

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
November 18, 2017
WVLS Office – MCPL lower level
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is January 20, 2018.

President Tom Bobrofsky called the meeting to order at 9:34 AM. Roll call was taken by Wendt and a quorum was declared.

Present

- Tom Bobrofsky, President
- Douglas Lay, Vice-President
- Michael Otten, Treasurer
- Sonja Ackerman, member
- Tyson Cain, member
- Eileen Grunseth, member
- Christy Janczewski, member (phone)
- Peg Jopek, member
- Louise Olszewski, member
- Pat Pechura, member
- Marilyn Sauer, member
- Elaine Younger, member

Others Present

- Marla Sepnafski, WVLS Director
- Inese Christman, WVLS Assistant Director
- Kris Adams Wendt, WVLS staff
- Josh Klingbeil, WVLS staff
- Anne Hamland, WVLS staff (phone)
- Augo Hildebrand, WVLS staff
- Judy Bobrofsky

Excused

- Jim Backus, member
- Paul Knuth, member
- Katie Rosenberg, member

CONSENT AGENDA ITEMS AND APPROVAL OF SEPTEMBER 16, 2017 MINUTES (Exhibit 1):
Lay/Pechura motion to both accept the agenda and approve the minutes as presented. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7):
Lay/Jopek motion to approve the financial reports and current bills as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit 8): Sepnafski drew the board’s attention to highlights of Marathon County Public Library Director **Ralph Illick’s** report.

WLTF/WLA Conference: Lay reported on the most recent WLTF meeting and that **Backus** will be chair-elect in 2018 (chair in 2019). Board members and WVLS staff took turns sharing their WLA Annual Conference highlights, as well as appreciation for WVLS assistance with conference expenses. **Bobrofsky** asked **Wendt** to report on the Special Service Award bestowed upon WLA Government Relations Advisor Steve Conway. Sepnafski commented upon the noticeable engagement of WVLS trustees and staff in WLA programs and conference attendance.

WVLS Director’s Report (Exhibits 19a-9d): Sepnafski highlighted items from her written report. Board members were reminded that the Wild Wisconsin Winter Web Conference will take place January 25-27. A thank you card was received from Thorp Public Library Director **Julie Beloungy** to the WVLS Director and Board of Trustees for providing her a full scholarship to

attend the Association of Rural and Small Libraries Conference in Utah. Loyal Public Library Director **Teresa Hall** sent the WVLS staff a letter of thanks for putting on the WVLS Director's Retreat. Former Lincoln County representative to the WVLS Board of Trustees, **Norma Wehlitz**, passed away on September 27. A letter announcing that a \$100 memorial was placed in the Carol Ruth Wessler Memorial Scholarship Fund was sent to Norma's family.

Inese Christman, ILS Administrator and Assistant Director, has announced her retirement. Her last day in the office will be January 8, 2018. Youth and Inclusive Services Consultant **Kris Adams Wendt** has requested a reduction in hours to work approximately 4 hours a week beginning January 3, 2018. They are both looking forward to devoting more personal time to favorite pursuits, as well as new adventures.

Heidi O'Hare became the new director of the Tomahawk Public Library on October 2. She replaced longtime director **Mary Dunn**, who retired earlier this year. **Bruce Gay**, Director of the Milwaukee County Federated Library System, has taken a job as Director of the Waukesha Public Library. The MCFLS is currently undergoing a search for a new director. Acting Director of the Outagamie Waupaca Library System, **Bradley Shipps**, has recently been hired as Director of the system.

Five WVLS trustees have terms set to expire at year's end: **Tom Bobrofsky** (Clark County), **Tyson Cain** and **Douglas Lay** (Marathon County), **Pat Pechura** (Oneida County), and **Eileen Grunseth** (Taylor County). Notifications were sent to the clerks in those counties in early October. Taylor County reappointed Grunseth for another term and a response from the other counties is expected soon.

The **Rhineland District Library** was named BadgerLink's October "Library of the Month," and featured in the Wisconsin Division for Libraries & Technology blog *WI Libraries for Everyone* on October 12. The "Library of the Month" is a celebration of Wisconsin libraries compiled by the BadgerLink team.

Wendt reported that web access to planning manuals and materials catalogs for the [2018 Collaborative Summer Library Program](#) (CLSP) has been made available at no charge to WVLS member libraries. Next year's summer theme is "Libraries ROCK!" Each year CSLP creates a manual based on the new slogan and artwork which includes an early literacy program, children's program, a teen program, and an adult program. DPI/DLT has provided licensed access to online manuals for each library in Wisconsin, with a few flashdrive format manuals sent to each public library system for sharing among libraries where limited Internet bandwidth is an issue. Libraries that want to own their own flashdrive or paper manual need to purchase them individually. The manuals project was funded in part with a grant from the Institute of Museum and Library Services (IMLS) which administers the Library Services and Technology Act (LSTA) through the Wisconsin Department of Public Instruction Division for Libraries & Technology.

Wendt urged attendance at Library Legislative Day on Tuesday, February 20, 2018. She reported The **Public Library Data and Technology Training Bill** formerly known as LRB-2650/1 has been introduced as [2017 Assembly Bill 572](#) and [2017 Senate Bill 491](#) with four WVLS area legislators as co-sponsors (**Sen. Tiffany**, and **Reps. Felzkowski, Mursau and Swearingen**). The Assembly bill has been assigned to the Assembly Committee on Rural Development and Mining chaired by **Rep. VanderMeer**. The Senate bill has been assigned to the Senate Education Committee chaired by **Senator Olsen**. The only WVLS area legislator on either committee is **Rep. Kulp** who is vice-chair of the Assembly committee. Members of the WLA LD&L team are expected to testify for the bill at committee hearings. The League of Municipalities has taken an official position supporting this legislation. The bill seeks no additional funding. It adds language to expand the use of the WISEdata and WISEdash information system appropriations beyond K-

12 schools to include applications of potential benefit to individual public libraries and Wisconsin's 16 regional public library systems. It also opens TEACH block grants, which are now available through the Department of Administration to small and rural schools, to their counterparts in education: small and rural libraries. DPI/DLT has assured that there is adequate capacity in both programs to include libraries without negatively impacting K-12 schools.

Hamland officially launched the Libraries Win Website Service on October 30 with the roll-out of a *Libraries Win Website Service Outline*, *Website Design: Getting Started Guide*, and *Project Requirements Task List*. To learn more about this new service, WVLS and IFLS libraries are invited to attend the "Introduction to Libraries WIN Website Services" webinar on November 30 at 1 pm. Geared to libraries that either have or would like to have a WordPress website, this webinar will offer demonstrations and allow sufficient time for questions. Libraries will be encouraged to work through the *Project Requirements Task List* before contacting Hamland to draft a website.

Klingbeil updated board members on efforts to install BadgerNet data services at the new **Colby Community Library** building, which is nearing completion and hoping to open its doors before the end of the year. Due to the massive statewide upgrade project currently underway, BadgerNet project managers are struggling even to respond to inquiries for status updates. The library is working with Charter to install Spectrum Business Cable internet services as a temporary solution. WVLS will adjust to accommodate the temporary connectivity, and continue to work with the library on getting its BadgerNet services installation as soon as possible.

Klingbeil reported the Network Equipment Refresh and Active Directory integration project is ramping up nicely. Working with partners at IFLS, **Chris Heitman** has completed a number of sites and has more scheduled out. The Network Equipment Refresh project timeline is constrained by the LSTA Technology grant cycle and is on track to be completed by mid-March 2018. This initiative marks the beginning of the first cycle of full, unified life-cycle management of member libraries' network edge and wifi equipment across IFLS and WVLS.

Christman met with Indianhead Federated Library System staff to collaborate on Project ION and determine best practices. Christman also attended Recollection Wisconsin's Digital Public Library of America (DPLA) Service Hub Steering Committee meeting in Madison. The Committee's charges are to develop policies and procedures for the ongoing operations of the DPLA Service Hub in Wisconsin, and to advise the Governing Board on matters of interest to the Hub and Wisconsin cultural heritage community on such matters as administration, partnerships, policies, funding and future direction.

V-Cat Council (Exhibit 10): **Christman** reported the V-Cat Council met on November 2 and reviewed the successful virtualization project that was completed on October 31. The issue of the Web Management Reports "Cross Tabs" not working properly was reported to Innovative and the workaround video tutorial was shared with libraries on Wednesday, November 1. Innovative Interfaces, Inc. is working on a resolution to this issue since several other libraries, including libraries in the Northern Waters Library System ILS consortium, are experiencing this problem. **Christman** also shared details about the Indianhead Federated Library System's ransomware attack and announced her pending retirement on January 8.

The **V-Cat Cooperative Circulation Committee** met on November 2. Discussion items included the SRLAAW "*Best Practices for Libraries that Bill for Cross-County Use*" and the Marathon County Address Changes for 2018. The Committee is recommending an ongoing 1-year patron card renewal process with address verification as library cards expire. The process of organizing the V-Cat Sierra Circulation documentation on the website is continuing. Regarding the procedure of placing driver's license information in Sierra patron records, the group decided that this issue needed more study and to keep the procedure as is for the time being. Currently the driver's

license field is an optional field that libraries can elect to use if required by collection agencies/police departments to recover fines.

Janczewski joined the meeting by phone at 10:35 AM.

WVLS Communications Survey (Exhibit 11): **Hamland** reported on the Communications Survey designed to evaluate the effectiveness of current mechanisms and solicit input for future improvements and features. She presented a summary of the 46 responses received.

WVLS Collaboration and Innovation Grant (Exhibit 12): **Hamland** shared a brief update about the progress of the Colby Community Library project to build a STEAM activity and program station in the new library location in collaboration with Colby School District, and St. Mary's School.

ARSL Conference Scholarship Report (Exhibit 13): **Hamland** reported that a webinar titled "Adventures in Fargo at the Association for Rural and Small Libraries Conference" originally scheduled for November 14 has been postponed. Presenters will be from among the 2017 WVLS attendees: Julie Beloungy (Thorp), Cara Hart (Neillsville) Carla Huston (Stetsonville), Jenny Jochimsen (Abbotsford), Lisa Haessly (MCPL – Marathon City), and Kim Metzke (Greenwood) who have all submitted reports available on the WVLS website.

COLAND (Exhibit 14): **Lay** drew board members' attention to the agenda and summary from the November 10 COLAND meeting.

2018 HEALTH INSURANCE (Exhibit 15): **Hildebrand** provided an update on employee health insurance. There will be few changes in coverage and a 5% increase for both employee and WVLS contributions.

Olszewski/Pechura motion to approve the 2018 WVLS employee health insurance plan. All aye. Motion carried.

2018 SYSTEM PLAN AND BUDGET (Exhibits 16a-16b): **Sepnafski** reviewed the 2018 System Plan and Budget documents which were revised to reflect passage of the 2017-2019 state budget and successful inclusion of the WLA initiative for an extra \$1.5 million in public library system aids over the two-year period. WVLS will receive an additional \$28,373 in year one and \$56,747 in year two. Those funds are designated to assist member libraries to identify, implement, document and publicize programs and services that (1) expand technology services for patrons with limited broadband access, (2) enhance workforce development assistance, and (3) provide a gateway to learning in all stages of life.

Grunseth/Younger motion to approve the revised version of the 2018 WVLS System Plan. All aye. Motion carried.

Pechura/Ackerman motion to approve the revised 2018 WVLS Budget as presented. All aye. Motion carried.

NEW STAFF POSITIONS – CLASSIFICATION AND JOB DESCRIPTION (Exhibits 17a-17d):

Sepnafski presented revised position classifications and job descriptions reflective of upcoming staff changes announced in the Director's Report. She provided an update on job postings and the hiring process underway to fill anticipated vacancies.

Otten/Jopek motion to approve the position classifications and job descriptions as presented. All aye. Motion carried.

APPOINTMENT OF 2018 LAC MEMBERS (Exhibit 18): **Wendt** reviewed new appointments to the 2018 Library Advisory Committee: Tomahawk Public Library Director **Heidi O'Hare**, **Rachel Metzler** from UW-Marathon County, **Beth Martin** from D.C. Everest Middle School and **Kay Heiting** representing Granton

School District/Grant Community Library. Thorp Public Library Director **Julie Beloungy** will serve as 2018 President with MCPL Director **Ralph Illick** as 2018 Vice President/2019 President Elect. **Ackerman/Olszewski motion to approve the 2018 Library Advisory Committee appointments as presented. All aye. Motion carried.**

APPOINTMENT OF 2018 V-CAT STEERING COMMITTEE MEMBERS (Exhibit 19): V-Cat Steering Committee members will remain unchanged except for new Antigo Public Library Director **Dominic Frandrup** replacing his predecessor at the table. **Lay/Sauer motion to approve appointment of the 2018 V-Cat Steering Committee members. All aye. Motion carried.**

APPOINTMENT OF WVLS BOARD OF TRUSTEES NOMINATING COMMITTEE: Bobrofsky appointed **Otten, Ackerman** and **Jopek** to a Nominating Committee, with **Otten** as chair, to recommend a slate of 2018 officers to the January meeting. **Grunseth/Olszewski motion to approve appointment of Otten, Ackerman and Jopek as a Nominating Committee with Otten as chair. All aye. Motion carried.**

TEMPORARY APPOINTMENT OF PRESIDENT (BOBROFSKY), VICE-PRESIDENT (LAY), AND TREASURER (OTTEN) TO RETAIN DUTIES FROM JANUARY 1, 2018 THROUGH THE FIRST 2018 BOARD MEETING: **Pechura/Olszewski motion to temporarily appoint President Bobrofsky, Vice-President Lay and Treasurer Otten to retain their duties from January 1, 2018 until the January 21, 2018 board meeting. All aye. Motion carried.**

SCHOLARSHIPS/GRANTS: Nothing to report.

CONCERNS, COMMENTS, AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: **Olszewski** shared an article about getting the most from your local library. **Christman** and **Wendt** expressed appreciation to the WVLS Board, Director **Sepnafski** and their co-workers at this their last meeting before entering full and semi-retirement respectively. **Bobrofsky** extended the Board's extreme thanks in return for their many contributions that strengthened WVLS and its member libraries.

DEMONSTRATION OF GOOGLE GLASSES: Board members were given an orientation and demonstration of Google Glasses by **Hamland** and **Klingbeil**, followed by an opportunity to try them out for themselves.

NEXT MEETING DATE: Saturday, January 20, 2018, 9:30 AM

ADJOURNMENT: **Pechura/Grunseth motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:45 AM.**

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder