

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 May 11, 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 August 17, 2019.

President Tom **Bobrofsky** called the meeting to order at 9:35 AM. Roll call was taken by **Wendt** and a quorum was declared.

Present

Tom Bobrofsky, President
 Douglas Lay, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member
 Tyson Cain, member
 Eileen Grunseth, member
 Peg Jopek, member
 Pat Pechura, member

Excused

Jim Backus, member
 Louise Olszewski, member
 Christy Janczewski, member
 Paul Knuth, member
 Kari Sweeney, member

Others Present

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

Vacant Seats

Lincoln County representative
 Marathon County representative

CONSENT AGENDA APPROVAL

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

APPROVAL OF MINUTES (Exhibit 1):

Lay/Grunseth motion to approve minutes from the March 16, 2019 WVLS Board meeting as presented. All aye. Motion carried.

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

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

TREASURER’S REPORT REVISION (Exhibit 9):

Lay/Grunseth motion to approve the Treasurer’s Report as presented. All aye. Motion carried.

2018 AUDITOR’S REPORT (Exhibit 10 distributed at the meeting):

Hildebrand introduced the 2018 Auditor’s Report and accompanying management letter. No difficulties were encountered in the performance or completion of the audit. The KerberRose report was professionally and well done with the usual comments recognizing best practices more appropriate to an organization with a larger staff than WVLS, despite finding no irregularities.

Pechura/Ackerman motion to accept the 2018 Auditor’s Report as presented. All aye. Motion carried.

REPORTS

Resource Library (Exhibit 11): **Sepnafski** drew the Board’s attention to highlights of Marathon County Public Library Director **Ralph Illick’s** report.

WLTF: Nothing to report. There was no WLTF business meeting at the WAPL Conference.

WAPL CONFERENCE (Exhibit 12):

More than 20 librarians and trustees attended from WVLS area counties. The WVLS staff report (exhibit 12) was supplemented by additional observations from **Bobrofsky, Ackerman** and **Otten**.

COLAND (Exhibit 13): **Lay** had shared the minutes from the March 8 COLAND meeting and agenda from the May 10 COLAND meeting held in Tomahawk, which he was unable to attend remotely in its entirety. **Klingbeil** and **Wendt** represented WVLS at the meeting. State Superintendent of Public Instruction **Carolyn Stanford Taylor** and Deputy Superintendent **Mike Thompson** were guests.

COURIER UPDATE: Matczak, who acquired responsibility for courier coordination following the retirement of **Hildebrand**, gave a brief overview of WVLS courier services and statistical reporting. **Sepnafski** and **Matczak** met with representatives from South Central Library System (SCLS), IFLS Library System (IFLS), Northern Waters Library System (NWLS) and Marathon County Public Library to review and discuss a SCLS proposal to provide courier services for the WVLS area. As the cost of the proposal was significantly higher than the cost of current vendor, WVLS was not able to pursue their proposal.

WVLS Director's Report (Exhibit 14): **Sepnafski** highlighted items from her written report and asked WVLS staff members to address various items of interest.

- WVLS was notified by the Wisconsin Department of Public Instruction (DPI) that the second 2019 State Aid Payment in the amount of \$227,173 was approved, allowing WVLS to continue to carry out this year's system plan approved by the Division for Libraries and Technology (DLT). Public library system aid comes from the Universal Service Fund.
- The WVLS Board of Trustees received a thank you card from the **WVLS staff** for providing them with a COLA increase in the 2019 budget.
- In addition to the other notes of appreciation mentioned in the written Director's Report, **Sepnafski** added that **Wendt** received a thank you card from Shawano County Library Director **Kristie Hauer** for assistance with her testimony at the April 24 Joint Finance Committee public budget hearing in Green Bay.
- In March it was learned that former WVLS staff member Joan Hamilton had passed away in June 2015. WVLS will donate \$100 to the Carol Ruth Wessler Memorial Scholarship Fund in her honor.
- Columbus Public Library Director **Cindy Fesemyer** will be joining the DPI/DLT Public Library Development Team as the new Adult and Community Services Consultant effective May 28, 2019. In late April, the Instructional Technology Services Team announced that **Bill Herman** will retire from employment at DPI on May 24, 2019 after four years as DPI's E-rate and Broadband Consultant, and Technical Liaison to Wisconsin Public Libraries. **Bob Bocher** will be available to provide E-rate support until Bill's successor is hired.
- The **Minocqua Public Library** Board of Trustees has retained **Peggy O'Connell** as its new director. Peggy has been the Minocqua Public Library Outreach Services Coordinator and will work with outgoing director Mary Taylor for several weeks to transition into her new role.
- **Julie Beloungy** recently announced her resignation as director of the Thorp Public Library to take a school librarian position with the Thorp School District.
- **Sepnafski** has been invited to participate in the Withee Public Library centennial celebration on July 20.

Report from Public Library Services Consultant Anne Hamland:

- **Libraries Activating Workforce Development Skills (LAWDS) Project:** Made possible with IMLS funding, LAWDS will bring together public library staff with regional Workforce Development Boards (WDBs) and Wisconsin Job Centers, to facilitate more seamless support of job-seeking patrons, business owners and entrepreneurs. **Hamland** is working with **Leah Langby** (IFLS) **Sherry Machones** (NWLS) and **Mark**

Jochem (SCLS) on this statewide project. Hamland will meet with the Workforce Development Director Jon Menz of the West Central office and Leah Langby on May 16 in the IFLS offices, and also with Workforce Development Director Mari Kay-Nabozny of the North West office with Leah Langby and Sherry Machones on May 14 in Ashland. A meeting with the North Central Director will be scheduled soon. These introductory, casual meetings serve as an opportunity for the Workforce Development Directors to meet with library consultants from their regions and continue building communication and partnership.

- The spring **Webmaster Co-work Day** took place at the IFLS Library System on March 29, with IFLS PR and Communications Coordinator **Rebecca Kilde** graciously stepping up as host when **Hamland** became ill. Kilde walked through using Canva.com for creating website graphic content in the morning and webmasters worked on their website building and design skills with the Divi theme in the afternoon. Thus far in 2019 seven additional websites have gone live and eight new websites have been drafted. A transition from Website Webinars to Website Office Hours was implemented in May 2019. Find more information about this service on the Libraries WIN website at <http://wvls.org/website-resources/>.
- A Youth Services Information Exchange (YSIE) is being held on May 21 in Merrill.

Report from ILS Administrator Kyle Schulz:

- Adding **Wabeno Public Library data** to the V-Cat database is complete. The library went live on May 6 but will continue to catalog their collection throughout the year. Initial training and library set-up in the database with Wabeno Public Library Director **Cindy Lemerande** took place on April 17, with additional training available if needed.
- The April 4 V-Cat meeting was lengthy due to the cancellation of the February meeting from a snowstorm. The minutes of the meeting are included in the meeting packet.
- To create the best possible customer experience, standardization of loan rules will be a major project for the V-Cat Council in 2020.

Report from ILS & Database Support Specialist Rachel Metzler:

- **Metzler, Klingbeil** and MCPL staff member and WVLS intern **Katie Zimmermann** attended a meeting of Sierra ILS administrators of Wisconsin hosted by LEAN WI partners on April 25. **Jennifer Schmidt** of Milwaukee County Federated Library System (MCFLS) expanded an outline agenda created by **Lori Roholt** of IFLS. The Outagamie Waupaca Library System (OWLS) and Nicolet Federated Library System (NFLS) consortium was represented, as well as IFLS, MCFLS, NWLS and WVLS. The meeting was generally agreed to be informative and valuable, and participants expressed the desire to establish a follow up meeting.
- **Metzler** assisted **Zimmerman** with the Monthly Totals Report as a tutorial in understanding data and how WVLS presents it. May 3rd was Zimmerman's last day as an intern at WVLS during which she completed library science graduate degree projects and program goals.
- **Metzler, Hamland** and a group comprised of staff from member libraries reviewed EBSCO databases offered through WVLS. Member library participants include **Julie Kinney** (MCPL), **Dominic Frandrup** (Antigo), **Kim Metzke** (Greenwood), **Julie Beloungy** (Thorp) and **Ashley Polinski** (Rhineland). After examining usage, cost, and value they decided to discontinue offering Hobbies and Crafts Reference Center and Home Improvement Reference Center. WVLS will continue to offer EBSCO's Small Engine Repair Reference Center, NoveList Plus, and NoveList Select. The group will evaluate non-EBSCO database offerings in early fall.
- **Metzler** attended the March and April Central Wisconsin Book Festival planning meetings. The lineup for the festival is starting to form, and she has been in communication with audiobook narrator **Kate Rudd** to set up a potential program.

Report from Chief Information Officer Josh Klingbeil:

- LEAN WI, SCLS, and many other library systems worked with SCLS and their Dell service team to migrate their respective accounts to that single service team. The Dell service team implemented common access to discounted pricing and custom configurations via the “Dell Premier Portal” and are finalizing tweaks to account settings and configurations.
- **Computer Procurement Cooperative:** LEAN WI joint technology team members are working toward more unified processes for procurement, staging, and deployment for desktop computer configurations and for exploring best options for laptop computer procurement. Several WVLS members have begun procurement inquiries and/or committed to orders for new PCs pending Dell Premier Portal setup completion and access to the new configuration and pricing. Resulting reductions in cost across the board for the “Standard Configurations” supported by the joint technology team will enable WVLS to begin executing orders and normalizing a provisioning process with IFLS and NWLS.
- The **Collaborative Backup Project** is at a critical decision point. The FY18 LSTA funding opportunity catalyzed efforts and garnered support from many participating systems, but the adopted proposal relies on additional external funding. DPI referenced potential funding available through the TEACH program did not materialize. SCLS submitted a request to DPI for additional unallocated funds from the FY18 LSTA pool, but those dollars were otherwise allocated. In order to secure the original earmarked FY18 LSTA monies committed to this project by SCLS, Monarch Library System and several other participating systems, one or more viable collaborative alternative projects will need to be proposed and adopted as an alternative. LEAN WI partners did not have similarly committed LSTA allocations but remain committed to fostering and facilitating broad collaboration among library systems and still have a need of a strong backup and archival strategy. LEAN WI partners are positioned to work with the Collaborative Backup partners to quickly develop one or more proposals for first-phase efforts to help ensure that available FY18 LSTA funds can be fully leveraged in a meaningful way.

Report from Continuing Education Consultant Jamie Matczak:

- **Matczak** is giving the WVLS orientation for new public library directors an overhaul. The updated approach will be strategically incremental, including opportunities to meet WVLS staff and receive information and tools to familiarize themselves with processes, procedures, legal matters and WVLS services.
- The first Listening Session of 2019 was held on April 9 at the Westboro Public Library. Regional in nature, and small group by design, the listening session provides an opportunity for library directors or a proxy to have an open, informal conversation with colleagues and WVLS staff. Attendees were: **Candice Celestina-Smith** (Westboro), **Tammie Blomberg** (Rib Lake), **Dominic Frandrup** (Antigo), **Ruby Wenzel** (Gilman) and **Heidi O'Hare** (Tomahawk). WVLS staff in attendance included: **Hafemeister, Hamland, Klingbeil, Matczak, Metzler, Schulz** and **Sepnafski**. The next listening session will be held at the Antigo Public Library on Tuesday, November 19.
- “The Bubbler Makes Over WVLS” workshop on May 7 in MCPL’s Wausau Community room had 26 attendees representing libraries from WVLS, IFLS and MCFLS. **Carlee Latimer** and **Rebecca Millerjohn**, from the **Madison Public Library’s Bubbler Team** and previous Bubbler artist-in-resident, **Bird Ross** shared programming models, intentional service practices, hands-on making experiences, and successful documentation and evaluation strategies for program experiences. Attendees also explored how to create a vision for library spaces and implement hands-on experiences or programs. Ross led the attendees through a series of mini-workshops in the afternoon. The feedback from the workshop was positive with all attendees confirming the information shared was practical for their libraries.
- Planning for **Trustee Training Week (August 12-16, 2019)** is underway, with more information and registration available soon at <http://www.wistrusteetraining.com> Webinars will be held each day from noon to 1 p.m. on topics of particular interest to Wisconsin library trustees. The project is sponsored by SCLS, with financial support

from WVLS and other Wisconsin public library systems, as well as Wisconsin Department of Public Instruction's Public Library Development Team, with funding from the Institute of Museum and Library Services. Trustees can also access the recorded webinars from 2015-18 at the Trustee Training Week website.

- The following workshops/webinars are scheduled and/or in the planning stages:
 - 2019 WVLS Director's Retreat: September 26
 - 3 Webinars with a marketing focus: October 1, 15, 29
 - Tech Days Workshops: November 5-7 (November 6 at MCPL)
 - NWLS Winter Retreat (Date TBD)
 - Wild Wisconsin Winter Web Conference: January 22-23, 2020)

Legislative Report from Public Library Consultant Kris Adams Wendt:

- **Wendt** coordinated statewide colleague testimony for the Wisconsin Library Association (WLA) at Joint Finance Committee (JFC) public hearings in Janesville on April 3, Oak Creek on April 10, River Falls on April 15 and Green Bay on April 24. (Exhibit 14a) Site captains from WLA's Library Development & Legislation (LD&L) Committee at each location provided testimony from one or two individuals backed by a group of colleagues literally standing up for libraries during the five minutes allotted. A cumulative total of 52 people signed in on behalf of libraries at the four events. **Matczak** represented WVLS and provided key assistance to site captains at the Green Bay hearing and shared comments about her experience.
- The next step in the process is a series of JFC meetings at the capitol, during which individual agency budgets will be re-examined and updated. LD&L is working to ensure that items from the DPI section of the Executive Budget supported by WLA are included in the JFC version of the budget (Exhibit 14b).
- **Wendt** shared a letter Loyal Public Library Director **Teresa Hall** sent to the JFC as well as to **Senator Kathleen Bernier** and **Representative Robert Kulp** (Exhibit 14c) along with a Gale Courses testimonial letter from Barb Lucht (Exhibit 14d) and articles from the *Clark County Press* & *TRG* (Exhibits 14e and 14f). She encouraged board members to use it for guidance when writing their own letters to JFC members advocating for library aid items.
- On March 26 at the Antigo Public Library, Director **Dominic Frandrup** presented 35th Assembly District **Representative Mary Felzkowski** with the WLA Library Champion award originally scheduled for Library Legislative Day. WVLS Trustee **Peg Jopek** and other members of the Antigo Public Library Board and Library Foundation were present, along with T.B. Scott Free Library Assistant Director **Laurie Ollhoff**. Rep. Felzkowski posted a video <https://www.facebook.com/RepFelzkowski/videos/370036633838435/> and there was attendant publicity in the local newspaper.
- **Olszewski** and Withee Public Library Director **Brandon Hardin** welcomed 68th Assembly District **Representative Jesse James** and his aide **Dan Sievert** to a listening session at the library on April 1.
- Western Taylor County Public Library Director **Ruby Wenzel** and WVLS Trustee **Eileen Grunseth** welcomed 87th District **Representative Jim Edming** to a listening session at the library in Gilman on April 8. Grunseth reported that Edming is very supportive of libraries.

Additional information distributed at the meeting by Sepnafski:

- "National Library Week is April 7-13"; Clark County Press; April 3, 2019 (Exhibit 14e)
- "Local libraries far more than just a place to go read a book"; Tribune Record Gleaner; April 3, 2019 (Exhibit 14f)
- MCPL Summer Program 2019 Brochure (Exhibit 14g)
- Librarian of Congress Carla Hayden has "audacious" plan to make the world's largest library collection available to everyone online. <https://www.cnet.com/news/carla-hayden-has-an-audacious-plan-to-make-the-library-of-congress-available-to-you-online/>
- "The State of America's Libraries 2019" a Special Report from American Libraries; April 2018 (Exhibit 14h)

- “Shh, No Roaring! When A Lion Lived In The Downtown Milwaukee Library Building [Bubbler Talk]; April 12, 2019 <https://www.wuwm.com/post/shh-no-roaring-when-lion-lived-downtown-milwaukee-library-building#stream/0> and “When a Lion Called Milwaukee’s Main Library Home”; Milwaukee Journal Sentinel; April 8, 2019 <https://www.jsonline.com/story/life/green-sheet/2019/04/08/milwaukee-main-library-home-lion-public-museum-africa/3395199002/> (Exhibit 14i)

V-Cat Council (Exhibits 5 and 15): WVLS ILS Administrator **Schulz** drew the board’s attention to the March and April V-Cat Budget Reports and summarized the April 4 V-Cat Council meeting. The 2020 V-Cat Chair Elect is Antigo Public Library Director **Dominic Frandrup**. The Cooperative Circulation Committee continues to work on standardizing loan rules and plan to complete their work by the end of the year. Marathon Co. Public Library staff did a training on how to recognize counterfeit audio-visual materials. **Metzler** has started a cataloging refresher course provided by ALA.

Library Advisory Committee (Exhibit 16): **Matczak** summarized the April 4 LAC meeting which featured a round table discussion on workforce development initiatives and an overview of WVLS communications methods, along with staff reports. Rhinelander District Library Director **Virginia Roberts** was elected as the 2020 Vice-President/President-Elect. The next meeting will be August 15.

2020 V-CAT BUDGET – draft (Exhibit 17):

Schulz provided an overview of the draft 2020 V-Cat budget as recommended by the V-Cat Steering Committee for approval, to next be discussed and voted on at the V-Cat Council meeting in June. **Otten/Grunseth motion to approve the draft 2020 V-Cat budget as presented. All aye. Motion carried.**

WVLS RECORDS RETENTION SCHEDULE – draft (Exhibit 18):

The draft WVLS Records Retention Schedule endorses revisions to state guidelines for all state, county and municipal units of Wisconsin government approved by the Wisconsin Historical Society Public Records Board on June 12, 2017 for ten years. **Sepnafski** will reach out to member libraries to make sure local retention policies also include a current notification of adoption.

Ackerman/Pechura motion to approve the updated WVLS Records Retention Schedule as presented. All aye. Motion carried.

DIRECTOR EVALUATION PROCESS – information review (Exhibit 19):

Bobrofsky asked for suggestions and direction regarding the current process. Discussion ensued. It was the consensus of the board that no changes were needed at this time.

CONCERNS, COMMENTS AND ANNOUNCEMENTS from area library personnel and trustees:

Otten drew the board’s attention to a recent article in *City Pages* regarding former board member **Katie Rosenberg**’s decision to run for Mayor of Wausau.

GRANT/SCHOLARSHIP APPLICATIONS:

Matczak reported that WVLS has awarded ARSL (Association of Rural and Small Libraries) Scholarships to **Heather Bain** (Marathon County Public Library – Hatley Branch), **Erica Brewster** (Demmer Memorial Library, Three Lakes), **Dominic Frandrup** (Antigo Public Library) and **Loralee Petersen** (Owen Public Library). Scholarships include a one-year membership to ARSL and full cost to attend the September 4-7 ARSL Conference in Burlington, Vermont. All of the new WVLS ARSL scholars expressed their thanks and gratitude when hearing about the results and will share a post-conference report with the WVLS Board later in the year. **Erica Berg Dischinger** (Minocqua Public Library) was selected for a Youth Services Wisconsin Library Association (WLA) Membership/Professional Development Scholarship. Erica will join the Youth Services Section (YSS) of WLA and attend the annual fall conference in the Wisconsin Dells in October.

REQUEST FOR FUTURE AGENDA ITEMS: The August meeting agenda will include a first look at the 2020 WVLS budget and review of ETF health insurance matters.

NEXT MEETING DATES: Library Advisory Committee meets on Thursday, August 15. The WVLS Board will meet next on Saturday, August 17.

ADJOURNMENT: Grunseth/Ackerman motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:40 AM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder