it has been for the libraries.

10. UPDATE ON COLAND APPOINTMENTS FOR TERMS ENDING JULY 1, 2009

Miriam Erickson announced that with the appointment of Jessica MacPhail, the council is now fully appointed for the first time since the end of June. Kris Wendt commented that an asterisk needs to be added next to her name and Barbara Arnold’s name on the roster because they are now public members. Roslyn Wise said to please send an email with any changes or corrections to the roster.

11. SUGGESTIONS FOR FUTURE AGENDA ITEMS

Carried forward from previous agenda:

- a) Discussion of revisions and updates to public library standards (to include discussion of libraries dropping printed periodicals) -- Mike Cross said they plan to update these this year and will bring to a COLAND meeting later in the year
- b) Discussion about targeted funding for libraries (suggested by Kristi Williams as a replacement for her previously suggested agenda item on library services to foster families) – Kristi Williams said she brought this up in anticipation of work on the One Library, One Card initiative. The item can be pulled back at this point, pending the discussion of the biennial budget.
- c) Presentation by the Dane County Library Service on the impact of the current economic situation; could be related to a previously suggested presentation by the Dane County Library Service, to include library services in other counties and governance issues studies (Madison area) – Kristi Williams said this could be put on the “back burner”

From today’s discussion:

- d) BadgerLink marketing

- e) Anchor Store – update to come out of committee
- f) Literacy issues – update from committee
- g) Services to jails and prisons – Update to come from committee. Sandra asked that anyone interested in serving on the committee (at this point she has the names of three individuals – herself, Bob Koechley, and Cal Potter) to please let her know by Monday.
- f) Pro Se program – Lisa Sterrett had suggested this at the November meeting for a future Madison meeting; it was inadvertently left off of today’s agenda.

12. FUTURE MEETING LOCATIONS AND DATES

- a) March 26, 2010 – Meeting will not be held at UW-Milwaukee Golda Meier Library as previously planned. After some discussion, the consensus of the group is to hold another webinar/conference call meeting.
- b) May 14, 2010 – UW-Milwaukee Golda Meier Library
- c) July 9, 2010 – Wausau (pending confirmation by Mary Bayorgeon)

Barbara Arnold suggested the South Central Library System’s new offices as a location for the March meeting. The consensus was that they could host us anytime. Discussion continued about the desirability of the webinar format for March; the group agreed but also commented on the desirability of still holding face-to-face meeting. Lisa Sterrett wanted to start the meeting at 9 a.m.; Annette Smith cannot participate at 9 but can begin at 9:30 a.m. on March 26.

13. FOLLOW UP ITEMS

- Letter to Larry Nix
- Summit planning committee meeting on January 14
- Statewide access committee meeting on January 29
- Notify Sandra if want to serve on committee on Services to Jails and Prisons; committee meeting will be set
- Comments on Strategic Directions document to Roslyn by January 22

14. ANNOUNCEMENTS

There were no announcements.

15. ADJOURNMENT

Lisa Sterrett moved to adjourn; Jessica MacPhail seconded. The motion passed and the meeting was adjourned.

Respectfully submitted,

Michael Bahr

Michael Bahr, Secretary