

## WISCONSIN VALLEY LIBRARY SERVICE

### Board of Trustees Meeting

March 16, 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 May 18, 2024.

President Tom **Bobrofsky** called the meeting to order at 9:35 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 Bennett, member\*  
Candice Grunseth, member  
Louise Olszewski, member  
Kay Palmer, Vice President  
Diane Peterson, member\*  
Judy Peterson, member  
Petra Pietrzak, member  
Kari Sweeney, member

#### Others Present

Marla Sepnafski, WVLS Director  
Erica Brewster, WVLS staff\*  
Susie Hafemeister, WVLS staff  
Josh Klingbeil, WVLS staff  
Jamie Matczak, WVLS staff\*  
Brendan Tuckey, LEANWI Technology Consultant\*  
Brenda Walenton, WVLS staff  
Kris Adams Wendt, WVLS staff  
Katie Zimmerman, WVLS staff  
Sherry Anderson, NWLS Director\*

\*denotes remote attendance

#### Vacant

Marathon County representative  
Oneida County representative

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

#### CONSENT AGENDA APPROVAL

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

#### STAFF INTRODUCTIONS

Northern Waters Library Service Director/WVLS Inclusive Services Consultant **Sherry Anderson** and LEANWI Technology Support Consultant **Brendan Tuckey** were introduced. **Brewster** commented on the website design expertise **Tuckey** has added to the technology team.

#### APPROVAL OF MINUTES (Exhibit 1)

Correction: the third member of the 2024 Nominating Committee was Olszewski, not Ackerman. **Sweeney/J. Peterson motion to approve minutes from the February 17, 2024 WVLS Board meeting as corrected. All aye. Motion carried.**

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

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

#### MEMORANDUM OF UNDERSTANDING: WiLS AND WVLS FOR WPLC DATA DASHBOARD PILOT DEVELOPMENT, FEBRUARY 2024 (Exhibit 8)

**Brewster** explained the purpose of this participation agreement is to define the expectations and costs for a statewide pilot of WiLS' Annual Report Data Dashboard for the Wisconsin Public Library Consortium (WPLC).

**Ackerman/Bartlein motion to approve the February 2024 memorandum of understanding between WiLS and WVLS for WPLC Data Dashboard Pilot Development. All aye. Motion carried.**

**WVLS FINANCIAL MANUAL – draft (Exhibit 9, 9a)**

**Walenton** explained that the purpose of the document was to protect the assets of the System, ensure the maintenance of accurate records of the System’s financial activities, provide a framework of operating standards and behavioral expectations, and ensure compliance with federal, state, and local legal and reporting requirements. General discussion ensued. A final draft of the manual will be brought back to the board table in May for final approval.

**DELIVERY SERVICE, WVLS SORT**

**Sepnafski** outlined the cost and issues associated with current Waltco delivery service sorting procedures and introduced potential benefits of WVLS staff doing the sorting “in house.” Following discussion, there was general consensus that WVLS staff should proceed with gathering additional information needed to bring a recommendation back to the board for approval.

**NEW HIRE: CATALOGING ASSISTANT (LTE) (Exhibit 11)**

**Walenton** and **Zimmerman** reviewed the position description for a temporary part-time LTE cataloging assistant to clean up V-Cat collection records prior to implementation of Project NICE. **Otten/J. Peterson motion to approve hiring a LTE Cataloging Assistant as outlined in the position description. All aye. Motion carried.**

**2024 WAPL CONFERENCE PLANS (Exhibit 12)**

**Bobrofsky** provided an overview of registration deadlines and WVLS support for trustees to attend the Wisconsin Association of Public Libraries conference in Stevens Point, May 1-3, 2024.

**REPORTS:**

**Resource Library (Exhibit 13):** The Marathon County Public Library Resource Library Report includes the agenda and Director’s Report for the February 19, 2024 MCPL Board of Trustees meeting, as well as the agenda and minutes from the January 22, 2024 meeting.

**WVLS Director’s Report (Exhibit 14):** **Sepnafski** and other WVLS staff members in attendance took turns reviewing items from the Director’s Report while taking comments and questions.

**Wendt** reported that [2023 Senate Bill 707/2023 Assembly Bill 741](#) providing funding for grants to enhance pre-school reading readiness was passed by both the Senate and Assembly and awaits the Governor’s signature. It was co-authored by 12<sup>th</sup> District Senator Felzkowski. The Wisconsin Legislature’s [“Who are my Legislators?”](#) search page has been updated to reflect 2024 as well as 2022 legislative district maps. Additional information about changes to the three senate districts and eight assembly districts overlaying WVLS member county boundaries, as well as legislative candidates for the fall election will be shared as it becomes available.

**NWLS/WVLS Joint ILS Consortium Exploration (Exhibits 15a,15b):** **Zimmermann** elaborated upon the March 2024 NICE Project Report and NICE Project Report Collaborative Decision-Making Recommendations (part 2).

**COLAND (Exhibit 16):** **Otten** and **Klingbeil** shared highlights from the March 8 COLAND meeting held at the Lac Courte Oreilles Ojibwe University Community Library in Hayward. The March meeting agenda and January 12 meeting minutes were included in exhibit 16.

**2023 System Information and Public Library Statistics Booklet** (Exhibit 17): **Brewster** introduced highlights from the preliminary version of the annual system information and public library statistics report.

**Disneyland Institute “Approach to Quality Service” Training** (Exhibit 18): Matczak shared her report as a participant at the full-day Disney Institute training on February 13. Her experiences will be implemented as service standards recommendations for WVLS staff, and shared at customer service presentations and webinars.

**CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** Topics mentioned included plans in various WVLS counties for National Library Week (April 7-13) and for viewing the solar eclipse on April 8.

**Updated WVLS Information – 2024 WVLS Budget** (Exhibit 19): The documents in exhibit 19 reflect changes to the 2024 WVLS Budget approved at the February 17 WVLS Board meeting.

**Calendar**

- WVLS V-Cat Steering Committee meeting: Thursday, March 21, 2024
- WVLS Library Advisory Committee meeting: Thursday, April 25, 2024
- 2024 WAPL Conference: Wednesday, May 1 – Friday, May 3, 2024
- WVLS Board meeting: Saturday, May 18, 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