

## WISCONSIN VALLEY LIBRARY SERVICE

### Board of Trustees Meeting

May 18, 2024

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 17, 2024.

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  
Mike Otten, Treasurer  
Sonja Ackerman, member  
Carol Bartlein, member\* (until 11:00 AM)  
Jessica Bennett, member\* (until 11:00 AM)  
Candice Grunseth, member  
Louise Olszewski, member  
Kay Palmer, Vice President  
Eileen Persike, member  
Diane Peterson, member\* (until noon)  
Judy Peterson, member  
Petra Pietrzak, member

#### Others Present

Marla Sepnafski, WVLS Director  
Erica Brewster, WVLS staff  
Susie Hafemeister, WVLS staff  
Kristie Hauer, WVLS staff\*  
Josh Klingbeil, WVLS staff  
Jamie Matczak, WVLS staff\*  
Rachel Metzler, WVLS staff  
Brenda Walenton, WVLS staff  
Kris Adams Wendt, WVLS staff

\*denotes remote attendance

#### Excused

Jim Backus, member  
Kari Sweeney, member

#### Vacant

Marathon County representative

**NOTE:** All exhibits may be accessed at: <https://wvls.org/about-wvls/board-council-committees/board-agenda-materials/>

#### CONSENT AGENDA APPROVAL

**Bobrofsky** requested the addition of "WVLS delivery service sorting" as new item #12.

**Ackerman/Olszewski motion to approve the agenda as amended. All aye. Motion carried.**

#### INTRODUCTIONS

**Bobrofsky** introduced new board member **Eileen Persike**, representing Oneida County, who shared a few words about herself, followed by a round robin of introductions from other members.

#### APPROVAL OF MINUTES (Exhibits 1a,1b)

**Olszewski/Palmer motion to approve minutes of the March 16, 2024 WVLS Board meeting.**

**All aye except for Persike abstention. Motion carried.**

**Ackerman/Pietrzak motion to approve minutes of the March 21, 2024 WVLS V-Cat Steering Committee meeting. All aye. Motion carried.**

#### FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7)

**J. Peterson/Palmer motion to approve the financial reports and current bills as presented.**

**All aye. Motion carried.**

#### January – April 2024 WVLS TREASURER'S REPORT (Exhibit 8):

**Ackerman/J. Peterson motion to approve the January - April 2024 WVLS Treasurer's Report as presented. All aye. Motion carried.**

**MEMORANDUM OF UNDERSTANDING: LEAN WI and Northern Waters Library Service for Website and Repository Creation for 2023-2024 LSTA Cooperative Cataloging Grant Activities (Exhibit 9)**

**Metzler** explained the LEANWI partnership project for the creation and hosting of a grant website and best practices documentation repository for statewide bibliographic standards to be completed by the end of the 2023-2024 LSTA grant period on June 30, 2024.

**Ackerman/Olszewski motion to approve the Memorandum of Understanding regarding LEAN WI and Northern Waters Library Service for Website and Repository Creation for 2023-2024 LSTA Cooperative Cataloging Grant Activities as presented. All aye. Motion carried.**

**WVLS FINANCIAL MANUAL – draft [second review] – draft (Exhibit 10)**

**Walenton** drew the board's attention to several minor changes and additions to the original draft presented at the Board's March 16 meeting (yellow highlighted in exhibit 10).

**Pietrzak/Palmer motion to approve the WVLS Financial Manual as presented. All aye. Motion carried.**

**WVLS CREDIT CARD POLICY – draft (Exhibit 11)**

**J. Peterson/Olszewski motion to approve the WVLS Credit Card Policy as presented. All aye. Motion carried.**

**WVLS PUBLIC RECORDS REQUEST POLICY – draft (Exhibit 12)**

**Sepnafski** pointed out minor revisions to the previous policy and noted that the WVLS Business Manager (**Walenton**) is appointed to act as deputy legal custodian in her absence.

**Ackerman/Grunseth motion to approve the WVLS Public Records Request Policy as presented. All aye. Motion carried.**

**2023 AUDITOR'S REPORT (Exhibit 13)**

**Walenton** and **Otten** reviewed the KerberRose annual WVLS audit process and report which included recommendations appropriate to the size of the WVLS organization. There were no issues of non-compliance.

**Grunseth/Bartlein motion to accept the 2023 KerberRose annual WVLS audit report as presented. All aye. Motion carried.**

**WPLC 2025 DIGITAL BUYING POOL AND MAGAZINE SHARES (Exhibit 14)**

**Metzler** introduced the 2025 allocation of WVLS member shares/cost associated with the 2025 Wisconsin Public Library Consortium (WPLC) digital buying pool.

**Ackerman/Bartlein motion to approve the report as presented. All aye. Motion carried.**

**WVLS DELIVERY SERVICE SORTING**

**Sepnafski** and **Walenton** provided a progress report on WVLS delivery sorting. On April 30, WVLS assumed the responsibility of sorting all materials running through the inter- and intra-system delivery at Waltco's Wausau hub on behalf of WVLS member libraries. Waltco had been doing the central sort for all items in transit since March 2016. However, staffing challenges made it difficult for them to efficiently and effectively sustain this service. During the one-month pilot period, WVLS staff reorganized its office space to accommodate a sorting center and structured efficient procedures. It is anticipated that two part time sorters will be bought on board in June and paid using funds transferred from the delivery budget line item to salaries. While Waltco will no longer sort items in transit, it will continue to deliver materials to member libraries. Delivery times and routes are not affected by this change.

**Palmer/Otten motion to approve moving transfer funds from delivery to salaries in the 2024 WVLS budget to accommodate two delivery sorter positions. All aye. Motion carried.**

## REPORTS:

**Resource Library** (Exhibit 15): The Marathon County Public Library Resource Library Report includes the agenda and Director's Report for the April 14, 2024 MCPL Board of Trustees meeting, as well as the agenda and minutes from the February 19 and March 18 meetings.

**WVLS Director** (Exhibit 16, 16a, 16b, 16c): **Sepnafski** and other WVLS staff members in attendance took turns reviewing items from the Director's Report while taking comments and questions. **Wendt** provided an updated set of 2024 legislative redistricting maps for the 11 Senate and Assembly districts covering portions of WVLS member counties, as well as a summary of fall election legislative candidates running for seats in the new districts thus far. Nomination papers are due June 3, 2024. The Wisconsin Library Association's Library Development & Legislation Committee meets May 24 and is planning ahead for the 2025-2027 budget process.

**WVLS Library Advisory Committee** (Exhibit 17): Highlights of the April 25 Library Advisory Committee were shared by **Matczak**. Demmer Memorial Library Director Jill Roth was selected as the 2025 LAC Vice-President/2026 President-Elect to serve alongside 2025 President-Elect and Colby Community Library Director Vicky Calmes. The second 2024 LAC meeting is scheduled for Thursday, August 15.

**V-Cat Council** (Exhibit 18): Highlights of the April 4 V-Cat Council meeting were covered by **Metzler** during the Director's Report.

**NWLS/WVLS Joint ILS Consortium Exploration** (Exhibit 19); **Metzler** drew the board's attention to the NICE report in exhibit 19, in addition to information outlined in the Director's report.

**COLAND** (Exhibit 20): **Otten** and **Klingbeil** shared the May 10 agenda, March 8 minutes, and highlights from the most recent meetings of the Council for Libraries and Network Development (COLAND). The next COLAND meeting is on July 12.

**2024 WEMTA Conference** (Exhibit 21): **Matczak** called the board's attention to the Wisconsin Educational Media and Technology Association (WEMTA) conference report from T.B. Scott Free Library (Merrill) Director Laurie Ollhoff.

**2024 Public Library Association Conference** (Exhibit 22): WVLS scholarships enabled Allison Puestow (Tomahawk Public Library), and Chad Dally and Tara Hornbeak from Marathon Co. Public Library to attend the 2024 PLA Conference on April 3-5 in Columbus, OH.

**ZingTrain's (Zingerman's) "The Art of Giving Great Service" Seminar** (Exhibit 23): **Matczak** attended a two-day seminar on April 25-26 through ZingTrain in Ann Arbor, MI called "The Art of Giving Great Service." Her experiences will be shared as service standards recommendations for WVLS staff and at customer service presentations and webinars.

**2024 WAPL Conference** (Exhibit 24): WVLS staff and Board members shared reports from the May 1-3 Wisconsin Association of Public Libraries (WAPL) Conference in Stevens Point.

**CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** **Bobrofsky** announced that WVLS had received its second state aid payment from the Department of Public Instruction.

**Updated WVLS Information – 2023 System Information and Public Library Statistics Booklet** (Exhibit 25): Brewster shared the final copy of the annual data report compiled from

annual reports submitted by WVLS member libraries to the DPI Division for Libraries and Technology and from statistics maintained by WVLS.

**Calendar**

COLAND meeting: Friday, July 12, 2024

WVLS Library Advisory Committee meeting: Thursday, August 15, 2024

WVLS Board meeting: Saturday, August 17, 2024

WVLS Board meeting: Saturday, September 21, 2024

**ADJOURNMENT: Palmer/J. Peterson motion to adjourn. All aye. Motion carried.** The meeting was adjourned at 12:20 PM.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder