

**WISCONSIN VALLEY LIBRARY SERVICE**

**Board of Trustees Meeting**

April 18, 2020

Held by remote attendance only

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 16, 2020.

President Tom **Bobrofsky** called the meeting to order at 9:36 AM. It was noted that the meeting date was postponed from March 21 under state guidelines regarding the COVID-19 pandemic. Roll call was taken by **Wendt** and a quorum was declared present.

**Present**

Tom Bobrofsky, President  
Pat Pechura, Vice-President  
Mike Otten, Treasurer  
Sonja Ackerman, member  
Tyson Cain, member  
Eileen Grunseth, member  
Doug Lay, member  
Louise Olszewski, member  
Kari Sweeney, member

**Others Present**

Marla Sepnafski, WVLS Director  
Josh Klingbeil, WVLS staff  
Anne Hamland, WVLS staff  
Jamie Matczak, WVLS staff  
Rachel Metzler, WVLS staff  
Kris Adams Wendt, WVLS staff  
Katie Zimmerman, WVLS staff  
Sherry Machones, NWLS (WVLS inclusive services)

**Excused**

Jim Backus, member  
Christy Janczewski, member  
Peg Jopek, member  
Paul Knuth, member  
Diane Peterson, member

**Vacant**

Marathon County representative

**CONSENT AGENDA APPROVAL:**

**Lay/Olszewski motion to approve the agenda as printed. All aye. Motion carried.**

**APPROVAL OF MINUTES** (Exhibit 1):

**Pechura/Lay motion to approve minutes from the January 25, 2020 WVLS Board meeting. All aye. Motion carried.**

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

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

**REPORTS:**

**Resource Library** (Exhibit 9): No questions or comments.

**WLTF:** No report.

**COLAND** (Exhibit 10): No discussion.

**WVLS Director** (Exhibits 11 and 11c): Sepnafski noted there were two separate Director Reports in the board packet; one prepared for the original March 21 meeting date and an April update.

### Report from Education Consultant Jaime Matczak:

- In mid-March, several communication channels were implemented to address member libraries' concerns and questions about the ever-evolving news related to the pandemic and Governor Evers' Safer at Home Order. They include a COVID-19 webpage to aggregate resources, a COVID-19 Daily E-mail Update with the most recent information, and twice weekly "Staying Together" Discussions to address the need for member library directors to connect with one another for shared expertise, counsel and support when needed.
- Planning is already underway for next year's **Wild Wisconsin Winter Web Conference** to be held January 27-28, 2021. The 2020 conference on January 22-23 drew a total attendance of 1,222, with an average audience of 87 per session. During the six weeks following the live sessions, there were over 1,400 views of the webinar recordings on YouTube.
- LEAN WI accelerated its **Bluejeans Enterprise licensing expansion** with the TEACH program and were authorized for a large pool of licensing to deploy among member libraries for remote meeting hosting. With the closure of library buildings, many libraries are now planning for virtual board meetings. To help, **Matczak** created a "Using Bluejeans" *Digital Byte* and **Zimmermann** created a "Participant Guide for Users" to help people new to hosting or moderating virtual meetings via BlueJeans. Jamie is also helping library staff with audio checks prior to the library's first online meeting.
- The following WLA scholarships have been awarded and will be applied to deferred conferences for which original dates are canceled due to pandemic concerns:
  - [ALA Annual Conference Scholarship](#): Tammie Blomberg, Rib Lake
  - [WAPL/WLA Conference Scholarships](#): Heather Bain, MCPL-Hatley; Brandon Hardin, Withee
  - [WAPL/WLA Conference Youth Services Scholarship](#): Laurie Renel-Faledas, Crandon
  - [ARSL Conference Scholarships](#): Stephanie Schmidt, Crandon; Janay Ziebell, Neillsvile, Kay Heiting, Granton
- **Matczak** has joined a Green Bay area NBC26 Community Focus Group that meets online every Friday to provide feedback on coronavirus coverage.
- Nationally-known library consultant **Pat Wagner** presented a three-part webinar series on April 1, 8 and 15, focusing on customer service in libraries. The series was presented by the WVLS with support from the Northern Waters Library Service and the Southwest Wisconsin Library System.
- The first pre-recorded webinar for 2020 "Giving Bad News" is now published. **Matczak** partnered with Oconomowoc Public Library Director **Betsy Bleck** on the presentation. This is the first of three pre-recorded webinars that will be produced in 2020.

### Report from Public Library Services Consultant Anne Hamland:

- With the closure of library buildings, requests for and usage of digital library titles available through OverDrive is seeing dramatic increases across the state. In response, **Hamland**, **Zimmermann** and the **WVLS OverDrive Advantage Selection Committee** developed and released another set of marketing tools to invite donations to the WVLS OverDrive Advantage account.
- **Hamland** is also working with WILS and DPI School Library Education Consultant **Monica Treptow** to provide information to school librarians that promotes public library collections and outlines opportunities for school districts to provide digital collections.
- **Hamland** has been working on alternative offerings to support member libraries in youth services and programming. She met with librarians serving youth on April 15 to talk through options for the 2020 WVLS Summer Library Program Performer Grant and strategies for providing a summer library program safely. **Hamland** led investigation and starting negotiations for a statewide contract with Beanstack, an app and website service for supporting an online supported summer library program.

### Report from Inclusive Services Consultant Sherry Machones:

- The statewide inclusivity “Toward One Wisconsin” 2020 Conference slated to be held April 28-29 in Green Bay was canceled due to COVID-19, so many plans and idea gathering stemming from that event are put on hold.
- While library closures have created opportunities for giving the public free and unrestricted access to many digital services, librarians are now more aware of how limited internet service is and how digital services may not be accessible for people with disabilities. **Machones** has been answering questions about how to provide access to library services to those without internet access and working with inclusive services consultants across the country for more ideas and solutions.
- The American Library Association (ALA) has been experiencing severe financial challenges and is trimming staff and reducing the number of Divisions supported. As President of the inclusive services division, **Association of Specialized Government and Cooperative Library Agencies (ASGCLA)**, Machones has been notified the division will be discontinued and members will need to find another way to make inclusion part of ALA. The Division has until September to find a solution before it loses its ALA staff.

### Report from ILS Administrator Katie Zimmerman and ILS & Database Support Specialist Rachel Metzler:

- **Metzler** and **Zimmermann** have been focused on V-Cat database/ILS adjustments to help libraries in various states of being closed and open with limited services to manage holds, paging lists, transits, due dates etc. In conversations with other ILS administrators around the state they learned that, in the early stages of library closures, WVLS was more proactive than other library systems in making ILS changes to serve individual libraries' needs.
- The abrupt and untimely closures of libraries due to COVID-19 concerns necessitated making high level decisions that impacted all V-Cat member libraries.
- WVLS-initiated extension of due dates on all titles checked out during library closures prevented fines from accruing on patron cards to keep patrons in “good standing” and able to access their library’s online resources.
- The practice of extending due dates instead of batch renewing items as the accepted practice across library systems was confirmed by IFLS, NWLS, WRLS, OWLS, and MCFLS. An extension of a due date on an item, unlike a renewal of an item, does not count as a circulation.
- Because circulation and renewal counts have historically been a measure of patron/library interaction, WVLS is keeping careful record of items that are currently checked out, including owning library, original checkout date, updated date, checkout location, patron type, patron code 4, and patron home library in case this information is helpful in any future count of use. Extended due date reports have been shared with member libraries and every effort is being made to provide accurate data.
- While libraries are closed to the public, WVLS is encouraging libraries to grant new library patron access to digital resources via a temporary digital library card that does not require in-person application.
- Fully remote V-Cat Council and committee meetings are being implemented. The V-Cat Council met briefly on April 2, 2020 to test connections and the ability of member libraries to participate in discussion. A full meeting is scheduled for May 7, 2020. The V-Cat Cooperative Circulation Committee, Bibliographic and Interface Committee, and Voting Models Exploratory Committee all have remote only meetings scheduled in April.
- A checklist of ILS changes and guidelines is being developed for colleagues to follow as libraries transition through reopening for limited services to full reopening to the public.

- **Metzler** reported that she recently provided online cataloging (Z39.50) training for two area librarians via GoToMeeting and it went well. Additional training will be offered to area colleagues later in the year.

**Report from Chief Information Officer Josh Klingbeil:**

- LEAN WI was approached by DPI to act as fiscal agent for one or more projects connected to repurposed FY19 LSTA funds not yet committed and CARES Act funds not yet fully understood. LEAN WI has since been working with DPI to consult and collaborate on internet accessibility project ideas for expenditure of this additional funding made available for relief under the current operational environment.
- LEAN WI suggested DPI adjust the LSTA relief from a single comprehensive project to an even distribution of the \$100,000 in available funding across the sixteen library systems, or \$6,250 per system to be used to support system and library operations in this new highly-remote operational state.
- DPI is currently looking toward the CARES Act funding with a broader slate of projects that will fit within the scope and constraints of the federal guidelines. LEAN WI is still ready to act as fiscal agent for any statewide or multi-system project(s) that may need one, though our primary focus will be on working with DPI to maximize the benefit of the CARES Act (and any other) funding in as equitable a manner across the state as possible.

**V-Cat Council** (Exhibits 12a and 12b): No discussion.

**WVLS/V-Cat Steering Committee** (Exhibit 13): The committee met virtually on March 10 to review the 2020 V-Cat budget in a new format and will meet virtually again on April 20 to approve suggested revisions.

**Legislative Update** (Exhibits 14 and 14b):

Public Library Consultant **Kris Adams Wendt** reviewed WLA Library Legislative Day on February 11, attended by **Bobrofsky, Olszewski, Ackerman** and **Otten**; WVLS staff **Sepnafski, Klingbeil** and **Wendt**; Withee Public Library trustee **Nancy Armacher**, Antigo Public Library Director **Dominic Frandrup**, Tomahawk Public Library Director **Heidi O'Hare**, Crandon Public Library Director **Stephanie Schmidt**, and **Laurie Oilhoff**, Assistant Director of the T.B. Scott Free Library (Merrill). Board members were reminded of the upcoming May 12 special election for U.S. 7<sup>th</sup> Congressional District Representative.

The WLA Library Development & Legislation Committee (LD&L) met virtually on March 20 and April 17 with the next biennial state budget a main topic of discussion. LD&L will recommend to DPI that the 2021-2023 biennial budget request for an increase in public library system aid should be the same as in 2019-2021, i.e. an extra \$2.5 million in the first year and \$4 million (the \$2.5M from the first year plus another \$1.5M) in the second. The funding increase approved for system aids in the current 2019-2021 biennium is now the new base rather than a "one time only" appropriation as in 2017-2019. Amounts for the four statewide resource contracts (Wisconsin Talking Book and Braille Library, the Cooperative Children's Book Center, Milwaukee Public Library and UW-Madison), BadgerLink and Newsline for the Blind are yet to be determined and will be shared by DPI/DLT as soon as requests are known. Pursuing inclusion of Recollection Wisconsin as a new fifth contract at a first/second year level of \$150,000/\$300,000 was also supported. Based on input from the April 16 SRLAAW meeting, initiating a separate funding request for the Wisconsin Public Library System Technology Collaboration project was tabled.

**2019 WVLS ANNUAL REPORT** – retroactive approval (Exhibits 15a and 15b): The 2019 WVLS Annual Report to DPI was submitted by the March 1 statutory deadline. **Bobrofsky** confirmed that the first of two 2020 state aid payments (\$681,518) has been received. The WVLS staff was commended for their work

on the annual report. **Pechura/Otten motion to retroactively approve the 2019 WVLS Annual Report. All aye. Motion carried.**

**2020 V-Cat Budget** – revised (see Exhibit 13 under **WVLS/V-Cat Steering Committee** above):

**WVLS Director Evaluation Process** – recommendation to defer to 2021: The necessity of meeting virtually under COVID-19 pandemic guidelines is not conducive to the biannual review process.

**Lay/Ackerman motion to defer the WVLS Director Evaluation to 2021. All aye. Motion carried.**

**CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:**

At Bobrofsky's suggestion, board members and staff members took turns sharing short updates about activities and challenges since the last board meeting.

**REQUEST FOR FUTURE AGENDA ITEMS:** 2020 V-Cat budget for final approval.

**ADJOURNMENT: Grunseth/Olszewski motion to adjourn. All aye. Motion carried.** The meeting was adjourned at 11:15 AM. The next scheduled meeting is May 16.

Respectfully submitted,  
Kris Adams Wendt, Meeting Recorder