

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

November 20, 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 February 19, 2022.

President Tom **Bobrofsky** called the meeting to order at 9:37 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*
 Jessica Bernett, member* (joined 10:34 am)
 Christy Janczewski, member*
 Peg Jopek, member*
 Paul Knuth, member*
 Louise Olszewski, member*
 Diane Peterson, member
 Mandy Wright, 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 Zimmermann, WVLS staff*
 Judy Peterson, incoming 2022 member

Excused

Sonja Ackerman, member
 Eileen Grunseth, member
 Kari Sweeney, member

Vacant

Marathon County representative

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

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

APPROVAL OF MINUTES (Exhibit 1):

Olszewski/Jopek motion to approve minutes from the September 18, 2021 WVLS Board meeting as presented. All aye. Motion carried.

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

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

WVLS HEALTH INSURANCE – revised (Exhibit 9):

REPORTS:

Resource Library (Exhibit10): **Sepnafski** drew the Board's attention to the report included in their packets. The MCPL Board approved the 2022 WVLS Expectations Assessment outline at its November 15 meeting following productive discussions among Sepnafski, MCPL trustees and Interim Director.

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:

- Former WVLS Trustee **Alice Sturzl** was inducted into the [2021 Wisconsin Library Hall of Fame](#) during the Wisconsin Library Association's Awards and Honors Ceremony in Green Bay on November 18. (click the link for full information)
- **John Thompson**, IFLS Library System Director since 2007, was selected as the 2021 WLA/Demco Librarian of the Year. The award recognizes a librarian's outstanding leadership and accomplishment in library service. John was honored at an awards ceremony at the WLA annual conference in Green Bay on Thursday, November 18.
- During its November 15 meeting, the Marathon County Public Library Board of Trustees announced the selection of Interim Director **Leah Giordano** as the next director for the library. Leah replaces former director Ralph Illick who resigned from the position in May 2021.
- WVLS Accounting/HR Specialist **Augo Hildebrand** has announced her plans to retire on December 11. She has worked for WVLS since July 2011 to complete bi-weekly payrolls and bill runs, respond to human resource questions from staff and WVLS member libraries, oversee WVLS health insurance needs and requisite coverage, and assist with the annual financial audit. The WVLS staff are sad to see her leave. The position has been posted and provisions made for interim coverage of her duties.
- **Hafemeister** has been working with county clerks regarding the five WVLS trustees whose terms are set to expire at the end of the year. Appointments/Reappointments were needed for: **Louise Olszewski** (Clark County), **Peg Jopek** (Langlade County) and **Sonja Ackerman, Jessica Bennett, and Michael Otten** (Marathon County). Marathon and Clark counties have reappointed Ackerman, Bennett, Otten and Olszewski. Jopek decided to retire after 30 years of service to WVLS and Langlade County appointed **Judy Peterson** to a term starting 2022. There is a Marathon County vacancy to fill the expired term of **Tyson Cain**.
- **Sepnafski** drew the board's attention to [Exhibit 11a Celebrating Our System Directors Presentation](#)

Report from Education Consultant Jaime Matczak:

- Six WVLS member librarians received scholarships to attend the 2021 ARSL (Association of Rural and Small Libraries) Conference on October 20-23 in Reno, Nevada. They are Granton Community Library Director **Kay Heiting**, Neillsville Public Library Director **Janay Ziebell**, Loyal Public Library Director **Teresa Hall**, Rib Lake Public Library Director **Tammie Blomberg**, Thorp School District Library Media Specialist **Julie Beloungy**, and Abbotsford Public Library Director **Jenny Jochimsen**. Conference reports from the 2021 Scholars will be shared with the WVLS Board of Trustees in 2022.
- 2023 Wisconsin Library Association (WLA) Vice-President/President-Elect and Associate Director of Public Services at the University of Wisconsin Law Library **Kristopher Turner** has selected **Matczak** to serve as the 2023 WLA Conference Committee Chair. Matczak has experience serving on several WLA conference planning committees as Programming Chair (2007), Local Arrangements Chair (2013), Publicity Chair (2017), and as Sponsorships Chair (2018). The location for the 2023 WLA Conference is yet to be decided.
- During its October meeting, the Wisconsin Public Library Consortium (WPLC) Board elected officers for 2022. **Rachel Metzler** was elected to serve as the Digital Library Steering Liaison (DLSL) to the WPLC board. Others elected include **David Kranz** (Southwest Wisconsin Library System Director) as WPLC Chair, **Steve Hesper** (Milwaukee County Federated Library System Director) as Vice-Chair, and **Jeff Gilderson-Duwe** (Winnefox Library System Director and Oshkosh Public Library Director) as Technology Collaborations Steering Liaison.
- Fifteen libraries in Wisconsin were selected to receive [Library Marketing Plan Mini-Grants](#), as part of a project supported by the Wisconsin Department of Public Instruction (DPI),

Public Library Development Team, with funding support from the Institute of Museum and Library Services. **Rhineland District Library** was among the 15 locations chosen.

- All WI public libraries were invited to attend the Library Marketing Plan Workshop held on Friday, November 12. Nationally renowned library marketers **Kathy Dempsey** and **Angela Hursh** shared advice on creating and implementing a marketing plan and answered questions from the grant recipients. **Matczak** is part of a sub-group within the Public Library System Marketing Cohort who is leading this project and will serve as a mentor to five library grant recipients in 2022. The other members of the subgroup are **Jill Fuller** (Bridges Library System), **Mark Ibach** (South Central Library System) and **Chad Glamann** (Outagamie Waupaca Library System).
- The **Marathon County Public Library (MCPL) Staff Inservice Day** on Friday, October 15, was a big success. **Matczak** worked with MCPL Interim Director **Leah Giordano** on coordinating a day focused on team building and diffusing escalating situations with patrons. The training was led by **Michelle Dennis** (Head of Public Services) and **Jill Osmond-Groell** (Public Services Librarian) from the Hedberg Public Library in Janesville. The day ended with a special guest appearance by **Wausau Mayor Katie Rosenberg**. The in-service was well-received, with one staff member sharing with Leah Giordano, *"I just wanted to thank you, the planning team, and the speakers for the excellent Staff Day. It was an uplifting day with fellow co-workers that was both educational and joyful. It was great to have dedicated time to thoughtfully and purposefully work on career skills while also being able to deepen professional relationships."*
- **Tech Days 2021**, a two-day event held on September 15 and 16, offered four 90-minute webinars on "Digital First: All Library Planning Starts with Digital," "Free Online Tools to Increase Your Workflow and Productivity," "Video Production: Tools, Tips and Tricks," and "Emerging Tech Trends for 2021 and Beyond." The event drew over 1,200 attendees over the course of two days, with positive feedback on the virtual format and on the webinars. Recordings of all four sessions are available on the [Tech Days website](#). Tech Days is sponsored by all 16 public library systems, Wisconsin Department of Public Instruction's Public Library Development Team, with funding support from the Institute of Museum and Library Services.
- WVLS offered a fall **Staff Empowerment webinar series** with Northern Waters Library Service and the Southwest Wisconsin Library System on September 22 and 29, and October 6. Webinar topics included "Compassion Resilience and Anxiety Management During Tough Times," "Hiring in 2021 and Beyond," and "Best Practices in Volunteer Management." Around 60 people attended each webinar, and survey feedback indicated that the topics were timely and the speakers engaging. Librarians who missed the webinars can find the recordings on the [WVLS Continuing Education website](#).
- **Matczak** will next focus on **Wild Wisconsin Winter Web Conference**: The annual state conference is slated for January 26-27, 2022. The session tracks are Marketing, Public Services, Small Libraries, and Wellbeing. Conference registration will open soon.

Report from Public Library Services Consultant Anne Hamland:

- IFLS, WVLS, and NWLS collaborated to apply for ARPA Funding on behalf of each system's member libraries. Anne Hamland (WVLS), Leah Langby (IFLS), and Jackee Johnson (NWLS) gathered interest in project options and collaborated to submit four grants listed below. Libraries were encouraged to indicate their interest in any or all projects of interest.
 - Event Tents: Expanding the Library as a Third Space – NWLS on behalf of 13 libraries
 - LEAN WI Library Pickup Lockers – WVLS on behalf of 7 libraries
 - Outdoor Seating: Space and Safety Improvement – IFLS on behalf of 37 libraries
 - Outdoors and In: A Hybrid Library Service Model – IFLS on behalf of 26 libraries

- To celebrate this year's Wisconsin Science Festival, **Hamland** connected WVLS libraries with Festival representatives to bring STEAM Kits to library patrons. The Wisconsin Science Festival was celebrated across the state from October 21-24. Events include hands-on science exhibitions, demonstrations, performances, tours, pub nights, workshops and more. Wisconsin Science Festival Partners include the Wisconsin Arts Board, Wisconsin Foundation, Wisconsin Alumni Association, and the Wisconsin Union.
- Website Services - websites for the **Spooner** and **Deer Park** public libraries have transitioned from their current providers to the LEAN WI website service. The library in **Mercer** has also been added to the LEAN WI website service. **Hamland** plans to also add libraries in Medford (WVLS), Lac du Flambeau (NWLS), and New Richmond (IFLS). Details regarding the LEAN WI Website Service are available [here](#).

Report from Chief Information Officer Josh Klingbeil:

- **FY20/21 CARES Act Grants to States (G2S)** – Covid Response Support. The reimbursement request from system to DPI was completed and the disbursement of funds from DPI to system has been received. The collection and validation of project support documentation from libraries is in progress for a few remaining libraries, with an initial batch of disbursements to be sent to recipient libraries during the week of November 20. Remaining reporting validation tasks and subaward disbursements will be completed by the end of FY2021. More info is available at the LEAN WI landing page for the 2021 CARES Act grant project <https://leanwi.org/grants/cares2020/>
- **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 approved. The final reimbursement request was submitted in November 2021, and each system is awaiting disbursement from DPI.
- **FY20/21 ECF – Emergency Connectivity Fund Program.** Our interpretation of the applicability of Children's Internet Protection Act (CIPA) certification requirements and constraints per FCC rules differed from the DPI's advice regarding the procurement and use of mobile hotspots with data plans but we did not apply any of those during the ECF Round One application window. WVLS did apply for funding to support a maximum of \$400 per laptop for 110 laptops. WVLS has a custom-tailored configuration from Dell which meets reasonable performance minimums and costs approximately \$470 per device. With the ECF support, that results in a local cost of approximately \$70 per device. We have responded to all requests from the Program Integrity Assurance (PIA) office working with our application and are still pending notice of award. If awarded, our desire is to make the 110 devices available equitably to any of the eligible member public libraries within the LEAN WI partnership that are willing to accept and follow the program rules for data gathering, device lending, and 10-year maintenance of usage history. The FCC later clarified their position on the applicability of CIPA regarding specific mobile hotspot and data plan use cases, affirming our interpretation. WVLS applied for 240 mobile hotspot devices with data plans for January 2022 through June 2022 (the end of the period of performance for eligible services in this grant round). We have not yet received follow up requests from PIA and are awaiting either follow up questions or an award announcement. If awarded, our desire is to make the 240 devices (with service plans) available equitably to any of the eligible member public libraries within the LEAN WI partnership that are willing to accept and follow the program rules for data gathering, device lending, and 10-year maintenance of usage history. An ECF landing page will be created on the <https://leanwi.org> site upon announcement of award for either grant.
- **FY21/22 ARPA Grants to States (G2S)** – Additional Covid Response Support. DPI DLT published an information aggregation page for ARPA and a grant guidance document for Public Library Systems and Libraries. The application window for the "Allocation Funding"

(the non-competitive funding track with a formula-based allocation distribution to Library Systems has not yet been announced. The application window is linked to DPI's project to migrate grant program management into the [Wisconsin WISEgrants portal](#). LEAN WI partners are putting together preliminary project ideas, but one large project that has high demand and buy in from LEAN WI partner systems and their respective memberships is related to Mobile Printing capabilities and management. LEAN WI partners are working with Princh to develop a scaled plan for including all 105 member libraries and branches in a unified, multi-year service agreement fully funded by the grant. 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.
- **Taylor County** is building out a county-owned fiber network path throughout the county to connect county, municipal, and township facilities. All five public libraries in Taylor County were included in the project, which is covering the entirety of last-mile (fiber to the premises) and lateral (fiber on the premises to the facilities) construction. This project is intended to include internet accessibility which if effected, will empower the libraries with several options to strengthen internet reliability or to reduce current service costs. This project is in-progress, with fiber construction underway. WVLS and Taylor County member libraries are now in the loop and **Klingbeil** is in regular communication with the project's administrator.

Report from ILS Administrator Katie Zimmermann: During its two meetings in October, the **V-Cat Bibliographic and Interface Committee** reviewed magazine records and the need for volume information to prompt item level holds. ILS Functionality lists were presented so that staff could review and consider staff needs. Minimum required fields for creating full bibliographic records were reviewed, and **Rachel Metzler** created a new instructional document ahead of the October V-Cat Cataloging training. WVLS requested another meeting to address the Aspen configuration. The Committee discussed the implications of Aspen setup on a potential recommendation for call numbers and volume information in magazine records. The committee offered valuable feedback on Aspen configurations for formats, facets, item status, and record details.

- The **V-Cat Cooperative Circulation Committee** met once in October. The committee continued its discussion on Sierra patron record fields and reviewed a draft training document for creating new patron records/library cards. **Zimmermann** gave an Aspen implementation update and requested feedback on a number of settings related to patron records and staff access. A survey was sent out to libraries after the meeting to determine each library's preferences. In preparation for its next meeting which will review and discuss functionality in depth, committee members received lists of ILS functions related to circulation, patron records, reports and statistics and integration with other vendors.
- The **V-Cat Council** met on Thursday, November 4. During the meeting, the Council approved:
 - [V-Cat Strategic Plan for 2021-2023](#), available on the [V-Cat Resources and Documents page](#).
 - A recommendation to use **keyword search as a default in the Sierra Search/Holds function**. For full details, please see [the recommendation](#) on the [V-Cat Guidelines page](#). WVLS asked Innovative to make this change, and an email will be sent to Council members when it is complete.
 - A recommendation to **add pre-publication records no more than 6 months prior to publication for books, and no more than 3 months prior to**

- publication for other materials.** Full details about [the recommendation](#) may be found on the [V-Cat Guidelines page](#).
- A [recommendation](#) to allow **masquerade mode** for **select staff with access to all V-Cat patrons** with the understanding that an individual library can choose to limit that further either by limiting staff access or by shielding their patrons from staff masquerade access.
 - The November 4 meeting also included a discussion regarding the slight delay in sending [library card renewal notices](#) to patrons who use phone and text message notices. More time is needed to identify a method to limit the renewals to only recently expired cards and not all expired cards. Aspen will be set up to provide a reminder to renew when library users login to their account.
 - **Recent and upcoming trainings:**
 - **Metzler** and **Zimmermann** attended an **Aspen Intro Training** to learn how to prepare member libraries for Aspen's Go Live event in January 2022.
 - **Metzler** attended the **Wisconsin and Illinois Innovative User Group (WILIUG) Fall Meeting**. During this meeting, she learned about Innovative's new products that are being developed and attended a useful session on finding cataloging errors.
 - **Marc Alert Training** was offered by **Metzler** on October 20. Eight individuals from seven libraries attended, with an additional two requesting a recording.
 - **Create Lists Training** with **Zimmermann** was offered in two sessions. On October 20, eleven individuals from nine libraries attended the first session covering the basics. An additional five requested a recording. On October 27, four people from three libraries attended the second session covering more advanced searching and tools. In addition, twelve individuals requested the recording.
 - **V-Cat Cataloging Training** from **Metzler** was held on October 27. Six individuals from five libraries attended and an additional two requested a recording.
 - **Aspen Trainings** for V-Cat members will be offered in November and December. A full listing is available on the V-Cat Training Page. Libraries are asked to make plans so that all staff who assist the public can attend Aspen Patron Experience Training in December.
 - **ILS Evaluation and Review.** After reviewing survey feedback from member libraries to assess challenges experienced with Sierra, one of the areas where staff report dissatisfaction is searching and placing holds. WVLS staff scheduled a series of meetings with Innovative to identify system changes that might improve the experience for library staff. A default keyword search was suggested, which has been implemented. Possible changes to how holds are placed will be addressed in an upcoming meeting.
 - WVLS asked for volunteers to join a **V-Cat ILS Evaluation and Review Committee** to tentatively begin meeting in February 2022. Functionality lists are under review by the Bibliographic/Interface and Cooperative Circulation committees. Library directors have also been asked to share feedback on draft lists. **Zimmerman** plans to compile the information and bring a draft Request for Information (RFI) document to the February V-Cat meeting. WVLS is working on a list of vendors to consider and asked V-Cat members to share any suggestions.
 - Northern Waters Library System has also begun an evaluation and review process, and **Jackee Johnson**, NWLS ILS Administrator and **Zimmerman** have scheduled meetings to compare notes and look for opportunities to collaborate.
 - The **Milwaukee County Federated Library System (MCFLS)** ILS evaluation and review process continues and WVLS staff have been invited to sit in on demonstrations

for The Library Corporation's CarlX/Carl Connect, SirsiDynix's Symphony and Innovative's Polaris in November and December.

- Work on **Aspen discovery implementation and configuration** continues. The first training for V-Cat Library staff was completed on Tuesday, November 9 and additional trainings are planned in November and December.
- **The transition to uniform checkout periods is almost complete.** After transitioning Merrill, Dorchester and Marathon County, all V-Cat libraries should be set up by the end of November.

WLA CONFERENCE/ WLTF: Bobrofsky summarized his conference experiences and invited staff members who attended to share their takeaways.

COLAND (Exhibit 12): **Klingbeil** reported on the COLAND meeting held virtually on November 11 for which minutes are not yet available. DPI Legislative and Policy Outreach Team Policy Initiatives Advisor Dee Pettack DPI Policy Initiatives Advisor **Dee Pettack** led discussion about the role of COLAND in library advocacy and importance of messaging immeasurable library value.

V-CAT (Exhibit 13): Having provided an update during her earlier report, **Zimmermann** directed the Board's attention to the November 4 V-Cat meeting agenda and minutes in exhibit 13.

WVLS BOARD OF TRUSTEES BY-LAWS – draft and CONSTITUTION – draft (Exhibits 14a&b) **Sepnafski** noted several language changes in both documents, with board asked for consideration of changing the first Board of Trustees meeting of the year from the third Saturday in January to the first Saturday in February. Following discussion, there was unanimous consensus to change the first meeting of 2022 from January to February 19 (third Saturday) to allow staff more time to prepare year end reports. Final approval of the two documents will take place at the February 19, 2022 meeting.

WVLS RESERVE FUND POLICY – draft (Exhibit 15):

Sepnafski drew the board's attention to the changes noted in exhibit 15 as recommended by the Kerber Rose auditors after WVLS challenged them to make suggestions for what could be done better.

Pechura/Wright motion to approve the revisions as presented. All aye. Motion carried.

2022 WVLS LIBRARY ADVISORY COMMITTEE MEMBER APPOINTMENTS (Exhibit 16):
Otten/Knuth motion to approve the 2022 roster for the WVLS Library Advisory Council as presented. All aye. Motion carried.

2022 WVLS V-CAT STEERING COMMITTEE MEMBER APPOINTMENTS (Exhibit 17):

Otten/Pechura motion to approve the 2022 roster for the WVLS V-Cat Steering Committee with the correction that Cynthia Lemerande represents the Wabeno Public Library instead of Crandon Public Library. All aye. Motion carried.

2022 WVLS BOARD OF TRUSTEES NOMINATING COMMITTEE MEMBER APPOINTMENTS:

Bobrofsky appointed **Pechura, Otten and Peterson** to the WVLS Board of Trustees Nominating Committee, with Pechura as chair. They will present a slate of officers at the first 2022 Board meeting.

TEMPORARY APPOINTMENT OF PRESIDENT (BOBROFSKY), VICE-PRESIDENT (PECHURA), AND TREASURER (OTTEN) TO RETAIN DUTIES FROM JANUARY 1, 2021 THROUGH THE FIRST 2022 BOARD MEETING:

Olszewski/Peterson motion to temporarily appoint President Bobrofsky, Vice-President Pechura and Treasurer Otten to retain their duties from January 1, 2022 through the first 2022 Board meeting. All aye. Motion carried.

CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: **Bobrofsky** thanked **Jopek** for her 30 years of service to both the Antigo Public Library Board as well as a WVLS trustee, noting this was her last meeting representing Langlade County. **Jopek** made parting comments, underlining that she considered her best contribution to be serving on the search committee that recommended hiring **Sepnanski** as director. **Otten** commented on the renewed positive relationship with Marathon Co. Public Library, noting that achieving mutual agreement over service expectations going forward indicated a healthy direction. **Olszewski** mentioned recent contact with **Assembly Representative Jesse James** who is a wonderful library supporter. **Wendt** reminded the group that **Library Legislative Day is scheduled for February 8, 2022** at the Madison Concourse and will share more details as they become available.

REQUEST FOR FUTURE AGENDA ITEMS: None noted.

Next meeting date: February 19, 2022

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

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder