

**WISCONSIN VALLEY LIBRARY SERVICE**

**Board of Trustees Meeting**

August 15, 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 September 19, 2020.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. 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
- Peg Jopek, member
- Paul Knuth, member
- Louise Olszewski, member
- Diane Peterson, member
- Kari Sweeney, member

**Others Present**

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

**Excused**

- Jim Backus, member
- Doug Lay, member
- Christy Janczewski, member

**Vacant**

- Marathon County representative

**NOTE:** All exhibits may be accessed at <https://wvls.org/bot-agenda-exhibits/>

**CONSENT AGENDA APPROVAL:**

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

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

**Wendt** noted Katie Zimmermann’s name was incorrectly spelled as Zimmerman. **Jopek/Otten motion to approve minutes from the May 16, 2020 WVLS Board meeting as corrected. All aye. Motion carried.**

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

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

**REPORTS:**

**Courier (Exhibit 9):** Matczak gave an update on the latest COVID-19 guidelines. At the end of May WVLS offered full courier service to its member libraries. In cooperation with the IFLS Library System, and Waltco, courier guidelines were developed to address quarantine times and recommendations for handling library materials. The updated courier schedule is available on the WVLS COVID-19 webpage. WVLS is running courier service at close to 80% capacity.

**Resource Library (Exhibit 10):** **Sepnafski** drew the Board’s attention to the report included in their packets.

**WLTF:** No report.

**COLAND** (Exhibit 11 and 11a): **Klingbeil** reported that COLAND met virtually on July 10. He was elected Secretary of COLAND, along with Jaime Healy-Plotkin as Chair and Miriam Erickson as Vice-chair. The main focus of the meeting was a [PLSR update](#).

**Report from WVLS Director Marla Sepnafski** (Exhibit 12): **Sepnafski** noted the following highlights from the Director's Report before calling on staff members for updates on their assigned areas of expertise:

- MCPL Task Force: Since the WVLS Board meeting in May, WVLS shared two MCPL Task Force Updates with the WVLS community and submitted two communications to MCPL Task Force Chair **Mark Arend** in preparation for the August Task Force meeting. In late July, a [March - July 2020 Update](#) was emailed to the WVLS all subscribers list that shared highlights of Task Force activities for those months. An [August Update](#) followed a few weeks later, when WVLS received notice from Arend that the meeting in August "may be [their] final meeting." **Bobrofsky** sent Arend a letter on August 13 (Exhibit 12c) **Sepnafski** submitted the WVLS Assignment to Arend as requested by the Task Force for its meeting on August 14. (Exhibit 12d)
- Words of appreciation for WVLS services were received from Loyal Public Library Director **Teresa Hall**, DPI Adult and Community Services Consultant **Cindy Fesemeyer**, Antigo Public Library Director **Dominic Frandrup**, Greenwood Public Library Director **Kim Metzke**, St. Croix Falls Public Library Director **Su Leslie** (IFLS), and Mercer Public Library Director **Teresa Schmidt** (NWLS). (See Exhibit 12, pp 3-4 for complete text.)
- **Doug Lay**, long time Marathon County representative on the WVLS Board of Trustees, announced his resignation effective August 3. (Exhibit 12b) He served on the WVLS Board from 1982-1987 and from 1991 to 2020. He was also an active member of the Wisconsin Library Trustees & Friends (WLTF) section of the Wisconsin Library Association, and gubernatorial appointee to the Council for Libraries and Network Development (COLAND). Lay was awarded WLA's Trustee of the Year in 2008. **Sepnafski** stated the WVLS Staff and Board of Trustees are grateful to have had the opportunity to work with Doug Lay. He has been a mentor, a sincere and passionate advocate for systems and libraries, a leader among leaders and a friend. His wise council, sense of humor, wit, and ability to expedite meetings will be sorely missed.
- Milwaukee Public Library Director **Paula Kiely** will retire August 28 after 25 years, 14 of them as director. ([Milwaukee Journal Sentinel; July 13, 2020](#))
- The **2019 WVLS Statistic Booklet** (Exhibit 12a) is now complete. Print copies are on their way to member library directors, library board Presidents, county library board chairs, and area legislators. It is also shared on the WVLS website at <https://wvls.org/wp-content/uploads/2020/08/Exhibit-12a-WVLS-System-Information-and-Public-Library-Statistics.pdf>
- Recent issues of the **WVLS monthly newsletter** featured ways libraries are creatively providing service despite the challenges associated with COVID-19. Similar to the WVLS May Newsletter, the [WVLS June Newsletter](#) featured just a few of the many innovative and fun ways WVLS member libraries connected and provided resources to their communities during a pandemic. The **Rhineland District Library's** "Story Stroll" was featured in the [Youth Services Shout Out blog](#) after it was seen in the newsletter.

**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

from state and federal governments. They include a COVID-19 webpage, email updates, “Staying Together” discussions, and Digital Bytes training videos.

- **Matczak** was asked to be the Closing Speaker for the Back in Circulation Again Conference, sponsored by the iSchool at the University of Wisconsin-Madison. The conference will be held virtually on Oct. 19-20. Her presentation will be on conducting difficult conversations. The i-School is making two conference scholarships available to WVLS libraries in lieu of a presentation honorarium.
- DPI is offering scholarships to staff from public libraries in municipalities with less than 25,000 people to attend this year’s (virtual) Association of Rural and Small Libraries Conference. The [2020 ARSL Conference](#) will be held September 28-October 2. Scholarships will be distributed as LSTA subaward grants to library systems for coordinated viewing. WVLS is encouraging library staff to watch these sessions in small groups, taking distancing and safety into consideration.
- **Hamland** and **Matczak** offered an informal opportunity on July 28 for librarians to learn more about Canva, a website service for creating marketing materials. The 15 people who attended the training explored flyer and social media templates and watched Hamland create a social media share, website image, and flyer design. [A recording is available.](#)

### Legislative Report from Library Consultant Kris Adams Wendt

- Panelists from the WLA Library Development and Legislation (LD&L) Committee’s County & Municipal Funding subcommittee presented a webinar on June 5 titled “**Positioning the Library for a Post-Pandemic Sustainable Future.**” The presentation discussed potential pandemic impact upon municipal and county appropriations, relationship building with local elected officials, messaging library value and the library’s role in community resilience. The 90 minute webinar and handouts can be viewed at these links: [Positioning the Library for a Post-pandemic Sustainable Future](#) | [Timestamps](#) | [Advocacy Supplement](#) | [Post-pandemic impacts on municipal revenue.](#)
- LD&L has prepared an **advocacy plan for state library aid requests to be included in the 2021-2023 biennial budget** submitted by the Department of Public Instruction’s Division for Libraries and Technology (DPI/DLT) in September. These include aid to public library systems, BadgerLink, and Newslines for the Blind, as well as statewide services from UW-Madison, Milwaukee Public Library, the Cooperative Children’s Book Center and the Wisconsin Talking Book and Braille Library. Virtual meetings with legislative leaders will be scheduled during the next three months. More information about citizen advocacy for libraries will be forthcoming.
- “**2020 Election – WVLS Area Legislative Districts**” was shared as Exhibit 12f.

### Report from Inclusive Services Consultant Sherry Machones:

- Inclusive services updates were shared with member libraries in June, July, and early August. They included shared links to numerous resources and continuing education for social and racial justice, resources for Pride Month, guidelines on face masks and ADA as well as tips for communicating with the deaf and hard of hearing community. Also shared were the American Library Association’s (ALA) draft *Cataloging Code of Ethics*, ALA’s Association of Library Service to Children’s (ALSC) guide for Serving Diverse Children and Families, and resources for staff mental health and well-being.
- **Machones** also reported on ALA Council resolutions on *Protecting Privacy and Safety in Coronavirus-Related Library Policy*, and *Condemning Police Violence Against BIPOC, Protesters, and Journalists*, as well as ALA’s new toolkit *Libraries Respond: Protecting and Supporting Transgender Staff and Patrons*.

- The statewide inclusivity “**Toward One Wisconsin**” **2020 Conference** slated to be held November 12-13, 2020 in Green Bay will be entirely virtual due to the pandemic.

**Report from ILS Administrator Katie Zimmermann:**

- WVLS continues to respond to changing service needs of our member libraries making ILS adjustments to manage holds, paging lists, notices, due dates etc. for libraries that are closed, offering curbside service, or are open with limited services. Changes have been made, and best practices have been recommended, to accommodate a 96-hour quarantine of materials returned to the library and coming in from the courier.
- WVLS continues to monitor member library capacity for filling holds between buildings. In July, we briefly reached a period where all member libraries were able to share their resources among V-Cat libraries. Libraries are asked to stay in contact with WVLS staff regarding closures and service changes. Alternative paging lists and hold clean up lists are shared with libraries on a semi-regular basis as needed to fill patron requests.
- WVLS has entered into an agreement with Shoutbomb to provide telephone notification and text message notification services, and staff will be working on implementation in the coming month.
- See also V-Cat Council report below.

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

- Public libraries are wrapping up their first summer using the **Beanstack** smart device application and website program. Libraries can use this product to customize their own Beanstack website and app experience for library users to participate virtually in the Summer Library Program, 1,000 Books Before Kindergarten, and 10 To Try Reading Challenge. This product can be used for programs all year besides summer reading activities. See Exhibit 12e for a tour of the Rib Lake Public Library adult reading program “Reading Suits You.” **Hamland** will be working with libraries interested in using the app for their fall and winter programming. The DPI contract for the product runs through 2023. See full news release here: <https://dpi.wi.gov/wilibrariesforeveryone/investment-online-reading-platform-and-mobile-app-wisconsin-libraries>.
- At the June 15 Wisconsin Public Library Consortium (WPLC) Board of Directors meeting, WiLS project managers noted “a portion of the \$250,000 LSTA funding from IMLS was spent to purchase 181 simultaneous use titles, the majority of which are audiobooks. The purchased titles were selected based on high holds to immediately fill over 10,000 requests. Several systems have requested the addition of titles by select authors related to antiracism as cost per circ titles which allows these titles to be available right away. OverDrive launched the Black Lives Matter: Community Read with four titles available free to libraries without waitlist or holds from June 15 - July 29. [View full details here.](#)

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

- [Exhibit 12g](#) contains a detailed Technology Projects Overview.

**V-Cat Council** (Exhibit 13): **Zimmermann** reported the V-Cat Council met on June 4, 2020 and passed a 2020 V-Cat budget revision as well as the 2021 V-Cat budget. **The V-Cat Bibliographic Committee** met on June 16 and July 28 and is working on two projects focused on non-English language materials and titles. The first project is to create a new index of juvenile subject headings, which will make juvenile materials in languages other than English easier to find in the catalog. The second is a review of how uniform titles in foreign languages display in pull lists, check-out receipts and in patron accounts in the online catalog, to determine if new cataloging guidelines are necessary. Other items addressed include improving the display of

URLs for Overdrive titles in the V-Cat online catalog, instructions for splitting DVD/Blu-Ray sets and maintenance of New York Times bestseller and forthcoming fiction lists.

The **V-Cat Voting Models Exploratory Committee** met on June 2 and July 16. The committee has completed an in-depth review of voting models used by other Wisconsin library consortia with shared ILS governance. Attention focused on the following aspects of voting models and governance:

- majority or supermajority required across the board for all motions or for specific types of motions
- representation and weighted voting
- possible formulas for weighting votes including population, circulation, net lending/borrowing, funding, collection size
- the use of weighted and unweighted models within one body requiring two votes on each motion
- whether or not members need to be present at a meeting to vote on a motion, or if voting is allowed for libraries who are not present

The committee has also explored the following aspects of V-Cat data as possible factors for formulas to calculate weighted votes: V-Cat budget shares and data related to circulation, holdings, registered borrowers, net lending and net borrowing. The committee meets again on August 13 to prepare a report for the V-Cat Steering Committee.

A **discovery layer review and evaluation process** is underway. **Rachel Metzler** and **Zimmermann** have developed a long list of discovery layer providers to investigate and have prepared a matrix for gathering information on the needs of staff patrons. A group made up of the V-Cat Bibliographic Committee, V-Cat Cooperative Circulation Committee, and WVLS Databases Advisory members will meet in August to begin a discovery layer evaluation and review process. Over the next few months, the group will review the desirable aspects of discovery layer products, collect information on the perceived needs of staff and patrons, view product demonstrations from discovery layer providers and give feedback on discovery layer products.

**Library Advisory Committee** (Exhibit 14): Matczak drew the board's attention to the April 13 virtual LAC meeting agenda. The LAC recommended approval of the draft 2021 WVLS System Plan and Budget to the WVLS Board. Round table discussion topic explored the impact of COVID-19 on budget strategies, collaborations and services among public, school, academic and specialty libraries in the WVLS area.

#### **GRANT APPROVALS (retroactive) placeholder:**

Klingbeil reviewed WVLS and LEAN WI grant applications that had been submitted for LSTA and CARES Act funding under deadlines which occurred since the May 16 meeting:

- LSTA Grants to Systems – Technology – Connectivity subaward (COVID response, \$6,250 per system, \$18,750 joint application for LEAN WI)
- LSTA Grants to Systems – Technology – Cyber-Security Training subaward (cyber-security testing/training service licensing, \$9,915.20 joint application for LEAN WI)
- CARES Act for Wisconsin Libraries – combined award for libraries in IFLS, NWLS and WVLS (to implement CARES-eligible passthrough or joint projects, \$158,256 joint application for LEAN WI)

**Otten/Sweeney motion for retroactive approval of LSTA and CARES Act funding grant applications. All aye. Motion carried.**

**2019 AUDIT REPORT** (Exhibit 15 distributed by U.S. Mail):

Sepnafski introduced the 2019 Auditor's Report and accompanying management letter. No difficulties were encountered in the performance of the audit other than the need to accommodate pandemic protocols and obtaining a new collateralized agreement following River Valley Bank's name change to Incredible Bank. KerberRose complimented the helpful WVLS staff. The audit included the usual comments recognizing best practices more appropriate to an organization with a larger staff than WVLS, despite finding no other irregularities.

**Pechura/Ackerman motion to accept the 2019 auditor's report. All aye. Motion carried.**

**2021 MCPL/WVLS RESOURCE LIBRARY AGREEMENT draft (Exhibit 16):**

**Sepnafski** reported that the only changes to the previous agreement were the dates and the agreement once again includes a \$10,000 annual Resource Library collection development grant. Discussion ensued. In view of the announcement that the MCPL Task Force may be holding a "final meeting" on August 17, consensus was to defer approval at this time.

**Knuth/Jopek motion to table approval of the 2021 MCPL/WVLS Resource Library Agreement until the board meeting on September 19. All aye. Motion carried.**

**2021 WVLS PLAN – draft (Exhibit 17):**

**Sepnafski** introduced the 2021 WVLS System Plan by explaining that review and revision of system services is a continuous process. It is informed by state level meetings with staff from other systems, assessment of DLT- and WVLS-sponsored surveys, county and local public library board meeting minutes and less formal communications with colleagues from within WVLS and throughout the state. These opportunities keep us current on national, state and regional trends; aware of operational, funding and service changes within other systems; and mindful of service challenges within our membership. These opportunities and resources also help to challenge our assumptions and jumpstart our imaginations as we work to improve our plan of service. The draft plan continues to incorporate many of the **Standards for Systems** that were approved by SRLAAW in August 2013. Also, it supports the recommendations outlined in the DLT-sponsored **LEAN Study of Wisconsin Public Library Systems** and the **Public Library System Redesign (PLSR) study** in that WVLS continues to explore and, in some cases, implement partnerships with other systems to provide improved services to our members. In the areas of technology, continuing education, consulting, workforce development and marketing, 2019 and 2020 have demonstrated unprecedented collaborative activity. Staff members in attendance proceeded to highlight significant changes and service priorities in each statutory service area, respond to questions and engage discussion. Final approval of the plan will occur at the September 19 meeting.

**2021 WVLS BUDGET – draft (Exhibit 18):**

**Sepnafski** walked board members through the 2021 budget documents in exhibit 18. Final approval of the budget will also occur at the September 19 meeting.

**2022 WVLS TECHNOLOGY PLANNING GUIDE – draft (Exhibit 19):**

**Klingbeil** reviewed the draft 2021 LEAN WI Technology Plan and WVLS IT budget information, as well as the 2022 Technology Budget Planning Preview. The full narrative will be presented for approval in September.

**FORMATION OF WVLS ADVOCACY WORKGROUP:**

Board members discussed their role as trustee advocates. Libraries are facing budget uncertainty arising from pandemic stress on expenditures as well as reduced sources of municipal, county and state shared revenue. **Sepnafski** noted that individual WVLS trustees have in the past assisted member libraries in their respective counties by providing a channel to the WVLS staff and full WVLS Board for timely information and constructive assistance as issues arose. Trustee community relationships and advocacy are important to maintaining quality library services. This discussion will be revisited in September.

**CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:**  
**Jopek** delivered a tribute to **Doug Lay** in appreciation of his many years of astute leadership and mentor to other members of the WVLS Board. **Knuth** commented on the approaching fall election and essential work public libraries perform as a nonpartisan source of information for voters in their communities. **Matczak** announced that WVLS Board members and staff will receive WVLS logo face masks.

**REQUEST FOR FUTURE AGENDA ITEMS:** Final approval of 2021 WVLS System Plan and Budget, Technology Planning Guide, MCPL/WVLS Resource Library Agreement, trustee advocacy.

**NEXT MEETING DATES:** WVLS Board of Trustees, September 19, and November 21, 2020

**ADJOURNMENT:** Grunseth/Jopek motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:30 PM.

Respectfully submitted,  
Kris Adams Wendt, Meeting Recorder