

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 March 16, 2019
 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 May 11, 2019.

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
 Mike Otten, Treasurer
 Jim Backus, member (remote)
 Tyson Cain, member
 Eileen Grunseth, member
 Christy Janczewski, member (remote)
 Peg Jopek, member
 Louise Olszewski, member
 Pat Pechura, member
 Kari Sweeney, member

Others Present

Marla Sepnafski, WVLS Director
 Susie Hafemeister, WVLS staff
 Anne Hamland, WVLS staff (remote)
 Josh Klingbeil, WVLS staff
 Jamie Matczak, WVLS staff
 Rachel Metzler, WVLS staff
 Kyle Schulz, WVLS staff
 Kris Adams Wendt, WVLS staff
 Judy Bobrofsky

Excused

Sonja Ackerman, member
 Douglas Lay, Vice-President
 Paul Knuth, member

Vacant seats

Lincoln County representative
 Marathon County representative

CONSENT AGENDA APPROVAL

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

APPROVAL OF MINUTES (Exhibit 1):

Jopek/Grunseth motion to approve minutes from the January 19, 2019 WVLS Board meeting as presented. All aye. Motion carried.

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

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

2018 TREASURER'S REPORT REVISION (Exhibit 9):

Sepnafski drew the board's attention to a correction on p. 3 under Wessler Trust. The bottom line was not affected.

Pechura/Grunseth motion to reapprove the 2018 Treasurer's report as revised. 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. **Sweeney** had no addendum. In response to a question from **Pechura**, there was a brief discussion of apportioned payments among WVLS member libraries for V-Cat, courier and other system services.

WLTF: **Backus** reported that the WLTF Board has been planning WAPL Conference programs.

COLAND (Exhibit 11): In the absence of **Lay, Sepnafski** drew the board's attention to the March 8 COLAND meeting agenda, minutes from the January 11 virtual meeting, and Department of Public Instruction Division for Libraries and Technology (DPI/DLT) report included in the Board packet.

WVLS Director's Report (Exhibit 12): **Sepnafski** highlighted items from her written report and asked WVLS staff members to address various items of interest.

Correspondence:

- Following the January WVLS Board of Trustees meeting, an announcement of 2019 WVLS Board Appointments was submitted to all newspapers in the WVLS seven-county service area, and included the names of the newly elected officers and WVLS Executive Committee members.
- On behalf of LEAN WI, **Klingbeil** sent a letter to the Northern Waters Library System (NWLS) welcoming them and their member libraries to the LEAN WI partnership. The letter was shared with NWLS colleagues on March 1. (Exhibit 12A)
- **Sepnafski** reported **Matczak** received notes of appreciation following the 2019 Wild Wisconsin Winter Web Conference (WWWWC): **Jeannine Heskett**, from Darien (WI) Public Library said, *"Thank you so much, Jamie! This conference is always so helpful for me to get my CEUs and so enjoyable as well."* Co-organizer, **Leah Langby** (IFLS Library System) stated, *"Way to organize an incredible webinar conference again ... I hope you have some idea of just how appreciated you are for your work, attention to detail, vision, organization, and great skills at finding amazing presenters that goes into this conference. I also hope you remember to take a break ... and rest after this remarkable effort!"*
Backus reported he had shared WWWWC information with the chairman of the Pima County (Arizona) Library Board.
- **Matczak** was contacted on February 27 by **Lauren Clossey**, Continuing Education Coordinator of North Carolina, expressing interest along with consultants from Virginia, Georgia, and South Carolina in hosting a collaborative online conference similar to the Wild Wisconsin Winter Web Conference. During a March 7 conference call, **Matczak** spoke with her about the WWWWC, how it has evolved over time, and the work and planning required for it to be successful.
- Several member libraries have expressed appreciation for the Gale Courses marketing materials created by **Hamland**. Most recently, **Dan Richter**, Library Marketing Specialist at MCPL, wrote, *"Thank you so much for these! I actually had a post promoting Gale Courses set for this morning! I like these graphics a lot, so I edited my posts to include them. Good to let people know that the new sessions start next week."*
- **Hafemeister** received a thank you note and sweet treat from Tomahawk Public Library Director **Heidi O'Hare** for her assistance with the annual report.

People/Libraries/Systems News:

- **Brandon Hardin** was hired as new director of the Withee Public Library and started work February 21. He replaces **Teresa Miniatt** who resigned the position to become director of the Stanley Public Library.
- In late February, **Bill Herman**, E-Rate/Broadband Consultant at DPI became DPI's technical liaison to Wisconsin libraries and library systems. For the last three years serving as E-Rate/Broadband Consultant, Bill helped schools and libraries understand and file for E-rate, worked to help students and families get connected to the internet at home, and worked with TEACH/DOA to develop grants that serve schools and libraries. Before working at DPI, Bill was Technology Director at Monona Grove School District for 15 years, and before that he was Technology Coordinator at River Valley School District for three years. Former Library Technology Consultant for the Public Library Development Team, **Ryan Claringbole**, left the position in February 2017 to become director of the Monona Public Library.
- **Todd Mountjoy** passed away on February 19. He was the former Director of Library Services for Nicolet College (Rhineland) and will be remembered by WVLS colleagues for

generously sharing his time and expertise, as well as his gentle sense of humor. **Joshua Morrill**, the husband of WILS Director Stef Morrill, passed away on February 25. He was the Assistant Dean for Academic Analysis, Planning, and Assessment at the Graduate School of UW-Madison.

- **Matczak** was asked by the iSchool at UW-Madison to independently teach a continuing education course this summer called "[Having Difficult Workplace Conversations](#)." The four week pass/fail course for public librarians (14 contact hours) will cover tools and best practices to ensure that even the most challenging conversations will result in a happier workplace.
- **Hamland** has accepted an invitation from DPI Public Library Youth and Inclusive Services Consultant **Tessa Michaelson Schmidt** to serve on the 2019 Youth Services Development Institute leadership team. The Institute provides professional development and networking for Wisconsin public library staff who serve babies, children, and teens in smaller public libraries. This year's Institute is tentatively planned for Sunday, August 25 – Wednesday, August 28.
- Antigo Public Library Director **Dominic Frandrup** was featured in the Spring 2019 *WLA News* "New Director Spotlight." **Tammie Blomberg**, Director of the Rib Lake Public Library, was the March 2019 WISL (Wisconsin Small Libraries Section of WLA) Librarian of the Month. **Hamland** was introduced to WLA's Youth Services Section members in the February 7 *Youth Services Shout-Out* YSS Blog post. (Exhibit 12B)
- The newly remodeled and expanded **Demmer Memorial Library** (Three Lakes) opened to the public in late February following several delays due to bad weather. The \$2.2 million dollar building project includes a complete makeover of the former library and a 3,000 square foot addition. A Soft Opening Celebration and Chili Cook-Off was held on Saturday, March 9. Check out the construction photo gallery at: <https://photos.app.goo.gl/gvJD8WEIeb2jcc0w2>.

Report from ILS & Database Support Specialist Rachel Metzler:

- "Short is Sweet", Metzler's premier article of young adult audio books was published in the February 2019 issue of VOYA (Voice of Youth Advocates). (Exhibit 12C)
- **Metzler** and **Hamland** have been working with member librarian volunteers to analyze and determine the value of WVLS database offerings. The Database Advisory group includes **Julie Kinney** (MCPL), **Dominic Frandrup** (Antigo), **Ashley Polinski** (Rhineland), **Kim Metzke** (Greenwood), and **Julie Beloungy** (Thorpe). During its first discussion, the group reviewed an EBSCO databases cost/use analysis and discussed perceived value of these products. The group will meet again to draft recommendations in preparation for continued discussions at WVLS Library Advisory Committee and Board of Trustees meetings.

Report from Public Library Services Consultant Anne Hamland:

- WVLS member libraries have embraced free **Gale Courses** and are receiving positive feedback from library users. **Laurie Ollhoff**, Assistant Director and Head of Adult Services at **T.B. Scott Free Library** (Merrill), kicked off "MOOC Central @ the Library" on March 5. The programs held on the first Tuesday of the month provide gathering space for those taking online courses. The **Rhineland District Library** is developing a similar program. **Tomahawk Public Library** created a display at the library's entrance including marketing materials provided by WVLS, the full list of available courses and an informational brochure. Many WVLS member libraries are promoting Gale Courses on their Facebook pages. **Hamland** created a Gale Courses poster (Exhibits 12Da and 12Db) for 2019 Library Legislative Day participants to share with their representatives, and an Annual Report Infographic template (Exhibit 12E) promoting Gale Courses as a new service offered by member libraries. Member libraries will receive monthly communications featuring social media shares and marketing tools to promote Gale Courses to community segments throughout 2019. WVLS is encouraging member libraries to share information about the

availability of the Gale Courses product with their regional Workforce Development Board and local Job Center. The Gale Courses catalog includes courses helpful for anyone looking to brush up on their workplace skills.

- The **Movie Licensing USA** (MLUSA) group license through WVLS reduces costs for member libraries who participate. The renewed license runs from April 1, 2019 – March 31, 2021 and includes public libraries in Abbotsford, Antigo, Colby, Crandon, Greenwood, Medford, Merrill, Minocqua, Rhinelander, Rib Lake, Stetsonville, Thorp, Three Lakes, Tomahawk, Westboro and Withee.
- A new statewide project, **Libraries Activating Workforce Development Skills (LAWDS)** made possible by the Institute of Museum and Library Services (IMLS), will bring together public library staff with the staff of regional Workforce Development Boards (WDBs) and Wisconsin Job Centers to better facilitate seamless support services for individual job-seekers, business owners and entrepreneurs. **Hamland** will meet with Workforce Development Directors in the North Central, North West, and West Central regional offices and coordinate with other public library system consultants that have public libraries in these regions. Colleagues from partnering public library systems attending these introductory meetings with **Hamland** include **Leah Langby** (IFLS Library System), **Sherry Machones** (Northern Waters Library Service), and **Mark Jochem** (South Central Library System). This group will also organize meetings between member libraries Workforce Development Directors starting in May. These meet-and-greet opportunities are the first of four training opportunities offered to public library staff. Library community members unable to participate in live/online LAWDS training sessions will be able to access archived recordings or slide decks on the concepts and resources discussed.
- The February 14 **Youth Services Information Exchange (YSIE)** meet up scheduled at the Loyal Public Library was cancelled due to winter weather. An alternate date at the same location will be scheduled later in spring.
- WVLS is again offering a \$240 **Summer Library Performer Grant** for all WVLS member libraries in 2019. Member libraries submitting a performer contract for an event scheduled between May 22 and September 4, 2019 will receive reimbursement after the performance.
- Public and school librarians converged at the 32nd annual Children’s Book Fest in Rhinelander on March 5-6 to browse 2018 award winning books for youth and share a presentation by the Cooperative Children’s Book Center (CCBC) staff on selected titles from the *2019 CCBC Choices* list. Hamland and Matczak coordinated informal “Rhinelander Dine Around” lunch conversations for participants, supplying each small group with a mystery bag containing dessert, giveaways and informational handouts.
- The “**Bubbler Makes Over WVLS**” will take place on Tuesday, May 7, from 9 am – 3 pm, at the Marathon County Public Library. The workshop is worth 4.5 contact hours for public library certification. The [Bubbler at Madison Public Library](#) is a hub for creative expression among people of all ages. Bubbler team members Carlee Latimer, Rebecca Millerjohn, and previous Bubbler artist-in-resident Bird Ross will share core programming models, intentional service practices, hands-on making experiences, and successful documentation & evaluation strategies with librarians who attend.

Report from ILS Administrator Kyle Schulz:

- **Schulz** has been working with Innovative Interfaces, Inc. on the timeline and tasks associated with adding Wabeno Public Library collection information into the V-Cat database. A definitive “go live” date has not yet been established.
- **Schulz** and **Metzler** have been working since late January with MCPL Youth Services Collection Specialist Katie **Zimmerman**, who is completing a UW-Madison Information School student internship with WVLS in May. Zimmerman has been learning aspects of ILS administration that align with her field project goals. The trio is investigating a process for member library cataloger training in conjunction with the V-Cat Bibliographic Control

Committee. Tentative plans are to initiate “basic” training covering MARC alerts, and an “advanced” training covering Z39.50, a technique that allows catalogers to copy existing records from other library systems/databases and expedite the cataloging process.

- A large snowfall prompted the cancellation of the February V-Cat Council meeting. Schulz is drafting a 2020 V-Cat Budget to present to the **WVLS/V-Cat Steering Committee** on March 28. The next **V-Cat Council meeting** is April 4.
- While seeking feedback from ILS and technology managers, Sierra ILS administrators asked WVLS about getting together in person and/or remotely to share information, strategies and ideas for future collaboration. LEAN WI is helping to coordinate an initial meeting of **all Sierra ILS administrators** in Wisconsin for late April 2019.

Legislative Report from Public Library Consultant Kris Adams Wendt:

- WVLS attendance at **WLA Library Legislative Day** was impacted by a massive snowstorm on February 12. Three of the sixteen WVLS area registrants – **Otten, Klingbeil, and Ralph Illick** – hazarded the trip on their own following cancellation of planned mini-bus transportation on February 11. The intrepid trio covered the appointments in 6 of the offices of eleven legislators representing WVLS territory and delivered information folders to the remaining offices. Only about a third of the nearly 200 original registrants made it to Madison.
- In-district conversations with the remaining five legislators either have or will soon acquaint them with the importance of key library components in the Governor’s Executive Budget proposal released on February 28. Rhinelander District Library Director **Virginia Roberts** and **Wendt** hosted a listening session for Sen. Tiffany and Rep. Swearingen on January 29. Crandon Public Library Director **Stephanie Schmidt** met with Rep. Mursau on February 29. Rep. Felzkowski will be presented with a WLA Library Champion Award by **Dominic Frandrup** at the Antigo Public Library at the end of March. **Grunseth** has an April appointment with Rep. Edming. **Olszewski** will follow up with Rep. James. **Backus** wrote letters to Sen. Petrowski and Rep. Spiros from Arizona for virtual Library Legislative Day.
- As anticipated, library related requests in the Executive Budget included a boost in funding for regional public library system services (\$2,500,000 in fiscal year 2019-20 and \$4,000,000 in fiscal year 2020-21 which includes the \$1,500,000 increase over base funding in the current budget that needs to be renewed), as well as cost to continue funding maintaining core services from Badgerlink and Newsline for the Blind levels of service (\$345,800 in fiscal year 2020-21), and the library service contracts between DPI and the Cooperative Children’s Book Center, Wisconsin Talking Book and Braille Library, Milwaukee Public Library and UW-Madison (\$133,200 in fiscal year 2019-20 and \$168,100 in fiscal year 2020-21). The aforementioned line items have all been funded through the Universal Service Fund since 2009-2011 rather than general purpose revenue.
- The Governor’s budget proposal also moves the Recollection Wisconsin digital archives program, currently maintained on a grant-by-grant basis, under the state funded WISELearn portal to ensure that the state’s history moves sustainably into the future.
- The budget process now moves to the Joint Finance Committee where all 16 members were visited by the WLA LD&L team in January. A series of public hearings will be held in various locations throughout the state at which WLA will organize a presence.

At this point **Bobrofsky** suspended the meeting for a 15-minute break.

Report from Chief Information Officer Josh Klingbeil:

- The **Western Taylor County Public Library** (Gilman) is in early stages of design and planning for an expansion of existing facilities and reports strong community support. Consultations regarding technology considerations integral to the project are ongoing.
- The **Milltown Public Library** (IFLS Library System) is in late stages of design and acceptance, with a plan to move temporarily from existing facilities to a vacant building

located just down the road. LEAN WI assisted the director with the successful application for a TEACH Infrastructure grant in the 2018 fall application cycle. LEAN WI is actively engaged with the library director and local telecommunications providers to ensure the best chance for services continuity throughout the project. Consultation regarding technology considerations integral to the project are ongoing.

- The **Somerset Public Library** (IFLS Library System) is in late design and planning stages. LEAN WI has engaged the library for current state of technology infrastructure discovery work and early/late planning stage considerations. Consultation regarding technology considerations integral to the project are ongoing.
- The **Demmer Memorial Library** (Three Lakes) is in the post-renovation recovery stage. The library has moved back into the expanded building from its temporary location and offsite storage arrangement and working to get back up to 100% operational. LEAN WI continues to assist with technology consultation and direct technology support.
- IFLS Library System (IFLS), Northern Waters Library Service (NWLS), and Wisconsin Valley Library Service (WVLS) formalized the **inclusion of NWLS as a new LEAN WI partner by a jointly adopted MOU**. The respective technology staff members are addressing the information discovery/sharing and technical aspects of inclusion. The formalization enabled the three system partners to file a joint application for FY18 LSTA funding and, as a single unit, pursue broader collaborations with other library systems.
- In January 2019, the Wisconsin Department of Public Instruction (DPI) announced the reintroduction of a **Library System Technology funding channel from the FY18 LSTA grant program**. A major change in eligibility is the requirement that two or more Library Systems collaborate on one or more projects to utilize their respective allocations under the distribution formula. LEAN WI is fortunately positioned to leverage this new eligibility framework within its normal operations. To ensure LEAN WI was able to maximize the benefit of this new opportunity without significant disruption to planned operations during 2019, LEAN WI applied for the grant against a pair of already-planned projects. This will allow repurpose of resources intended for those projects such as the Collaborative Backup Project.
- In order to stage the LEAN WI virtualization environment for various projects moving forward, an operating system and management suite upgrade was started in February. This process uncovered underlying configuration issues. **Kris Schwartz** of IFLS successfully managed nearly every aspect of this upgrade process in a manner which was impressively transparent from the operations perspective. The virtualization platform is now in an up-to-date and stable state, ready for future projects.
- The **Collaborative Backup project** is ongoing. The FY18 LSTA funding opportunity has catalyzed efforts for many participating systems. A proposal is being developed for solution adoption. Completion of the review/revision/adoption process is anticipated by March 15, 2019. This project has a separate, more comprehensive report being produced for LEAN WI directors and other project collaborators. The executive summary is already available.
- LEAN WI and many other library systems worked with South Central Library System (SCLS) and their Dell service team to migrate our respective accounts to a single service team. The Dell service team continues to work on implementation of common access to discounted pricing and custom configurations via the “Dell Premier Portal” but have not been able to produce an estimated time to completion for that effort. Once completed, LEAN WI can work toward a more unified procurement approach and compare other options against best-case Dell pricing.

Report from Continuing Education Consultant Jamie Matczak:

- **Matczak** was notified in early February that two program proposals she submitted for the upcoming Wisconsin Association of Public Libraries (WAPL) Conference were accepted as presentations. **“30 Ways to Make Your Small Library Extraordinary,”** a session she

presented at the 2018 Association for Rural and Small Libraries (ARSL) Conference, will be shared at 1:45 pm on Thursday, May 2. This session, will provide tips and resources for small libraries to be the best they can be. A panel discussion on **“Current Marketing Trends”** will be presented by **Matczak, Jill Fuller** (Bridges Library System) and **Rebecca Schon Kilde** (IFLS Library System) at 11:15 am on Friday, May 3. This presentation will cover top takeaways from the national 2018 Library and Marketing Communications Conference (St. Louis) and how each presenter is applying these concepts in their respective library system.

- WVLS Inclusive Services Consultant and Northern Waters Library System Director **Sherry Machones** has gathered a team of public library staff from NWLS and WVLS to guide the direction and focus of each system’s inclusive services program. Members of the IDEA (Inclusive, Diversity, Equity and Access) Team include: **Angie Bodizslaw**, Spooner; **Emilie Braunel**, Sayner; **Sue Heskin**, Superior; **Jeanne Wolfe**, Lac du Flambeau; and **Laurie Ollhoff**, Merrill. The IDEA Team will have its first meeting later in March.
- The 2019 Wild Wisconsin Winter Web Conference took place on January 23-24, 2019. Fourteen presentations over the two-day conference focused on marketing, library leadership, small libraries and youth services. Total attendance was 1,307, with an average of **93** attendees per session, by comparison to 2018 conference of 1,327, with an average of **69** attendees per session. Conference coordinators were pleased to see that conference attendance had not decreased even though fewer programs were done in 2019. Session evaluations (Exhibit 12H) were positive, with a majority of the speakers scoring above 4.0 (on a 5.0 scale) if attendees found the webinar helpful in their library positions. Slides and videos of the 14 one-hour sessions may be found on the [Wild Wisconsin Winter Web Conference](#) website under “Recordings & Slides.”

The following workshops/webinars for 2019 are scheduled:

- [Overcoming the Email Avalanche: Three Steps to an Empty Inbox](#) (webinar); 10 a.m., March 20
- [From Inbox to Completion: The Secrets to Successful Workflow](#) (webinar); 10 a.m., March 27
- **Spring Webmaster Co-work Day**; 9:30 am – 3:00 pm, March 29, IFLS Library System, Eau Claire. **Anne Hamland** will lead the group in using Canva.com for creating website graphic content in the morning and webmasters will work on their website maintenance, building, and design skills with the Divi theme in the afternoon.
- [Creativity and Aging: Arts Education for Older Adults](#) (workshop); 9 am - 3:30 pm, April 5, Rice Lake
- **Outdoor Learning at the Library: It’s Only Natural** (webinar); 1 pm, April 17
- **The Bubbler Makes Over WVLS** (workshop); Tuesday, May 7, MCPL

Collaboration and Innovation Grant

Applications for the **2019-2020 Innovation and Collaboration Grant** were reviewed by a three-person WVLS Innovation and Collaboration Literacy Grant selection committee comprised of **Hamland**, and two youth services specialists outside WVLS. The Rib Lake Public Library and Tomahawk Public Library partnership projects were chosen unanimously. **Hamland** met in early March with Rib Lake Youth Librarian **Krista Blomberg**, and Tomahawk Youth Librarian **Annette Miller** to assess each library’s space and review both project plans. Bi-monthly project reports to WVLS and updates will be shared with the WVLS Board. (Exhibit 12F to be shared at meeting; “Rib Lake library gets grant to help families read together”- *The Star News*; 02-28-19)

WLA and ARSL Professional Development Scholarships

In early February, WVLS announced the availability of five 2019 scholarships. One \$500 scholarship, accompanied by a one-year membership to WLA and the Youth Services Section of WLA, will be awarded to a WVLS youth services staff member applying to attend a Wisconsin

Library Association-sponsored conference. A \$1,600 Association for Rural and Small Libraries (ARLS) scholarship will be offered to four WVLS member public library directors/branch coordinators. The scholarship will include a one-year ARSL membership and travel to the ARSL Conference held on September 4-7 in Burlington, VT. The application deadline is **Friday, March 15**. Scholars will be announced by **Monday, March 25**.

Public Library Annual Reports – Compliance Issues and System Effectiveness:

Sepnafski reported that all public library annual reports were submitted to DPI by the March 1 statutory deadline. The WVLS audit of member public library 2018 annual reports revealed no issues of noncompliance. All 25 member public libraries also indicated in the system effectiveness section of their annual report that WVLS provided effective leadership in 2018. Favorable comments were reported in the areas of consulting, customer service, ILS administration and technology support. (Exhibit 12G)

Additional information distributed at the meeting by Sepnafski:

- 2019 WVLS Organizational Chart & LEAN WI Stack (Exhibit 12I)
- 2019 WVLS Fact Sheet (Exhibit 12J)
- 2019 WVLS Glossary of Acronyms and Library-/System-Related Terms (Exhibit 12K)
- 2018 WVLS Statistics Booklet (Exhibit 12L)
- Wis. Stats. Chapter 43 (Exhibit 12M)
- “Milwaukee PL’s Ad Campaign Turns Heads”; *Library Journal*; February 2019. (The logo used by MPL for its awareness campaign looks very much like Amazon’s smile logo, yet MPL is not concerned about trademark infringement.) (Exhibit 12N)
- “Wisconsin’s Digital Library Tops 5 Million Total Checkouts in 2018!”; *WI Libraries for Everyone blog*; January 28, 2019 (Exhibit 12O)
- “Kenosha Librarian Launches Coretta Scott King Award Program”; *School Library Journal*; February 27, 2019 (Exhibit 12P)

Schulz highlighted the V-Cat library graphics on pages 39-45 of the System Information and Public Library Statistics booklet. MCPL data is aggregated as a unit for all nine locations. Not included, but potentially available is a representation of how individual MCPL branch location statistics might compare to those of other WVLS member libraries in similar sized communities.

Bobrofsky remarked on the length of this month’s Director’s Report reflective of the many services, programs, and professional development activities provided by WVLS to its member libraries. **Sepnafski** stated the WVLS staff is phenomenal. **Pechura** remarked on the many collaborative efforts with which WVLS is engaged with other public library systems.

2018 WVLS ANNUAL REPORT – retroactive approval (Exhibits 13a and 13b):

Bobrofsky reviewed, signed and submitted the 2018 WVLS Annual Report to DPI (included in the Board packet) by the March 1 statutory deadline. The information it contains mirrors cumulative board decisions based on reports, budget/financials and personnel matters approved during the course of the year.

Sepnafski remarked that DPI has never complained that WVLS provided insufficient information.

Pechura/Otten motion to retroactively approve the 2018 WVLS Annual Report. All aye. Motion carried.

DISPOSITION OF 2018 UNENCUMBERED BALANCE/2019 BUDGET REVISIONS (Exhibit 14):

Sepnafski drew the board’s attention to the details enumerated in Exhibit 14. She recommended reserve funds be maintained at levels similar to previous years, and the approval of a 2% COLA for all staff, with modest additions to continuing education, travel and supplies.

Pechura/Jopek motion to accept the recommendation for disposition of 2018 unencumbered balance and corresponding 2019 budget revisions as presented. All aye. Motion carried.

2019 WAPL CONFERENCE PLANS:

Bobrofsky reviewed registration and reimbursement procedures for Board members attending the Wisconsin Association of Public Librarians (WAPL) Conference May 1-3 at the Holiday Inn in Rothschild.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:

Wendt reminded Board members to check their email boxes for a relay of recent information from the American Library Association urging contact with U.S. House Representatives regarding federal funding for the Institute of Museum and Library Services (IMLS) – which includes the Library Services and Technology Act (LSTA) – and Innovative Approaches to Literacy (IAL) and follow through by contacting Representative Sean Duffy. **Bobrofsky** asked if the Board would be willing to **move the next board meeting from May 18 to May 11** to enable a key staff member to attend their son's out of state graduation ceremony. The change was approved by consensus without objection. **Olszewski** announced that the public is invited to the Withee Public Library for an open house to meet new library director **Brandon Hardin** and view a student art display on April 9. The library received 20 donated cake pans and has begun circulating them.

REQUEST FOR FUTURE AGENDA ITEMS:

Bobrofsky noted the May 19, 2018 minutes mentioned the board had discussed the possibility of “creating an opportunity for a much less formal director evaluation in May 2019.” Formal evaluations of the director take place in even numbered years. Adding an agenda item to the May meeting will enable the board to revisit this discussion and review potential changes to the evaluation procedure.

ADJOURNMENT: Grunseth/Jopek motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:20 PM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder