

**WISCONSIN VALLEY LIBRARY SERVICE****Board of Trustees Meeting**

November 21, 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 January 16, 2021.

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  
 Jim Backus, member  
 Eileen Grunseth, member  
 Christy Janczewski, 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  
 Jamie Matczak, WVLS staff  
 Rachel Metzler, WVLS staff  
 Kris Adams Wendt, WVLS staff  
 Katie Zimmermann, WVLS staff  
 Krista Blomberg, Rib Lake Public Library  
 Annette Miller, Tomahawk Public Library  
 Ashley Allen, CVTC student  
 Tyler McCane, CVTC student

**Excused**

Tyson Cain, member

**Vacant**

Marathon County representative  
 Marathon County representative

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

**CONSENT AGENDA APPROVAL:**

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

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

**Ackerman/Knuth motion to approve minutes from the September 19, 2020 WVLS Board meeting as corrected. All aye. Motion carried.**

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

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

**REPORTS:**

**WVLS Innovation and Collaboration Grant reports** (Exhibit 9): Krista Blomberg (Rib Lake Public Library) and Annette Miller (Tomahawk Public Library) reported on their partnership to revitalize the youth departments in their respective libraries by utilizing WVLS Innovation and Collaboration Grant funds and provided virtual tours of the newly renovated spaces.

**Resource Library** (Exhibit 10): **Sepnafski** drew the Board's attention to the report included in their packets. There was nothing additional to report.

**WLTF:** No report.

**COLAND** (Exhibit 11): **Klingbeil** shared highlights of the November 13 virtual meeting which focused on committee mapping, as well as Wisconsin libraries' response to COVID-19 and PLSR progress report.

**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:

- **Words of appreciation** were received from **Martha Berninger**, DPI Director of Resources for Libraries and Lifelong Learning, for the WVLS team support of the LAWDS (Libraries Activating Workforce Development Skills) project and other collaborations; from Somerset Public Library Director **Kristina Kelley-Johnson**, for **Anne Hamland's** assistance in implementing a Time Slot Booking Form (plug-in) on the library's website; from **Lyn Pietila** (Demmer Library in Three Lakes) to **Rachel Metzler** for the Z39.50 training session; from **Erica Petersen**, Frances L. Simek Memorial Library (Medford) to **Achraf Ben Khalifa** for technology assistance; from **Jill Fuller**, Coordinator of Marketing and Communications, Bridges Library System (Waukesha) to **Jamie Matczak** for the advocacy webinar with Pat Wagner; from DPI's Division for Libraries & Technology Adult and Community Services Consultant **Cindy Fesemyer** for the fantastic lineup of 2021 Wild Wisconsin Winter Web Conference speakers; from Rhinelander District Library Director **Virginia Roberts** for V-Cat policy/procedure updates and staff training by **Rachel Metzler** and **Katie Zimmermann**.
- **MCPL Task Force Update:** Since the September meeting, two updates were shared with the WVLS community regarding Marathon County Public Library's ongoing consideration of Marathon County membership in WVLS.

[The October 2020 Update](#) announced the October meetings of the MCPL Task Force and Library Board, shared a summary of the Task Force **SWOT Analysis** (included with this report as Exhibit 12a) and provided copies of recent correspondence from

- [Erica Brewster](#), Director of the Edward U. Demmer Library (Three Lakes), sharing her concerns about using a SWOT analysis to evaluate WVLS and SCLS, especially at this point in the process.
- [Jamie Matczak](#), WVLS Continuing Education and Training Consultant, to recent comments about WVLS' Continuing Education and Training Program reported by MCPL Administration to the MCPL Task Force, Library Board, and Marathon County Extension, Education & Economic Development Committee in September. Her letter included accompanying endorsements/letters from: **Anna Palmer**, UW-Madison, iSchool; **Leah Langby**, Library Development and Youth Services Coordinator, IFLS Library System; and **Marge Loch-Wouters**, Southwest Wisconsin Library System Youth Consultant.
- [Letter from Laurie Ollhoff, Marathon County Resident and Assistant Director, to Becky Buch, MCPL County Supervisor Sept. 24, 2020](#) in response to the letters from MCPL Administration regarding WVLS services and leadership that were included in the September Task Force meeting packet.
- [Sonja Ackerman](#), Marathon County Representative on the WVLS Board of Trustees, shares her concerns over the MCPL Library System Inquiry Task Force process, and lists points for the Task Force to consider.

[The November 2020 Update](#) provided information about the MCPL Task Force and Library Board meetings and copies of the following correspondence:

- **OCTOBER 19** [Letter from WVLS to EE&ED Committee, MCPL Task Force and MCPL Board Oct. 19, 2020](#) - Concerned with the SWOT Summary comments stating, "communication between WVLS & MCPL," "Relationship between the two have deteriorated" and "there is a considerable degree of distrust between administration and staff of MCPL and WVLS" as WVLS weaknesses, WVLS sent a letter on October 19 to members of the MCPL Task Force, MCPL Board, and Marathon County Extension, Education and Economic Development Committee.
  - **NOVEMBER 3, 2020 REPORT FROM DPI TO MCPL TASK FORCE** - DPI Division for Libraries and Technology Public Library Administration Consultant [Shannon Schultz](#) responded to questions raised by members of the Task Force at recent meetings. The report "addresses the impact of a MCPL departure on the remaining libraries in WVLS, including the options they would have, and how they would continue to receive services. It also addresses the ability for MCPL to serve as a resource library and whether other libraries would be able to join SCLS if MCPL changed its affiliation. The statutes, system staff, library directors, and both online catalogs were consulted to obtain these answers."
  - **OCTOBER 26 EMAIL FROM NWLS DIRECTOR TO WVLS DIRECTOR**  
While an October 2019 letter from MCPL Board President to the WVLS Director indicated that the MCPL Board *was only investigating its options and had not decided* to join SCLS, there is persistent feedback and documentation that the decision by the MCPL Board to leave WVLS is a foregone conclusion. (See pages 3-4 of [Exhibit 12](#) for complete text.) These comments by SCLS representatives as reported by the NWLS Director are consistent with feedback received from other colleagues and what has been recorded in official documents. The November 2020 Updates shared additional examples.
  - In preparation for the November 16 MCPL Task Force meeting, Chair Mark Arend shared an "Advantages and Disadvantages" document that compiled Task Force members' opinions for either remaining with WVLS or moving to SCLS. ([Exhibit 12b](#)) During the meeting, the MCPL Task Force indicated a decision will be made on December 21 and that a short meeting will be scheduled in January to approve a written report. The MCPL Board will take up the report for discussion in January. For its December meeting, the MCPL Task Force requested MCPL Administration provide a draft budget outlining the financial impact to MCPL should Marathon County decide to withdraw from WVLS.
- **People in the News: Erica Petersen**, Director of the Frances L. Simek Memorial Library (Medford), announced she will be resigning from her position in January 2021 to pursue her master's in library science. The library board's Search Committee has posted the position and will conduct a candidate review on November 23. The position will remain open until filled. **Ben Miller** has been selected as the director of the library team within the DPI Division of Libraries and Technology. Miller has served as a library supervisor within the team for the past five years where he oversees the WISCAT interlibrary loan program and works closely with the BadgerLink program. Miller has also been directly involved with the Public Library System Redesign (PLSR) project since the beginning. He is a previous director and current library board president of the George Culver Community Library (Sauk City).
  - **Tomahawk School District's** proposal "Making Connections One Game at a Time" was chosen to receive WiLS "Ideas to Action" (I2A) funding. To drive innovation and collaborative services, the WiLS I2A fund supports projects through dollars and project guidance, and fuels libraries to take their projects further. TSD's proposal will connect community, schools, teachers, and students in a virtual gaming world, and establish a high school eSports team in collaboration with North Central Technical College. Selected

from a record number of outstanding proposals the seven 2020 I2A recipients' proposals were thought to have the most impact on their communities and on library service in the state. (edited from WiLS Community Chronicle; September 2020)

- **Marathon County Public Library** is one of 38 public libraries across Wisconsin awarded a grant from UW-Madison's Center for East Asian Studies (CEAS) through a new program called [East Asia in Wisconsin](#). To enrich understanding of East Asia in local communities, the program offers grants up to **\$1,000** to public libraries to purchase East Asia-related materials to augment their collections and to support East Asian programming. While nearly all the libraries that applied requested some use of the funding for collections, many also applied to offer East Asia-related programming in their communities, from outdoor story walks, to book clubs, to virtual sessions with local Chinese chefs. CEAS worked with the Wisconsin Library Association (WLA), the Cooperative Children's Book Center (CCBC) and the Wisconsin Department of Public Instruction (DPI) to pilot this new initiative.
- **The Bridges Library System (Waukesha)** has been named as one of the recipients of the American Library Association's **2020 John Cotton Dana Library Public Relations Award** for its coordination and implementation of a Library Card Signup Month advertising campaign in September 2019. The multi-library system campaign, which included the **Lakeshores** and **Milwaukee County** library systems, encouraged residents to get a library card by highlighting the direct personal benefits that library services and materials provide, such as an enhanced quality of life, convenience, and cost savings. Using radio ads, social media ads, and billboards throughout southeastern Wisconsin, the campaign promoted a library card as "Your Borrow, Don't Buy Card;" "Your Read On the Go Card;" "Your Learn Something New Card;" and more. The national award honors eight outstanding library public relations projects annually. The library system will receive a **\$10,000** grant provided by the H.W. Wilson Foundation and will be honored, along with fellow 2020 winners, at a reception held by EBSCO Information Services at the 2021 ALA Annual Conference in Chicago. (WLA Newsletter, Fall 2020)
- The **McMillan Memorial Library** (Wisconsin Rapids) began hosting in-person escape rooms in 2019 and were planning to continue the fun in summer 2020 before the pandemic hit. Staffers **Karmen Kelly**, **Alicia Lamont**, and **Deb Drollinger** set about creating a quarantine-friendly, no-touch, outdoor escape room located in a rarely used corridor outside the library. While traditional escape rooms tend to have players manipulate locks and other physical props, this one offers a positive touch-free team building activity. Participants safely interact with the game through an online form on their own mobile devices as well as a set of game pieces that they can take home afterward. Their mission? Figure out the relationship between the game pieces and the sidewalk chalk drawings in the space in order to spell out a word.
- Working in partnership with Feed My People Food Bank, the **L.E. Phillips Memorial Public Library** (Eau Claire) is providing a bag of shelf-stable groceries to any library customer in need. People can simply grab a bag from within the library's main entrance while they are visiting, or they may request a bag of food through the library's [Contactless Library Pickup Service](#).

#### **Report from Administrative Assistant Susie Hafemeister:**

- Five WVLS trustees have terms set to expire at the end of the year: **Tom Bobrofsky** (Clark County), **Tyson Cain** and **Douglas Lay** (Marathon County). **Pat Pechura** (Oneida County) and **Eileen Grunseth** (Taylor County). There is an additional Marathon County vacancy to fill the unexpired term of **Elaine Younger**. Notifications were sent to the clerks in those counties over the last several months. **Grunseth** has been reappointed for another term.

### Legislative Report from Library Consultant Kris Adams Wendt:

- **2021-2023 Biennial Budget.** Documents from the Wisconsin Library Association's Library Development & Legislation (LD&L) Committee regarding WLA-endorsed **state library aid funding requests submitted by the Department of Public Instruction for the 2021-2023 Biennial Budget** process are shared with this report as Exhibits 12c-12f. Although all the members of the Legislature's Joint Committee on Finance have yet to be named, LD&L members are already scheduling conversations with leadership.
- The **2021 Wisconsin Library Association Library Legislative Day** will be a virtual experience in 2021. Planning is underway for a live-streamed morning program on February 16 and virtual, regional clusters of appointments scheduled for that afternoon and February 17 and 18. Save the dates and stay tuned for more information.
- **Relationship Building Exercise.** Now is the time to write congratulatory notes to newly and re-elected officials. Exhibit 12g provides contact information organized by county and legislative district for WVLS area legislators.

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

- WVLS and IFLS Library System libraries continue to expand the use and functionality of their websites to serve communities during COVID-19 service limitations. Starting in March and April, the pandemic has necessitated unprecedented and frequent communications on, and updates to, library websites to reflect new hours and services. The library website was further promoted as a "one-stop-shop" for information and access to all library services, resources, and programs. Links direct users to hours, digital resources, and live programs on social media and web services, as well as live or prerecorded programs.
- To facilitate increased information sharing, libraries incorporated Google Forms or embedded forms to allow people without library cards to apply for one online. Libraries issued library barcodes via email and traditional library cards via regular mail. Still others offered "digital only" library cards for online materials and access to resources.
- **Hamland** made it possible for 22 IFLS Libraries to integrate access to [Page Turner Adventures, a](#) contracted ten-week-long summer program of activities, crafts, and video adventures, via unique password protected pages on each participating library's website.
- Libraries explored integrating digital tools to assist in scheduling drive-up, browsing, and computer use appointments. **Hamland** assisted libraries using Google Forms and various website plug-ins integrated into their websites to provide a smooth experience for customer-initiated appointment requests. These tools organize physical material pickup and in-person visit requests for library staff, adding to a positive and safe user experience.
- Although in-person website workshops are cancelled due to safety concerns, **Hamland** has added additional office hours between 1:00 and 3:00 PM on the second Tuesday and third Thursday of each month. The webmaster or a representative from **each participating library will be required to attend six (6) office hour sessions annually effective January 2021.** Attendance ensures the development of website knowledge and encourages website management skills. Website office hour dates and meeting access information may be found on the [WVLS calendar.](#)
- The annual **WVLS Adult Services Summit** was held on November 17, featuring **Scott Seeger**, the Regional Dementia Care Specialist from the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW), presenting "**Serving All Adults: Dementia Friendly Business Training & Customer Service in the Library.**" Attendees received Dementia Friendly Business Training, entitling their libraries to earn a *Dementia Friendly Business* designation. The [Aging and Disability Resource Center of Central Wisconsin](#) works to provide peace of mind and quality of life to individuals and families through information and access to resources.

- The annual WVLS Youth Services workshop will explore the “Realities of and Relationships with School Librarians” in a virtual panel discussion on December 3. Three school librarians will give a brief tour of their space(s) and describe the realities of working in public school libraries: duties, schedules, challenges and accomplishments. **Michele Green**, WEMTA Past President, will represent Greenwood. **Paula Norman** will represent Tomahawk, a K-12 building with three, separate library spaces. **Anna Julson** will represent the Bridges Virtual Academy in Merrill. Registration so far reflects participation from every single public library system in Wisconsin.

#### **Report from ILS & Database Support Specialist Rachel Metzler:**

- The **V-Cat Bibliographic Committee** met on Tuesday, October 27. Discussion centered on the 776 and 856 fields and hyperlinks present in the V-Cat online catalog. **Metzler** reported on critical cataloging discussions happening statewide. Because Library of Congress Subject Headings include outdated and potentially offensive terms, using local subject headings instead of waiting for LC updates may be explored. Other topics addressed V-Cat bibliographic database records concerns.
- **V-Cat Voting Models Exploratory Committee** met on Thursday, October 15 and developed bylaws language to present to the V-Cat Council on November 5, addressing concerns about consensus and how to count abstentions in majority calculations. The committee met again on November 12 to finalize bylaws revisions. V-Cat members will be invited to ask questions and provide feedback to the committee by December 18 before the committee meets again in January to make any necessary revisions and bring a final recommendation for action to the February V-Cat Council meeting.
- At its November 5 meeting, **the V-Cat Council** requested more information in the August and September financial reports; asked the **Voting Models Committee** to further define proposed bylaws to address consensus and how abstaining votes will be handled; and **authorized the ILS Administrator to turn off Prioritizing Holds at the Pickup Location** in case widespread issues arise before the February 2021 V-Cat Council meeting.
- The **V-Cat Cooperative Circulation Committee** met on Thursday, October 15 to develop a best practices document addressing library closure, offering curbside service, open with limited services, quarantining materials etc. The document is meant to give guidance to libraries and not intended as a formal recommendation. The committee will make further revisions to the draft document at their next meeting prior to sharing it with V-Cat members.
- **Discovery Layer Review and Evaluation Continues.** Between October 2 and November 2, the Patron Search and Discovery survey received **1,906 responses** representing all libraries/locations. During that same time period, **13,839** patrons had circulation activity. Using that number as representing the active patron base yields a sample **14%** of active patrons involved in the survey. A pop-up survey invitation to encourage additional responses from library users became active on October 27. Product demonstrations will be scheduled in the coming months, and a Discovery Layer Advisory meeting will be held ahead of the February V-Cat meeting to provide feedback on the products.
- **Metzler** hosted a MARC Alert Training attended by 8 member library staff in September with follow-up training provided upon request. MARC Alerts bibliographic records are entered into the Sierra database so libraries can circulate their items in the case that there is no suitable OCLC record or if the staff have not been trained on Z39.50 cataloging. Sierra Circulation and V-Cat Consortium Basics training was provided for new Gilman public library director **Rita Ludvigsen**, and V-Cat Consortium Basics for new Neillsville public library director **Janay Ziebell**. New training information available on the V-Cat Training Website includes recordings of the “September 9 Z39.50 training,” and on

“Checking ISBNs in OCLC Records,” “Making a MARC Alert out of an Incomplete OCLC Record” and “Overlaying a Short Bib with a Full Bib” as well as a document on “Create List Basics.”

- **Zimmermann** attended the New England Innovative User Group Online Conference. Metzler and Zimmermann attended the Wisconsin/Illinois Innovative User Group Online Conference. Zimmermann will attend Innovative’s WebPAC Administration training in November.
- A **new Shoutbomb Voice Telephone Notification System** will be implemented to replace the teleforms product December 4-8.
- A **Sierra System upgrade** is planned after Shoutbomb Voice is in place and functioning as expected. The current release is 5.2, but WVLS has been offered 5.1 by Innovative. Zimmermann recommends that V-Cat move from 4.3 to 5.1, as there are known issues in 5.2 that could be troublesome. The decision will be reconsidered if WVLS member libraries identify key features of 5.2 that would be beneficial. At this point Zimmermann knows of only one outstanding issue that WVLS has asked Innovative to solve. Call numbers are not appearing in the Inventory Control product. Innovative responded this is not fixed in 5.2 and is expected to be fixed in Sierra 5.3, which is scheduled to be released in March 2021.
- The following libraries have reached out to begin the process of transitioning to the **new uniform checkout periods**: Granton (first set done earlier this year), Loyal (launch date Dec 15), Rib Lake, Three Lakes, Abbotsford, Greenwood and Antigo.
- A **statement of work** has been signed with Innovative and Metzler and Zimmermann met with Innovative to discuss the Juvenile Subject Heading Indexing process and options. We are considering indexing local subject headings at the same time.

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

- **FY20/21 CARES Act Grants to States (G2S) – COVID Response Support.** In June, LEAN WI partners submitted a joint application to DPI for **\$158,257** based on the Wisconsin Libraries CARES Act Distribution Allocation Tables established by DPI. WVLS is in the process of preparing partially prefilled subaward applications for libraries that reported potentially eligible activities for which they have already expended funds, and for those libraries which indicated they would like to utilize their allocation amounts for self-managed projects. WVLS will then work with members that indicated a preference for system-managed projects to refine priorities and plans to:
  - procure various peripheral equipment to support safety through technology and the safe use of technology.
  - expand wireless internet coverage and capabilities and adjust network cabling infrastructure to support rearrangement of existing and deployment of new technology resources.
  - employ managed remote public (and staff) printing capabilities.
- **WiFi Coverage Adjustments/Expansion and Peripheral Equipment Procurement Support.** In relation to the CARES Act Funding awarded, a final survey was presented to member libraries to help LEAN WI partners determine prioritization of centralized projects, and understand how much eligible activity has already occurred locally in the libraries. The two areas of highest priority are peripheral equipment procurement support and WiFi/Wiring upgrade support.
- **FY20/21 LSTA – Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid.** LEAN WI partners were awarded \$23,190 to be used for Faronics licensing alignment and subscription renewals and \$20,000 to be used for core network transport equipment expansion. Capital expenditures exceeding \$5,000 per unit for network equipment has received pre-approval through DPI.

- **FY20/21 TEACH Infrastructure – Supplemental funding support for technology infrastructure projects in schools and libraries.** LEAN WI is preparing applications requesting the full funding for long-term projects for each eligible member library (<https://teach.wi.gov/Documents/TEACH%20Eligible%20Libraries.pdf>) which may be utilized for projects through June 2023. LEAN WI will work with eligible libraries to coordinate the use of CARES Act and TEACH Infrastructure funding. More info regarding the TEACH Infrastructure Grants program can be found here: <https://teach.wi.gov/Pages/Grants/InfrastructureGrants.aspx> and <https://teach.wi.gov/Pages/2021InfrastructureGrants.aspx>
- **Redefining “Normal” Support Services.** LEAN WI partner library systems are maintaining an agile and flexible approach to the operational needs and uncertainties of member libraries during the pandemic.
- **Statistics Data Collection and Dashboard Presentation.** LEAN WI is working with NWLS transactional Sierra data to replicate the mechanism that feeds IFLS and WVLS Statistics Dashboards. (<http://dashboard.iflweb.org> and <http://dashboard.wvls.org>) Separately, options for alternative third-party statistics presentation applications and services are being researched to eventually replace the current dashboard software developed in-house.
- **Microsoft Teams Exploration Project with Rhinelander District Library.** Follow up with RDL and review of their project will occur in the first quarter of 2021 after the annual report project is completed.
- **Infrastructure Upgrades.** A scheduled 10Gbps upgrade on one of the WiscNet interconnects at the datacenter was postponed due to COVID exposure and self-quarantine measures by a key engineer. A reschedule is in progress.
- **Collaboration Development and Management.** NWLS cataloging experts **Jackee Johnson** and **Gina Rae** organized and led a statewide meeting for cataloging leadership to discuss potential collaborative efforts. The primary topic of interest and discussion was “Changing offensive [Library of Congress] subject headings [by] using local headings.” The meeting was well attended and led to the establishment of a Wisconsin Catalogers email list supporting further sharing of ideas and information.

#### **Report from Education Consultant Jaime Matczak:**

- **COVID-19 Updates.** The Staying Together discussions with area colleagues have continued to occur every other or every third Tuesday. There have been 31 Discussions since March. Recent topics have included the election and voter registration, mental and physical coping, and quarantining of library materials. The WVLS COVID-19 Update continues to be emailed via the WVLS all-subscribers’ list every Thursday at 9 a.m. Published in the first week of the month, the WVLS Newsletter continues to highlight ways that WVLS member libraries are supporting their communities during the coronavirus. Several libraries have collaborated with local organizations. Current and past issues of the newsletter are available on the WVLS website.
- **Matczak** recently presented at two virtual conferences, the national Association for Rural and Small Libraries (ARSL) Conference (September 28-October 2) and the Back in Circulation Again Conference (October 18-19), sponsored by the iSchool at UW-Madison. For the ARSL Conference, Matczak gave a 9-minute Spark Talk presentation called “Libraries and Smart Phone Photography.” She was the closing speaker for the Back in Circulation Again Conference, and her presentation “Having Difficult Workplace Conversations” drew 130 attendees. Both presentations were well received.
- **Matczak** also reported that **Inclusive Services Consultant Sherry Machones** shared an *Inclusive Services Update* with member libraries at the beginning of November. The update included links and commentary about how to rethink the upcoming two-month holiday season through an inclusive lens, as well as sharing several upcoming inclusive



continuing education opportunities and a reminder about the November Toward One Wisconsin Conference.

- **Matczak** attends monthly Delivery Managers meetings with statewide cohorts who coordinate delivery in their systems. Last month, upon review of the guidance provided by the State Library of Oregon, advice from the experts at the Oregon Health Authority, and review of the REALM test results, Wisconsin Department of Health Services agreed with the Oregon Health Authority's interpretation that a [24-hour quarantine time would be sufficient](#) as a precautionary measure on library materials transported through courier. Based on recent discussions among WVLS member library directors and discussions among system library directors, **WVLS now recommends a 48-hour quarantine for libraries, and 24 hours of quarantine time for our vendor, Waltco.** This recommendation went into effect on Monday, October 26. Several librarians who attended the November 10 [WVLS "Staying Together" Discussion said](#) that patrons are happy to receive library materials more quickly and that library staff feel comfortable with the [new quarantine guidelines](#).
- The **"Building and Maintaining Customer Relationships"** webinar series with Library Consultant Pat Wagner (October 6, 13, 21) had an average of 114 live attendees over the three webinars. All of the webinars were well received, with 95% of the attendees ranking them high on a scale of effectiveness and usefulness in their library jobs. One attendee said, "All of the information is a valuable take-away, and it will be shared at a future meeting with the Library Board members." Another said, "There was so much good information in this webinar, that I couldn't keep up with my notes! Thank you."
- The second WVLS recorded webinar of 2020 was posted in mid-October. Laura Solomon, the Web Services Manager for the Ohio Public Library Information Network, presented **"Free Unique and Fun Tools to Help Keep You Sane."** It can be viewed [here](#).
- **"Tech Days 2020,"** a virtual webinar series held on September 23 and 24, was a success with over 1,100 attendees over the course of two days. Feedback on the virtual format and on the webinars was positive. This event is sponsored by all 16 public library systems with support from DPI and funding from the Institute of Museum and Library Services.
- The final WVLS recorded webinar of 2020 will be posted in mid-December. Youth Services Consultant **Marge Loch-Wouters** will present on purposeful virtual program planning along with content and marketing options. An announcement will go out to the WVLS community when the webinar is available for viewing.
- All 16 Wisconsin public library systems are co-sponsoring the 2021 **Wild Wisconsin Winter Web** Conference on January 27-28, 2021. More information and registration link will be available after Thanksgiving.

**V-Cat Council** (Exhibit 13): Board members were directed to Exhibit 13 in addition to the V-Cat updates provided in staff reports above.

**Conferences Reports** (Exhibit 14 and 14a through 14d): The Board's attention was drawn to reports from **Matczak** (2020 ARSL Conference and YWCA Implicit Bias Conference) as well as, **Loralee Peterson, Cathy Oelrich** and **Virginia Roberts** (Back in Circulation Conference). **Wendt** reported separately on the abbreviated one day virtual WLA Fall Conference.

#### **TRANSFER OF FUNDS** (Exhibit 14):

Sepnafski reviewed pandemic-related unanticipated additional expenditures in the courier account and fewer expenditures in the staff and trustee travel accounts.

**Grunseth/Sweeney motion to approve transfer of funds from accounts 2-6250 Staff Travel and 2-6260 Trustee Travel to account 2-6240 Delivery. All aye. Motion carried.**

**2021 MCPL/WVLS RESOURCE LIBRARY AGREEMENT draft (Exhibit 15):**

Neither MCPL nor WVLS has signed the agreement. MCPL will not do so before the MCPL Library System Inquiry Task Force makes a decision regarding Marathon County system membership. The 2020 contract will carry over into 2021. DPI has been notified.

**APPOINTMENT OF 2021 LAC MEMBERS (Exhibit 16):**

2020 LAC members have agreed to extend their terms for an additional year and the roster has been adjusted accordingly. The exceptions are Paula Norman replacing Beth Martin, who has retired.

**Grunseth/Peterson motion to approve the 2021 roster for the WVLS Library Advisory Council as presented. All aye. Motion carried.**

**APPOINTMENT OF 2021 V-CAT STEERING COMMITTEE MEMBERS (Exhibit 17):**

**Backus/Olszewski motion to approve the 2021 roster for the WVLS V-Cat Steering Committee as presented. All aye. Motion carried.**

**APPOINTMENT OF WVLS BOARD OF TRUSTEES NOMINATING COMMITTEE:**

**Bobrofsky** appointed **Pechura, Olszewski** and **Grunseth** to the WVLS Board of Trustees Nominating Committee. They will present a slate of officers at the January 16, 2021 meeting.

**TEMPORARY APPOINTMENT OF PRESIDENT (BOBROFSKY), VICE-PRESIDENT (PECHURA), AND TREASURER (OTTEN) TO RETAIN DUTIES FROM JANUARY 1, 2021 THROUGH THE FIRST 2021 BOARD MEETING:**

**Knuth/Ackerman motion to temporarily appoint President Bobrofsky, Vice-President Pechura and Treasurer Otten to retain their duties from January 1, 2021 through the January 16 board meeting. All aye. Motion carried.**

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

**Klingbeil** offered clarification regarding the InfoSec IQ security awareness training notices and opportunities. **Bobrofsky** shared that on November 23 the Western Taylor County Public Library (Gilman) is celebrating a dual one-year anniversary of its recent expansion completed in November 2019 with a Grand Opening originally planned for April 2020 but delayed by pandemic concerns. He was joined by other Board members in thanking the WVLS Staff for all they accomplished during the past year through trying times.

**REQUEST FOR FUTURE AGENDA ITEMS:** There were no suggestions.

**NEXT MEETING DATES:** WVLS Board of Trustees, January 16, 2021.

**ADJOURNMENT:** **Grunseth/Ackerman motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:01 AM.**

Respectfully submitted,  
Kris Adams Wendt, Meeting Recorder