

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

May 20, 2023

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 August 19, 2023.

President Tom **Bobrofsky** called the meeting to order at 9:31 AM. Roll call was taken by **Wendt** and a quorum was declared present.

**Present**

Tom Bobrofsky, President  
 Mike Otten, Treasurer  
 Sonja Ackerman, member  
 Jim Backus, member\*  
 Carol Bartlein, member\*  
 Jessica Barnett, member\*  
 Eileen Grunseth, member  
 Louise Olszewski, member  
 Kay Palmer, member  
 Judy Peterson, member  
 Petra Pietrzak, member  
 Kari Sweeney, member

**Others Present**

Marla Sepnafski, WVLS Director  
 Susie Hafemeister, WVLS staff  
 Josh Klingbeil, WVLS staff  
 Jamie Matczak, WVLS staff\*  
 Brenda Walenton, WVLS staff  
 Kris Adams Wendt, WVLS staff  
 Katie Zimmermann, WVLS staff  
 Judy Bobrofsky, guest

\*denotes remote attendance

**Excused**

Diane Peterson, member  
 Pat Pechura, Vice-President

**Vacant**

Marathon County representative

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

**CONSENT AGENDA APPROVAL:**

**Bobrofsky** requested that all the reports under item 9 be moved to the bottom of the agenda between items 15 and 16. Board members were asked to consider moving action items to the top of the agenda for subsequent meetings and provide feedback prior to August 19.

**Grunseth/J. Peterson motion to approve the agenda as amended. All aye. Motion carried.**

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

**Olszewski/J. Peterson motion to approve minutes from the March 18, 2023 WVLS Board meeting and May 3, 2023 Executive Committee meeting. All aye. Motion carried.**

**FINANCIAL REPORTS AND CURRENT BILLS** (Exhibits 2-7):

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

**WVLS TREASURER'S REPORT** (Exhibit 8):

**Grunseth/Olszewski motion to approve the January - April 2023 WVLS Treasurer's Report as presented. All aye. Motion carried.**

**APPROVAL OF WVLS DIRECTOR PERFORMANCE EVALUATION:**

**Grunseth /Olszewski motion to convene into closed session for consideration of the performance evaluation of the WVLS Director pursuant to WI Statutes Section 19.85(1)(c). All aye on a roll call vote. Motion carried.**

The meeting was convened into closed session at 9:26 AM. WVLS staff and guests were either excused from the room or requested to leave the virtual meeting platform, except for Marla Sepnafski and Brenda Walenton who joined the conversation at the board's request.

**Sweeney/Pietrzak motion to return to open session. All aye on a roll call vote. Motion carried.** The Board returned to open session at 10:00 AM. **Grunseth/J. Peterson motion to approve the Director's evaluation and recommended salary increase. All aye. Motion carried.**

**2022 AUDITOR'S REPORT (Exhibits 18,18a):**

**Walenton** reviewed the management letter from Kerber Rose which included recommendations appropriate to the size of the WVLS organization. There were no issues of non-compliance. Paper copies of the entire report will be made available to the members.

**Ackerman/Olszewski motion to approve the 2022 WVLS Auditor's Report. All aye. Motion carried.**

**WVLS EMPLOYEE CODE OF CONDUCT POLICY**, draft (Exhibit 19):

**WVLS REST PERIODS POLICY**, draft (Exhibit 20):

**WVLS ATTENDANCE POLICY**, draft (Exhibit 21):

**Walenton** reviewed revisions to the WVLS Employee Code of Conduct, Rest Periods and Attendance Policies.

**Otten/Palmer motion to approve the WVLS Employee Code of Conduct, Rest Periods and Attendance Policies as revised. All aye. Motion carried.**

**2024 TECHNOLOGY PLANNING GUIDE: NARRATIVE FOR WVLS MEMBER LIBRARIES**, revised (Exhibit 22):

**Klingbeil** reviewed the 2024 Technology Planning Guide Narrative for WVLS Member Libraries which provides an overview of Libraries WIN core technology services and budget planning details to assist member libraries in preparing 2024 municipal budget requests.

**Ackerman/Grunseth motion to approve the 2024 Technology Planning Guide Narrative for WVLS Member Libraries as presented. All Aye. Motion carried.**

**2024 WPLC DIGITAL BUYING POOL SHARES**, revised (Exhibit 23):

**Klingbeil** walked board members through the projected 2024 cost to each WVLS member library for the Wisconsin Public Library Consortium (OverDrive) buying pool and magazine shares.

**Palmer/Sweeney motion to approve the 2024 WPLC Digital Buying Pool Shares document as presented. All aye. Motion carried.**

**REPORTS:**

**Resource Library** (Exhibit 9): The Resource Library Report includes the agenda and Director's Report for the upcoming May 15, 2023 MCPL Board of Trustees meeting, as well as agendas and minutes from March and April 2023. **Sweeney** provided updates on MCPL strategic planning process and the proposed new quarters for the Athens Branch.

**COLAND** (Exhibit 10):

**Otten** and **Klingbeil** shared the May 12 agenda, March 10 minutes and highlights from the most recent meetings of the Council for Libraries and Network Development (COLAND).

**WVLS Director's Report** (Exhibits 11, 11a, 11b, 11c):

**Sepnafski** and other WVLS staff members in attendance took turns reviewing items in the Director's Report while taking comments and questions. Two WVLS staff changes in April were noted; the departure of Public Library Services Consultant **Anne Hamland** and the

addition of **Erica Brewster** for Technology and Public Services Support (see also page 2 of Exhibit 11 for more details). Extra exhibits provided library delegation testimony, photos and attendance details from the April 26 Joint Finance Committee hearing in Minocqua (see also pages 5-6 of Exhibit 11 for a legislative update), as well as the V-Cat Top 10 Accomplishments of 2022 infographic.

**WVLS V-CAT Steering Committee** (Exhibit 12): Highlights of the March 15 V-Cat Steering Committee meeting were covered by **Zimmermann** during the Director's Report.

**WVLS Library Advisory Committee** (Exhibit 13): Highlights of the April 12 Library Advisory Committee were shared by Matczak. T.B. Scott Free Library Director Laurie Ollhoff was selected as the 2024 LAC Vice-President/President-Elect to serve alongside incoming 2024 President-Elect Katie Aldrich from Northcentral Technical College. The second 2023 LAC meeting is scheduled for Thursday, August 17.

**2023 WAPL Conference Report** (Exhibit 14): WVLS staff and board members shared reports from the April 26-28 WAPL Conference in Oshkosh.

**V-CAT Council** (Exhibit 15,15a): Highlights of the April 6 V-Cat Council meeting were covered by **Zimmermann** during the Director's Report.

**NWLS/WVLS Joint ILS Consortium Exploration** (Exhibit 16): **Zimmermann** provided a project update regarding the Northern Waters Library Service (NWLS) and Wisconsin Valley Library Service (WVLS) collaborative joint ILS consortium exploration project to determine the value and feasibility of an ILS merger between the two systems and respective ILS consortia.

**2022 WVLS Statistics Booklet** (Exhibit 17): A revised format 2022 WVLS Statistics Booklet has been released as a pdf file with paper copies to be available soon.

**CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** Topics shared in the round robin discussion were: Senator James and Representative Hurd holding a listening session at the Withee Public Library (**Olszewski**), library trustees sharing resources on Instagram (**Sweeney**) as well as informally by friends across state borders (**Pietrzak**), upcoming September 28-October 1 Central Wisconsin Book Festival (**Ackerman**), and numerous reading recommendations.

**REQUEST FOR FUTURE AGENDA ITEMS:** None noted.

WVLS Library Advisory Committee meeting – Thursday, August 17

WVLS Board of Trustees meeting – Saturday, August 19

**ADJOURNMENT:** Grunseth/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:55 AM.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder