

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 September 15, 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 November 17, 2018.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by Wendt and a quorum was declared.

Present

Tom Bobrofsky, President
 Douglas Lay, Vice-President
 Michael Otten, Treasurer
 Jim Backus, member
 Tyson Cain, member
 Christy Janczewski, member (remote)
 Eileen Grunseth, member
 Peg Jopek, member (remote)
 Louise Olszewski, member
 Pat Pechura, member
 Katie Rosenberg, member
 Elaine Younger, member

Others Present

Marla Sepnafski, WVLS Director
 Anne Hamland, WVLS staff (remote)
 Augo Hildebrand, WVLS staff
 Kris Adams Wendt, WVLS staff
 Alice Sturzl

Excused

Sonja Ackerman, member
 Paul Knuth, member

Vacant

Lincoln County representative

Bobrofsky welcomed former board president **Alice Sturzl** and thanked **Hildebrand** for covering technical duties in the absence of other staff members

CONSENT AGENDA APPROVAL

Lay/Olszewski motion to approve the agenda order as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1):

Lay/Olszewski motion to approve minutes from the August 18, 2018 WVLS Board meeting as presented. All aye. Motion carried.

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

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

WVLS January – AUGUST 2018 TREASURER’S REPORT (Exhibit 8a):

Pechura/Grunseth motion to accept the Treasurer’s Report for January – August 2018 as presented. All aye. Motion carried.

REPORTS

Resource Library (Exhibit 9): **Sepnafski** drew the board’s attention to highlights of Marathon County Public Library Director **Ralph Illick’s** report, noting that she had attended the MCPL staff inservice on customer service the previous day.

WLTF: Backus reported that the next WLTF meeting date has not yet been scheduled pending availability of the Department of Public Instruction (DPI) liaison.

COLAND (Exhibit 10): **Lay** was unable to attend the September 14 meeting in Beloit but provided the agenda as part of the Board packet. Although he has declined to seek reappointment, he will serve until replaced.

WVLS Director's Report (Exhibit 11a-g): **Sepnafski** highlighted items from her written report and asked WVLS staff members to address various items of interest.

Hildebrand provided a 2019 staff health insurance update. The **Department of Employee Trust Funds (DETF)** has announced a 0% health insurance for state employees and an average of **1.7% increase** for local government employees in 2019. While actual premiums for the different providers have not been released, the list of providers for Marathon County has been announced. Providers available in Marathon County in 2019 include GHC of Eau Claire, Health Partners Health Plan, Security Health Plan-Central and WEA Trust East. Also, retirees who previously cancelled their coverage through ETF will now have the opportunity to re-enroll during the October open enrollment period, and DETF is introducing a Medicare Advantage Plan for retirees in 2019.

Sepnafski reported Rib Lake Public Library colleague **Krista Blomberg** sent a note of thanks to **Jamie Matczak** for the new Digital Byte training video on "Positive Work Culture." She commented that she appreciated the tips, especially the information about when to let something go. **Annette Miller**, Tomahawk Public Library Children's Librarian, thanked **Anne Hamland** for her Digital Lites post "Telling Your Summer Story" that was shared at the recent Youth Services Information Exchange (YSIE) in Merrill. Miller stated, "It was a great reminder and I am adding that to my end of summer wrap-up from now on!"

Kiong Lao has been hired as the new WVLS PC Support Specialist, a position responsible for providing professional, courteous and timely technical support to libraries via telephone, e-mail, help desk, remote access, and on-site visits. This position is also responsible for providing technical tips and consulting for WVLS staff and member library staff. Kiong's first day on the job was Tuesday, September 4. In preparation for retirements late 2018/early 2019, WVLS recently posted an ad for an **ILS and Database Support Specialist** position. This position will be responsible for providing professional, courteous and timely ILS and Database support and services to 36 WVLS public libraries and branches via a helpdesk program, and onsite and remote training; creating, editing, adding, and maintaining catalog records in OCLC and the ILS database; and for producing and distributing appropriate ILS statistical and financial reports. The position will remain open until a successful candidate is determined, however applications received by September 17 will receive first consideration.

Wisconsin has been awarded a grant of \$249,999 by the **Laura Bush 21st Century Library Program** to fund the "Libraries Activating Workforce Development Skills" (LAWDS) project. The program application was developed collaboratively by the Wisconsin Department of Public Instruction (acting as lead applicant), the Wisconsin Department of Workforce Development, the Wisconsin Workforce Development Association, and the Wisconsin Library Association (WLA). DPI announced that 73 organizations submitted preliminary proposals to the Institute for Museum and Library Services (IMLS) requesting a total of \$20,447,208. IMLS invited 23 to submit full proposals from which Wisconsin was among 14 selected to receive a total of \$3,207,711.

V-Cat Update: **Sepnafski** reported that **Kyle Schulz** continues to work on the Sierra Slowness issue. Not much has changed since the August board report, but some progress has been made in the last month. Innovative is trying to pin-point the cause of the slowness. Also he is planning a meeting between WVLS staff and EBSCO to initiate an overhaul of the Discovery Layer to improve the patron search experience. The V-Cat Council met on September 6. One topic discussed was the standardization of various system settings, including loan rules, maximum number of item check-outs, and fine amounts. As standardizing (or "normalizing") practices across the consortium has the potential to greatly enhance the patron experience, the Cooperative Circulation Committee will begin gathering data from libraries and use the data collected to create recommendations to bring back to the Council. Also, the V-Cat Council approved the removal of Driver's License information from

the Sierra database, a decision that correlates with data management best practices, and is consistent with practices of the majority of other public library ILS consortiums in the state. The V-Cat Bibliographic/Interface Committee will meet on October 9, and the V-Cat Council and V-Cat Cooperative Circulation Committee have meetings on November 1.

Hamland reported on the following items, including those submitted by **Jamie Matczak** who was absent due to presenting “30 Ways to Make Your Small Library Extraordinary” at the 2018 Association for Rural and Small Libraries (ARSL) conference in Springfield, IL.

The final **Youth Services Information Exchange (YSIE)** discussion for 2018 took place on Tuesday, September 11, 2018 from 11-2pm at the **T.B. Scott Free Library** in Merrill. Sixteen youth services librarians attended representing three systems: WVLS, South Central Library System, and Northern Waters Library Service. **Hamland** discussed the new opportunities for youth services offered in 2019 via the WVLS Innovation and Collaboration Grant and WVLS WLA Scholarship, as well as Intellectual Freedom and challenges to library materials. **Katie Zimmerman**, Marathon County Public Library Youth Collection Development Specialist, and **Krista Blomberg**, Youth Librarian at Rib Lake Public Library, were on hand to discuss recent material challenges at their libraries. Attendees shared successes from their summer library programs and brainstormed ways to improve for next year’s program. The next YSIE meet up will take place at an MCPL branch in 2019. **Hamland** created a fun Powtoon video recapping summer library programs subsidized by 2018 WVLS Summer Library Program Performer Grants to member libraries. Watch the video here: <https://youtu.be/trM-OzAIVgs> She also has resumed fall youth services phone calls and plans to connect with all youth services librarians by the end of November.

The **WPLC Board** met on August 14 via GoToMeeting. Highlights included: a review of the Wisconsin Authors Project which received 110 submissions; the Board tabled further discussion on a new local music service modeled after the Wisconsin Indie Collection from Biblioboard; WPLC project managers inquired about the project manager role in responding to national issues and advocacy opportunities related to the Digital Library; and, WPLC project managers reported interest in pursuing content areas not included in the 2018 BadgerLink contract. The Board requested more information.

Upcoming Continuing Education Opportunities include: “**Tech Days Workshop**” series, a collaboration of the Wisconsin Valley Library Service, Northern Waters Library Service, Indianhead Federated Library System and Winding Rivers Library System. This workshop series will focus on technology trends, feature nationally renowned Laura Solomon as opening speaker, and consist of break out presentations unique to each workshop. Workshops in the “Tech Days Workshop” series will be held on Tuesday, September 18 in Rice Lake; Wednesday, **September 19 in Wausau**; and Thursday, September 20 in Black River Falls. There are currently 28 people registered to attend the Tech Days Workshop in Wausau. Registrants are from libraries in WVLS, IFLS and NWLS. More information about the “Tech Days Workshop” series may be found at: <https://wvls.org/tech-days/>.

“**Responding to Active Threat in the Workplace**” will be held from 9:30 am-12:30 pm on Thursday, **October 4**, at the Chippewa Valley Technical College in **Neillsville**. Participants will learn actions to take when confronted by an active shooter, learn how to cause distraction, and establish proper practices in these situations. Registration and more information can be found on the WVLS Continuing Education page. <https://wvls.org/continuing-education/>.

A webinar on “**Apps and Beyond: Low-Cost Technology for Your Patrons and Library**” will be held at 1:00 pm on Wednesday, **October 17**. Guest speaker **Kris Turner**, Head of Reference at the University of Wisconsin Law School Library, will talk about the best apps for productivity, for fun, and for security. More information and registration information can be found here: <https://wvls.org/apps-explored-in-october-webinar/>.

Area youth services staffs are invited to attend the **November 8 “WVLS Annual Youth Service Workshop**” in the MCPL Community Room. **Linda Jerome**, La Crosse Public

Library Teen Librarian, will present on whole-person librarianship and successful programming for teens in the morning. **Special Agent Theodore (Theo) Indermuehle**, from the WI DOJ Division of Criminal Investigation Office, will present "Toddlers to Teens: Keeping Kids Safe in Apps and Online." **Julie Beloungy**, Director of the Thorp Public Library, will end the day with a presentation on the Thorp Public Library 2018 PLA Inclusive Internship experience. More information about the workshop is shared in this report as **Exhibit 11-b**.

Hamland hosted the first **Libraries WIN website co-work day** on May 17 at the Indianhead Federated Library System office in Eau Claire. Approximately 20 people, representing both systems, were in attendance. The second co - work day will take place **October 18** at the **Thorp Public Library**. Topics will include accessibility, search engine optimization, library messaging, maintenance, design, and a new WordPress design editor. Find more information on the Libraries WIN website at <http://wvls.org/websiteresources/>.

Wendt reported on legislative matters. The **Northwoods Chapter of the Wisconsin League of Wisconsin Voters (LWVNOW)** has developed voter registration tools for library use as part of its Voter Education and Registration Assistance Project. More information about the project will be posted to the WVLS website. The DPI submitted its **budget for the 2019-2021 biennium** to the Department of Administration (DOA) on September 15. It included a cost to continue request for an additional \$133,200 in FY20 and \$168,100 in FY21 to fully fund the estimated costs of **four library service contracts** to provide access to unique resources and materials from the Milwaukee Public Library (MPL), the University of Wisconsin-Madison (UW-Madison), the Wisconsin Talking Book and Braille Library (WTBBL), and the Cooperative Children's Book Center (CCBC). A cost to continue request for \$345,800 in FY21 will allow DPI to continue the contracts with all current **BadgerLink** vendors and to maintain the current level of services through **Newsline for the Blind**. The request for **public library system aids** seeks to retain the additional \$1.5 million from the current biennium (approved by the legislature as a one time appropriation, rather than a permanent increase to the base) plus an additional \$2.5 million in 2020 and \$4 million in 2021 toward further restoration of the 10% cut in 2012 followed by flat funding through 2017. All state aids to libraries come from the Universal Service Fund rather than general purpose revenue. More detailed information and talking points will be forthcoming from the Wisconsin Library Association's Library Development and Legislation (LD&L) Committee. LD&L meets September 28.

Sepnafski shared additional exhibits with board members, all of which are found with the September WVLS Board of Trustees documents at the WVLS website.

2019 SYSTEM PLAN (Exhibit 13): Bobrofsky asked for further discussion and/or questions since the draft was presented at the August meeting and, hearing none, requested a motion for approval.

Otten/Grunseth motion to approve the 2019 WVLS System Plan as presented. All aye. Motion carried.

2019 LEAN WI and WVLS IT BUDGETS – revised (Exhibit 14): **Sepnafski** presented the third and final draft and invited further discussion and/or questions. This document is also being presented to the IFLS Board of Trustees for approval on September 15.

Pechura/Olszewski motion to approve the 2019 LEAN WI and WVLS IT budgets as presented. All aye. Motion carried.

2019 SYSTEM BUDGET (Exhibit 15): **Sepnafski** drew the board's attention to a small adjustment since last review in August following the reconciling of pass through reporting between WVLS and IFLS regarding IT services to member libraries, unrelated to state aid funding.

Pechura/Grunseth motion to approve the 2019 WVLS System Budget as presented. All aye. Motion carried.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: **Jopek** shared that expanding Antigo Public Library programs and services are well received though an adjustment will need to be made for the loss of Act 420 payments from Shawano County where there is now a consolidated county library. **Bobrofsky** reported the Granton

Community Library carpeting project is finished. The Clark County Library Board is seeking a modest increase to 73% in Act 150 payments. **Backus** initiated a brief discussion about library used book sales. **Rosenberg** shared her visit to the New York Public Library while on a trip to New York City.

WLA CONFERENCE PLANS (Exhibit 16): **Bobrofski** outlined guidelines regarding board member participation in the annual Wisconsin Library Association fall conference to be held in La Crosse on October 23-26. WVLS is coordinating mini-coach transportation from Wausau for WVLS member library staff and trustees at no charge.

GRANT/SCHOLARSHIP APPLICATIONS: Nothing to report at this time.

REQUEST FOR FUTURE AGENDA ITEMS: 2019 health insurance information.

NEXT MEETING DATES: WVLS Board of Trustees – Saturday, November 17, 2018 and Saturday, January 19, 2019.

ADJOURNMENT: Pechura/Lay motion to adjourn. All aye. Motion carried. The meeting was adjourned at 10:50 AM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder