

WISCONSIN VALLEY LIBRARY SERVICE**Board of Trustees Meeting**

May 19, 2018

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 August 18, 2018.
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President Tom Bobrofsky called the meeting to order at 9:32 AM. Roll call was taken by Wendt and a quorum was declared.

Present

Tom Bobrofsky, President
 Douglas Lay, Vice-President
 Sonja Ackerman, member
 Jim Backus, member
 Tyson Cain, member
 Christy Janczewski, member
 Eileen Grunseth, member
 Peg Jopek, member
 Paul Knuth, member
 Louise Olszewski, member
 Pat Pechura, member
 Katie Rosenberg, member
 Marilyn Sauer, member
 Elaine Younger, member

Others Present

Marla Sepnafski, WVLS Director
 Anne Hamland, WVLS staff (remote)
 Augo Hildebrand, WVLS staff
 Joshua Klingbeil, WVLS staff
 Jamie Matczak, WVLS staff
 Kyle Schulz, WVLS staff
 Kris Adams Wendt, WVLS staff
 Judy Bobrofsky, guest

Excused

Michael Otten, Treasurer

CONSENT AGENDA APPROVAL

Lay/Knuth motion to approve the agenda order as noticed. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibits 1, 1a, 1b):

Lay/Olszewski motion to both approve minutes from the March 17, 2018 WVLS Board meeting, March 20, 2018 V-Cat Steering Committee meeting, and May 7, 2018 Executive Committee meeting as presented. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-8):

Lay/Pechura motion to approve the financial reports and current bills as presented. All aye. Motion carried.

TREASURER'S REPORT (Exhibit 9):

Rosenberg/Grunseth motion to accept the Treasurer's Report for January-April 2018 as presented. All aye. Motion carried.

EVALUATION OF DIRECTOR:

Grunseth/Lay motion to convene into closed session for consideration of the performance evaluation of the WVLS Director pursuant to WI Statutes Section 19.85(1)(c). All aye on a roll call vote. Motion carried.

The meeting was convened into closed session at 9:36 AM, with WVLS staff and guests being excused. **Cain** joined the meeting at 9:37 AM. **Sepnafski** was invited back into the meeting at approximately 10:20 AM.

Pechura/Janczewski motion to return to open session. All aye on a roll call vote. Motion carried. Closed session ended at 10:40 with business suspended for a 10 minute break.

The Board returned to open session at 10:50 AM. Other staff members and guests rejoined the meeting. Bobrofsky announced that during closed session the Board approved the Director's

performance self-review report and considered comments returned by board members via an evaluation survey. The following action from closed session was reported: **Pechura/Younger motion to authorize a raise for Marla Sepnafski from F3 to G1 on the pay schedule and a one-time \$1,000 bonus effective immediately. All aye. Motion carried.**

REPORTS:

Resource Library (Exhibit 10): **Sepnafski** drew the board's attention to highlights of Marathon County Public Library Director **Ralph Illick's** report. **Rosenberg** stated the MCPL Board of Trustees meets on Monday of next week.

WLTF: Backus reported the WLTF board met at the WAPL conference. There is a plan to upgrade communications to Wisconsin library trustees and support the goal of increasing WLA membership.

WAPL Conference (Exhibit 11): Bobrofsky provided an overview of the WAPL Conference in Pewaukee as the sole WVLS trustee in attendance. The board's attention was drawn to reports from WVLS staff highlighting sessions they attended.

COLAND (Exhibit 12): **Lay** reported on the May 11 COLAND meeting held in Egg Harbor and drew the board's attention to the agenda and summary in their packets.

WVLS Director's Report (Exhibit 13): **Sepnafski** highlighted items from her written report and asked WVLS staff members to address various items of interest.

Klingbeil reported on collaborative IT projects. **Southwest Wisconsin Library System is seeking to contract for technology support to address system member library network and help desk support needs.** A Request for Proposals was sent to WVLS for consideration, along with South Central, Lakeshores, Winnefox and Winding Rivers. Deadline for submission of proposals is Monday, July 2, 2018. The **door counter project** is progressing in coordination with Three Lakes School District Fab Lab director Dr. Steve Yahr, and the engineering student assisting with enclosure design and prototyping. A fully functional prototype is anticipated by the end of May, after which work will begin with printing vendors to produce enclosures in quantity and begin assembly of 100 units for distribution to LEAN WI partner systems' public library members. **The Network Equipment Refresh and Active Directory integration project** is complete and preparations for migrating WVLS' own internal resources into the new Active Directory are in progress. Work by the **LEAN Wisconsin (LEAN WI) partners continues on a comprehensive strategic technology revision and plan** that will inform the new WVLS Technology Plan for July 2018-June 2023.

Matczak reported on grants and continuing education. **WVLS is once again offering a competitive grant to a member library to develop and implement a sustainable service of value to their community that is both innovative and collaborative.** The grant is ideal for a library that has a new service or program to implement, but lacks the startup funds to do so. Total funds available for a grant project ranges from \$1,000 - \$10,000. Multiple grant applications may be funded if the total is less than \$10,000. Application deadline is May 25. The new **Colby Community Library hosted the first 2018 Listening Session** on May 8 where WVLS member library directors were given the opportunity to share local library news, ask questions, and have a conversation with WVLS staff. Future Listening Sessions are scheduled for Crandon on August 7 and Westboro on November 13. Public libraries were eligible for **Technology for Educational Achievement (TEACH) Grants** this year following passage of Act 142 by the legislature. Administered by the Department of Administration (DOA) in collaboration with the Department of Public Instruction (DPI), the Educational Technology Training Grants provide support for rural school districts and libraries to attend, arrange, and administer training activities that build the information technology knowledge and capacity of teachers and libraries. Given the extremely short deadline in which to submit grants, WVLS asked directors of eligible libraries if they would be willing to apply their TEACH grant to the

WVLS Tech Days workshop in September 2018, as well as a STEM/STEAM workshop in May 2019. All 17 libraries responded with a “yes”, so grant funds will be used to pay for mileage, a hotel stay, and substitute staff costs for directors to attend both workshops. Funds will also be used to help off-set the program costs for each workshop. WVLS staff assisted with the application process and assumed responsibility as the fiscal agent. Participating libraries include: Antigo, Crandon, Dorchester, Gilman, Granton, Greenwood, Laona, Loyal, Neillsville, Owen, Rib Lake, Stetsonville, Three Lakes, Thorp, Wabeno, Westboro, and Withee.

Upcoming continuing education opportunities mentioned by Matczak included a June 7 webinar called “**Dealing with Substance-Abusing Patrons in the Library**” (a collaboration with 7 other systems), Tech Days, Response to an Active Shooter, and Serving Older Adults in the Library. More information about continuing education activities is found at <http://wvls.org/continuing-education/>. Planning for **Trustee Training Week 2018** is in progress for August 13-17, 2018. It’s sponsored by the South Central Library System, with financial support from WVLS and other Wisconsin Public Library Systems, as well as from the Wisconsin Department of Public Instruction’s Public Library Development Team with funding from the Institute of Museum and Library Services. The six trainings available in the **Digital Bytes** series so far have had over 300 views with new offerings produced every two weeks. Marketed as “bite-sized” trainings of 30 minutes or less, and produced and archived in a digital format, Digital Bytes trainings have had over 300 views, and feedback during the recent WVLS Library Advisory Committee meeting and WVLS Listening Session was very positive. See <http://wvls.org/digital-bytes/>.

Wendt reported on legislative and state budget matters. Members of the Wisconsin Library Association (WLA) Library Development & Legislation (LD&L) Committee’s budget team met in Madison on May 15 with State Superintendent Evers and other DPI staff to discuss **library funding initiatives for the 2019-2021 biennial budget request** to be submitted by September 15. Dr. Evers had high praise for WLA efforts during the most recent budget process and instructed his staff to work closely with LD&L leaders as cost-to-continue/cost-to-sustain budget proposals for public library systems and other core state library services are developed for the next budget cycle. The Superintendent conveyed appreciation for WLA’s outstanding legislative relationship building, strategic organization and notable success during the past four years. A broader strategic discussion of budget initiatives occurred at the regular LD&L meeting on May 18. More information will be forthcoming as details are refined.

Hamland reported on the **WVLS/IFLS #WisconsinLibrary Collaboration** team effort to produce marketing and advocacy tools for member libraries. Tools include an annual report infographic, social media shares, a fortune teller template, table topper templates, a Powtoon video example, and bumper stickers. All libraries are encouraged to share patron stories and successes in all formats on all platforms, as well as using the #WisconsinLibrary hashtag so internet users can search that identifier across social media and the web at large to see all the communications. The first **webmasters co-work day** will be hosted at the Indianhead Federated Library System offices on May 17. Webmasters who attend will learn more about locating website resources, content placement, using the web-based design tool Canva, useful functions of WordPress websites, updating new title carousels, and will finish the day with time to work on their website with their peers as a resource. Live websites and websites currently in draft total 34, including the WVLS website. More information on website design is found at <http://wvls.org/website-resources/>.

Sepnafski reviewed the materials distributed at each board member’s place: promotional “I Love my #WisconsinLibrary bumpersticker, Summer Library Program activities brochure for Marathon Co. Public Library, copies of the six library related articles in the February 2018 Wisconsin Counties Association magazine, Sue Halpern article “Libraries are Essential to Democracy (*The Nation*, March 19/26, 2018), The State of America’s Libraries 2018 Report from American Libraries magazine, May PLSR update to LD&L, and preliminary list of contested WVLS area legislative seats in the 2018 election.

V-Cat Council Update (Exhibit 14): WVLS ILS Administrator **Schulz** reported on the 2019 draft V-Cat budget as presented to the April 12 V-Cat Council meeting. There was consensus to remove the \$42 charge assessed to WVLS from the V-Cat Annual Maintenance fee calculation and spread it among member libraries. (This change to be addressed in WVLS Board agenda item 11, Exhibit 17 below.) V-Cat Council also approved the Library of Congress standard of 14 point or larger type for large print materials; a revised V-Cat Damaged/Missing Items form, and a revised V-Cat Invoice for lost or damaged items. Libraries were reminded to delete extra ISBN/s not relevant to the item in hand when using cataloging records from other sources. **Schulz** attended the 2018 Innovative User Group (IUG) Conference from April 23-27 in Orlando, FL. where all Innovative users gather to share ideas and best practices. He gained valuable information, research and inspiration to implement some of the conference's featured projects, and is hoping to automate some Sierra reports to free up WVLS and member library time on report generation. Highlights of the conference will be shared at the V-Cat Council meeting on June 7. He is also seeking ways to utilize the Discovery Layer to its full potential, and assisting libraries in using Circa, an inventory product provided by Innovative.

Library Advisory Committee (Exhibit 15): **Matczak** drew board members' attention to the April 16 Library Advisory Committee agenda and minutes in their packets. The next meeting will be August 9.

2017 AUDITOR'S REPORT (Exhibit 16): **Hildebrand** reported that the 2017 report was uniquely different this year. Krause Howard joined the CPA firm of KerberRose effective January 1, 2018 resulting in replacement of the long time WVLS auditor with KerberRose auditors who specialize in auditing government entities. Their report was professionally done with comments recognizing best practices appropriate to an organization with a small staff such as WVLS. A print copy was, however, not received by WVLS by May 19. A digital copy of the draft audit report as approved by KerberRose was sent late Friday afternoon and forwarded to board members. There were no surprises, and no changes are anticipated, but board members had insufficient time to review the report prior to discussion and approval.

Pechura/Janczewski motion to defer discussion and approval of the 2017 WVLS auditor's report until the August meeting. All aye. Motion carried.

2019 V-CAT BUDGET – draft (Exhibit 17): **Schulz** walked board members through the draft 2019 V-Cat budget. **Pechura's** request that the spreadsheet be amended to include a column comparing actual 2018 and projected 2019 shares for each library was accepted by consensus.

Pechura/Ackerman motion to approve the 2019 V-Cat budget with the \$42 charge previously assessed to WVLS divided among member library shares. All aye. Motion carried.

NWLS/WVLS COLLABORATION – draft (Exhibit 18): **Sepnafski** reviewed past and current collaborative efforts with neighboring library systems. WVLS staff continues to be proactive in seeking new opportunities for partnerships. The WVLS Board had recognized the benefits of sharing resources and expertise with others to improve library service across system lines, providing the flexibility to grow WVLS partnerships in meaningful ways. Exhibit 18 details a new partnership between Northern Waters Library Service (NWLS) and WVLS. **Jamie Matczak** from the WVLS staff will expand her responsibility for WVLS member library continuing education and training activities to include NWLS member libraries. NWLS Director Sherry Machones will expand her responsibility for consulting in the area of inclusive services from NWLS member libraries to include WVLS member libraries.

Rosenberg/Grunseth motion to support the outlined NWLS/WVLS partnership for inclusive services consulting and continuing education/training as it continues to evolve. All aye. Motion carried.

LIBRARY SYSTEM TECHNOLOGY PLAN (Exhibit 19): The draft Information Technology Strategy plan for the LEAN WI collaborative partnership covering July 2018 to June 2023 was previously discussed under the Director's Report and required no further action at this time.

CONCERNS, COMMENTS, AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: **Bobrofsky** shared correspondence from the Department of Public Instruction Division for

Libraries and Technology accompanying the second state aid payment of \$220,079 for 2018.

Olszewski shared a two page 1995 WVLS inter-library loan manual recently discovered while cleaning out her files. **Backus** shared a few observations and experiences from his alternate home library, the Pima County Public Library in Green Valley, AZ. **Cain** commented on the design of the #WisconsinLibrary bumper stickers advertising all the ways in which modern libraries are about so much more than print materials.

GRANT/SCHOLARSHIP APPLICATIONS: **Matczak** reported that WVLS awarded the three available **WLA Membership/Professional Development Scholarships** to **Dominic Frandrup** (Antigo), **Heidi O'Hare** (Tomahawk), and **Teresa Miniatt** (Withee). Frandrup attended the WAPL (Wisconsin Association of Public Libraries) Conference in Pewaukee, and O'Hare and Miniatt will attend the WLA (Wisconsin Library Association) Conference in La Crosse in October. All three will be expected to give a 30-minute webinar within 3 months of the conference. These webinars will be part of the WVLS Continuing Education series and will be recorded and archived. WVLS awarded **ARSL (Association of Rural and Small Libraries) Scholarships** to **Teresa Hall** (Loyal) and **Cara Hart** (Neillsville). The scholarships cover a one-year membership to ARSL, and the full cost to attend the September 12-15 ARSL Conference in Springfield, IL. Hall and Hart will also complete a report after the conference. **Matczak** will also attend the ARSL Conference.

REQUEST FOR FUTURE AGENDA ITEMS: 2017 WVLS Auditor's Report will be discussed. **Bobrofsky** suggested including the spreadsheet showing state aid amounts for all public library systems in the August board packet. Pechura mentioned that the board would like to have an opportunity for a much less formal director evaluation in May 2019.

NEXT MEETING DATES:

WVLS Library Advisory Committee – August 9, 2018

WVLS Board of Trustees – August 18, 2018

ADJOURNMENT:

Pechura/Ackerman motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:10 PM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder

