

**WISCONSIN VALLEY LIBRARY SERVICE**  
**Board of Trustees Meeting**  
September 18, 2021  
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 November 20, 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  
Jim Backus, 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  
Jamie Matczak, WVLS staff  
Kris Adams Wendt, WVLS staff\*

\*denotes remote attendance

**Excused**

Sonja Ackerman, member  
Jessica Bernett, member  
Christy Janczewski, member  
Mandy Wright, member

**Vacant**

Marathon County representative

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

**CONSENT AGENDA APPROVAL: Peterson/Pechura motion to approve the agenda as presented. All aye. Motion carried.**

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

**Olszewski/Jopek motion to approve minutes from the August 21, 2021 WVLS Board meeting as presented. All aye. Motion carried.**

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

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

**WVLS JANUARY-AUGUST 2021 TREASURER’S REPORT (Exhibit 9):**

**Pechura/Sweeney motion to approve the January-August 2021 Treasurer’s report as presented. All aye. Motion carried.**

**REPORTS:**

**Resource Library (Exhibit10): Sepnafski** drew the Board’s attention to the report included in their packets. **Sweeney** gave an update on the search for a new director and other key positions. Leah Giordano has committed to continue as interim director through the end of 2021. A revised director evaluation and grievance procedure clarifying the role of the library board and the county is being drafted. The MCPL Board meets September 20, with agenda to include further discussion regarding library system membership so as to move forward from the current holding pattern with clarity for both WVLS and SCLS. Sepnafski added that over the last several months

WVLS staff have been consulted by members of the MCPL Board and staff, and that it has been a pleasure to renew positive communications channels.

**Report from WVLS Director Marla Sepnafski (Exhibit 11):** **Sepnafski** noted the following highlights from the Director's Report before calling on staff members for updates on their assigned areas of expertise:

- **Sepnafski** has joined the Wisconsin Public Library Consortium (WPLC) Technology Collaboration Steering Committee. The group meets quarterly and is charged with reviewing proposals from the Technology Operations Committee. For the full position description, as well as recent meeting notes, visit the [Technology Collaboration Steering Committee page](#). The Committee's next meeting will be on November 2, 2021.
- The Hawaii State Public Library System will comply with Governor David Ige's executive order requiring government contractors and visitors at state facilities to show proof they've been vaccinated or tested negative for COVID 19. While in the library, visitors 5 years and older must also wear a face mask covering their nose, mouth, and chin, remain physically distanced from others and practice hand hygiene. Enforcement of the executive order begins on Monday, September 20. Last month, Ige issued an executive order requiring all government employees, including state and county workers, to be vaccinated or undergo regular COVID 19 testing.(from the *Star Advisor*, [September 10, 2021](#) and [September 9, 2021](#))
- A database project conducted by Backstage with oversight by **Rachel Metzler** was completed on September 8. Backstage is an Authority Control vendor. WVLS sends bibliographic records to them for updates quarterly. These updates include converting the records to a more current form of cataloging, adding Lexile and/or Accelerated Reader information when available, and updating authority records. Authority records can be for authors, subject headings, series, or genre and are maintained by the Library of Congress. By sending our records for updates we are keeping our database updated with the most current authority records from the Library of Congress. In our most recent routine process, a problem with the authority records was discovered. Backstage offered to do an entire database update to be sure that all authorities were as up to date as possible, since it was unclear when the problem started.

**Report from Education Consultant Jaime Matczak:**

- **Matczak** is working with Marathon County Public Library Interim Director **Leah Giordano** on coordinating an in-service day for MCPL staff on Friday, October 15. The day will focus on team building and diffusing escalating situations with patrons.
- **Jean Zanoni**, Associate Dean of Marquette University Libraries, recently met with Matczak to discuss a presentation on customer service as part of an in-service for all Marquette University Libraries staff. The staff has not had a library-wide training in this area in almost 10 years. Training is set to take place in January 2022 while students are on holiday break.
- WVLS planned to have staff trained on "**Compassion Resilience**" by undergoing one 2-hour training session each month until the end of the year. While Jamie led an initial training staff in July, scheduling the next training has been a challenge, and scheduling conflicts have disrupted the timetable. It is hoped that this training can begin again sometime within the next few months. Compassion Resilience Training is intended to help library workers in Wisconsin gain tools to manage expectations, set professional and personal boundaries, build effective collegial relationships and practice real-time and organized self-care. Earlier in 2021, several system and library staff from around the state

participated in a compassion resilience train-the-trainer program sponsored by the WI Department of Public Instruction.

- Wild Wisconsin Winter Web Conference: Planning for speakers is underway for the annual state conference scheduled for January 26-27, 2022. The session tracks are Marketing, Public Services, Small Libraries and Wellbeing. Registration for the conference will open in late November.

### **Report from Public Library Services Consultant Anne Hamland and Inclusive Services Consultant Sherry Machones (delivered by Matczak)**

- **Summer library programs** are wrapping up and **Hamland** is now gathering statistics for LEAN WI libraries that participated in the Page Turner Adventures contract as well as the performance contract with Mr. Yasu Ishida. She is also aggregating several years of website data specific to summer program webpages to share comparisons with curious youth and adult services librarians. Websites of LEAN WI libraries are being checked to ensure expired summer content has been updated with fall services. Librarians serving youth will meet September 28 to review summer successes and slumps, programs and performers, and plans for fall services and programs.
- The Greenwood Public Library is planning either to expand its current space or build a new facility and is undergoing initial work of developing floorplan options and gathering community feedback. **Hamland** is consulting with the library along the way, and thus far has assisted with drafting a public feedback survey and with facilitating distribution, organization, and collection. She also helped the library create a vision and need statement and a floorplan evaluation. The Greenwood Public Library hopes to begin building in 2025.
- The **Annual WVLS Youth Services Workshop** will be held virtually for the second year and is set for December 9. Minocqua Public Library Youth Services Librarian, **Erica Dischinger**, and Teen Services Librarian **Jennifer Davis** will be showcasing their successful youth programs and explaining how they were developed.
- **Machones** shared a lengthy Inclusive Services Update with member libraries in September. The update featured:
  - resources on the new American Library Association's Code of Ethics Principle on racial and social justice
  - mental health resources
  - the WI Department of Instruction's new Informational Dyslexia Guidebook
  - a new Native American publisher
  - several articles on recent intellectual freedom challenges in Wisconsin libraries
  - information on hiring biases
  - how libraries can work with police and jails
  - lists of upcoming continuing education offerings and diverse holidays for the month

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

- **Klingbeil** provided an update on grant projects.
  - **FY20/21 CARES Act Grants to States (G2S)** – Covid Response Support. Projects review and preparation of project support documentation is in progress for the generation of the Final Project Report. An extension for revision, reimbursement, and reporting process completion was granted through September 24, 2021. The final budget revision request draft was submitted, and a minor rounding error caught. The corrected revision request was submitted September 17, 2021 along with a corresponding reimbursement request to DPI.
  - **FY20/21 LSTA – Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid.** Additional funding was allocated to each of the LEAN WI partner systems. A final budget revision request was submitted to DPI prior to

July 31, 2021, and we are waiting for the generation of the official subaward letter by DPI. Pending receipt of that formal award letter and the revision request approval, the final reimbursement request and reports will be submitted.

- **FY20/21 ECF – [Emergency Connectivity Fund Program](#)**. After much back and forth concerning interpretations of ambiguity in FCC interpretations of statutes establishing the ECF Program, it was decided to “test eligibility” by applying for funding to support a maximum of \$400 per laptop for 110 laptops. If successful, the laptops will be equitably available to any eligible member public libraries within LEAN WI that are willing to accept and follow the program rules for data gathering, device lending, and 10-year maintenance of usage history.
- **FY21/22 ARPA Grants to States (G2S)** – Additional Covid Response Support. DPI continues working with stakeholders throughout the Wisconsin Library Community to determine service needs and begin developing project proposals. At the time of this writing, DPI DLT still does not have an ARPA information aggregation page for Public Library Systems and Libraries. The resources below have been shared during various stakeholder discussions and are available via the LEAN WI landing page for ARPA <https://leanwi.org/arpa2021>.
  - American Rescue Plan Act of 2021 (ARPA) Project Funding Details and Ideas
  - ARPA 2021 DRAFT Budget April 2021
  - Project Funding List of Ideas - ARPA, LSTA, E-rate, Build America's Libraries, etc.

#### **Report from Local & State Advocacy Consultant Kris Adams Wendt**

- WLA Library Development & Legislation (LD&L) Committee will meet virtually on September 24. New WLA Executive Director Laura Sauer was welcomed to the table in July and has been accompanying WLA Government Relations Advisor on capitol visits. LD&L is elated that increased association visibility at the capitol during the budget process has encouraged legislators to contact WLA when approached by local government officials with questions about library funding and Chapter 43. Such inquiries provide an opportunity for WLA LD&L to connect the parties involved with the appropriate library system and local librarians, as well as DPI consultants as needed.
- A library school student has joined LD&L as volunteer coordinator of the Libraries Transform poster project. The collection of legislator posters from the state senate and assembly districts overlaying WVLS counties on display at the WVLS office will be updated to reflect 2020 changes to legislators serving SD12, AD35 and AD 69.
- **Library Legislative Day** will be held February 8, 2022 at the Madison Concourse Hotel.

**Library Advisory Committee** (Exhibit 12): Matczak drew the board’s attention to the agenda and minutes of the August 18 LAC meeting which detail LAC member discussion following a survey on technology needs.

**COLAND** (Exhibit 13): Klingbeil drew the board’s attention to highlights from the September 10 COLAND virtual meeting during which members were introduced to State Superintendent of Public Instruction Jill Underly, Assistant State Superintendent of the Division for Libraries and Technology Tessa Michaelson Schmidt and DPI Policy Initiatives Advisor Dee Pettack from the Legislative and Policy Outreach Team.

Paul Knuth joined the meeting at 10:28 AM

**V-CAT** (Exhibit 14): In addition to the information provided on pages 5-7 of Exhibit 11, the board's attention was directed to a letter to the MCPL Board of Trustees from WVLS ILS Administrator Katie Zimmerman and WVLS ILS Support Specialist Rachel Metzler (Exhibit 14) providing additional context in response to statements made under the leadership of the former MCPL Director about V-Cat cataloging processes and projects.

**2022 MCPL/WVLS RESOURCE LIBRARY AGREEMENT - draft** (Exhibit 15): **Sepnafski** noted that the only change, aside from updating 2021 to 2022 wherever it appears, is on page 3 where the statements regarding MCPL and WVLS reserving the right to lease space now both read "on a semi-annual basis." The agreement has been approved by the MCPL Board.

**Pechura/Otten motion to approve the 2022 MCPL/WVLS Resource Library Agreement as presented. All aye. Motion carried.**

**2022 HEALTH INSURANCE** (Exhibit 16): **Sepnafski** walked the board through the 2022 health insurance cost comparison document shared as Exhibit 16. WVLS offers the traditional option for health insurance to employees and contributes the maximum amounts allowed by the Department of Employee Trust Funds to employees' premiums (i.e., 88% of the average cost of available Tier ONE plans).

**Sweeney/Backus motion to approve the maximum WVLS contribution allowed toward WVLS employee health insurance. All aye. Motion carried.**

**2022 WVLS SYSTEM PLAN – draft** (Exhibit 17): **Sepnafski** introduced the 2022 WVLS System Plan, which was endorsed by the Library Advisory Committee and to which no changes have been made since the Board's first examination on August 21.

**Pechura/Knuth motion to approve the 2022 WVLS System Plan. All aye. Motion Carried.**

**2022 WVLS BUDGET – draft** (Exhibit 18): **Sepnafski** presented the 2022 WVLS budget for final approval after noting several adjustments since the August 21 meeting reflected in Exhibit 18.

**Sweeney/Olszewski motion to approve the 2022 WVLS Budget. All aye. Motion carried.**

**2023 WVLS TECHNOLOGY PLANNING GUIDE – draft** (Exhibit 19): **Klingbeil** presented the final draft of the 2023 WVLS Technology Planning Guide, noting the cost summary on pages 4-6.

**Grunseth/Peterson motion to approve the 2023 WVLS Technology Planning Guide as presented. All aye. Motion carried.**

**2021-2023 V-CAT STRATEGIC PLAN – draft** (Exhibit 20): **Sepnafski** noted the plan developed by **Katie Zimmermann** was reviewed at the September V-Cat meeting and lays out the core expectations and priorities into 2023.

**Backus/Sweeney motion to approve the 2021-2023 V-Cat Strategic Plan as presented. All aye. Motion carried.**

**WVLS RESERVE FUND POLICY – draft** (Exhibit 21): **Sepnafski** drew the board's attention to Exhibit 21 detailing the WVLS Reserve Fund Policy guidelines drafted at the recommendation of Kerber Rose S.C. The purpose of the policy is to define and set goals for reserve funds, and to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The WVLS has two operational reserve funds; and oversee and manage an ILS reserve fund on behalf of ILS consortium members, and a LEAN WI reserve fund on behalf of a technology partnership between WVLS and other systems. Following a review by LEAN WI partners and Kerber Rose S.C., the draft policy will be presented to the WVLS Board in November.

**MOU-SCLS and LEAN WI DIGITIZATION STORAGE COLLABORATION** (Exhibit 22): **Klingbeil** presented a memorandum of understanding between South Central Library System (SCLS) and LEAN WI (which includes WVLS, Northern Waters Library Service and IFLS Library System) regarding the

technology collaboration project described in the Wisconsin Public Library System Backup and Digitization Storage Collaboration.

**Otten/Pechura motion to retroactively accept the documents reproduced as Exhibit 22 which were signed by representatives of the LEAN WI Partnership and SCLS on June 4, 2021. All aye. Motion carried.**

**LIVING LIBRARIES PROJECT DISCUSSION:** Knuth shared his interest in the Living Libraries project about which more information is found at <https://www.livinglibraries.uk/blog/what-is-living-libraries>. The project uses oral history interviews to explore people's memories and experiences of public libraries, to find out why and how often people go to them, what people do in and get from them, what people love and hate about the ways they've changed over the past decade or so. Discussion ensued.

**CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** Bobrofsky thanked board members for their preparation ahead of this meeting which enabled the group to efficiently cover the detailed planning documents and agenda items discussed and approved. He also delivered a reminder about WLA Annual Conference for which early bird registration rates are available through October 25. Sweeney promoted the Central Wisconsin Book Festival, an initiative of the Marathon County Public Library working together with Portage County Public Library and McMillan Memorial Library of Wisconsin Rapids.

**REQUEST FOR FUTURE AGENDA ITEMS:**

**Next meeting date:** November 20.

**ADJOURNMENT:** Grunseth/Pechura motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:30 AM.

Respectfully submitted,  
Kris Adams Wendt, Meeting Recorder