

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

January 20, 2018

WVLS Office – MCPL lower level

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 March 17, 2018.

President Tom Bobrofsky called the meeting to order at 9:30 AM. Roll call was taken by Wendt and a quorum was declared.

Present

Tom Bobrofsky, President
 Douglas Lay, Vice-President
 Michael Otten, Treasurer
 Sonja Ackerman, member
 Jim Backus, member
 Tyson Cain, member
 Christy Janczewski, member (remote)
 Eileen Grunseth, member
 Peg Jopek, member
 Paul Knuth, member
 Louise Olszewski, member
 Pat Pechura, member
 Katie Rosenberg, member
 Elaine Younger, member

Others Present

Marla Sepnafski, WVLS Director
 Anne Hamland, WVLS staff (remote)
 Augo Hildebrand, WVLS staff
 Josh Klingbeil, WVLS staff
 Jamie Matczak, WVLS staff (remote)
 Kris Adams Wendt, WVLS staff
 Judy Bobrofsky

Excused

Marilyn Sauer, member

CONSENT AGENDA ITEMS AND APPROVAL OF NOVEMBER 18, 2017 MINUTES (Exhibit 1):
Lay/Knuth motion to both accept the agenda and approve the minutes as presented. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7):
Pechura/Olszewski motion to approve the financial reports and current bills as presented. All aye. Motion carried.

2017 TREASURER'S REPORT (Exhibit 8):
Lay/Jopek motion to approve the 2017 Treasurer's report as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit 9): Sepnafski drew the board's attention to highlights of Marathon County Public Library Director **Ralph Illick's** report. **Rosenberg** gave an update on roof repairs and the solar panel project.

WLTF: Backus reported as 2018 WTLF Chair-Elect on membership and finances associated with WLA and WLTF. An association-wide membership drive is underway with a push to improve communications at all levels through social media and webpage presence. WVLS has been commended for underwriting WLA memberships for its Board of Trustees members.

COLAND (Exhibit 10): **Lay** reported on the January 12 COLAND meeting held by phone and drew the board's attention to the agenda and summary in their packets.

WVLS Director's Report (Exhibits 11 including WVLS Staff Report): **Sepnafski** highlighted items from her written report. DPI informed WVLS in late November 2017 that its 2018 system

plan was approved and that the first of two 2018 state aid payments was released. The first payment of \$660,238 was transferred electronically into a WVLS investment account. WVLS received official notifications that appointments have been renewed for Tom **Bobrofsky** (Clark County), Tyson **Cain** and Douglas **Lay** (Marathon County), and Pat **Pechura** (Oneida County). **Sepnafski** received a letter from DPI indicating that her Grade I Public Librarian Certificate has been renewed. The certificate is valid through November 2022.

The new **Colby Community Library** opened its doors on December 18. Organizers broke ground on the project May 1, 2017. A Grand Opening/Open House will be held at the Colby Community Library on Saturday, February 17, from 1:00-4:00 pm, with a dedication at 1:00.

DPI's Public Library Development Team is recruiting for a Library Consultant to serve as its state data coordinator and consult on public library and system finance and compliance. This position will fill the vacancy left by **Jamie McCanless** in March 2017.

The Nicolet Federated Library System (Green Bay) Board of Trustees hired **Tracy Vreeke** as the new director of the system. Formerly a librarian at the Door County Library, Tracy's first day on the job was January 3. She replaces **Mark Merrifield**, who retired in May 2017.

Dominic Frandrup (Antigo Public Library Director), **Laurie Ollhoff** (T.B. Scott Library Assistant Director), and **Heidi O'Hare** (Tomahawk Public Library Director) have been offered \$100 scholarships toward their travel expenses to attend WLA Library Legislative Day in Madison on February 20.

Crandon Public Library Director **Michelle Gobert** has resigned from her position to take on a new role as Youth and Family Educator at the Forest County UW-Extension. She is willing to continue serving as a resource for WVLS libraries in the areas of digitization and youth projects.

Jamie Matczak, former Interim Director at the Nicolet Federated Library System (NFLS), has been hired as the new Education Consultant for WVLS. Her first day on the job was January 8. **Matczak** was invited to tell the board about herself and current projects. She will continue to facilitate the **Wild Wisconsin Winter Web Conference (WWWC)**, a premier state-wide virtual conference developed by the Nicolet Federated Library System six years ago and supported by WVLS and the 15 other library systems in Wisconsin, that will be held January 23-25, 2018.

Kyle Schulz, Circulation and Systems Librarian at Kalamazoo College (MI), has been hired as the new WVLS ILS Administrator. Kyle's first day on the job will be February 26. He replaces **Inese Christman**, who retired on January 8. **Klingbeil** will facilitate the February V-Cat Council meeting.

Klingbeil will continue **Christman's** efforts to communicate with Indianhead Federated Library System (IFLS) staff and to collaborate on the "**ION History**" project to ensure continuity of services and leadership. He will also follow up with **Recollection Wisconsin's Digital Public Library of America (DPLA) Service Hub Steering Committee** to ensure continued WVLS and IFLS continue engagement and participation.

Ann Mroczenski, **Susie Hafemeister**, **Hamland**, **Hildebrand**, **Klingbeil**, and **Sepnafski** are compiling data for the WVLS system and member public libraries' 2017 annual reports. V-Cat related statistics were shared with DPI to download into the online reports, and a 2-page V-Cat data sheet was emailed to each public library this week.

WVLS was contacted by Kerber Rose, formerly Krause, Howard and Company, Inc., in mid-December with a request for information to begin the **2017 WVLS audit**. Staff will work with them over the next several months to ensure the audit is ready to share with this Board in May.

Legislative Update: Wendt reported that hearings were held on the **Public Library Data and Technology Training Bill (AB572/SB491)** before the Assembly Committee on Rural Development on November 16 and Senate Education Committee on December 19. Both committees voted to unanimously recommend the bill to their respective houses of the legislature for passage. On January 16, it was taken up by the Assembly and passed on a voice vote and has been scheduled for Senate floor action on January 23. The League of Municipalities and Wisconsin Rural Schools Alliance (WiRSA) have both joined the Wisconsin Library Association in officially supporting this legislation. The bill seeks no additional funding. It adds language to expand the use of the WISEdata and WISEdash information system appropriations beyond K-12 schools to include applications of potential benefit to individual public libraries and Wisconsin's 16 regional public library systems. It also opens TEACH block grants, which are now available through the Department of Administration to small and rural schools, to their counterparts in education: small and rural libraries. DPI/DLT has assured that there is adequate capacity in both programs to include libraries without negatively impacting K-12 schools. WLA is also closely watching **SB713/AB857** which proposes changes to the way the **Board of Commissioners of Public Lands** conducts its business and has the potential to not only impact contributory earnings to the **Common School Fund (CSF)**, which is the sole revenue source for most Wisconsin school library materials, but also lift restrictions on how school districts must spend their share of CSF moneys. The bill was just introduced. More information will be forthcoming.

Hamland reported on the **Libraries WIN Website Service** that is now hosting 18 websites (13 live, 5 in development) for libraries over the Indianhead Federated Library System and WVLS service areas. This new service, which began in late 2017, offers one-on-one consultation with **Hamland**, provides each participating library with a standard website, and empowers library staff to maintain their library's website once the draft website goes live. 2018 will feature two co-work days to gather website staff from each location into one space. Webinars will also be scheduled as needed to review website practices and allow for questions.

Hamland also provided the **youth services update**. Youth services librarians are encouraged to mark their calendars for the January 23 **Youth Services Information Exchange (YSIE)** at the Jean M. Thomsen Memorial Library, Stetsonville. Over a working lunch from 11:00am - 2:00pm, attendees will discuss 2018 "Libraries Rock!" summer programming ideas, teen summer programs and WVLS youth services. Attendees will discuss new methods they are incorporating into their summer programming, and share what is happening in youth services at their library. **Hamland** plans to bring a "brainstorming idea list" created by youth services librarians from the Indianhead Federated Library System (IFLS). This discussion opportunity is the first YSIE scheduled in 2018, however additional discussion opportunities are being scheduled in May and September. There will also be a Grassroots Gathering following **Children's Book Fest in Rhinelander** on the afternoon of March 7.

Klingbeil provided an update on the **IT Integration Services Project**. The Network Equipment Refresh and Active Directory integration project has been implemented in part or in full at the Abbotsford Public Library, (the brand new) Colby Community Library, Edith Evans Memorial Library (Laona), Edward Demmer Memorial Library (Three Lakes), Granton Community Library, Greenwood Public Library, Minocqua Public Library, and Rhinelander District Library. Planning and scheduling for the Antigo Public Library, Crandon Public Library, Frances Simek Memorial Library (Medford), Thorp Public Library, and Western Taylor County Public Library (Gilman) are in progress, and the scheduling out of all other libraries through March is expected to be completed by the end of January.

Klingbeil reported that a revision of the **WVLS Technology Strategy**, including the **Technology Plan**, is underway. The goal is to develop and propose a comprehensive Technology Strategy for the LEAN Wisconsin (LEAN WI) partnership as a single planning effort which covers all partners. It is anticipated that adoption of a comprehensive WVLS Technology Plan for July 2018 - June 2023 will include participation in the LEAN WI technology resource sharing partnership and adherence to the LEAN WI strategy. Items of need which remain unique to WVLS or, by

necessity, must remain segregated from the LEAN WI partnership will be expressly defined in the same plan.

In other news, WVLS is looking into investing additional funding from the WLA \$1.5M system aids initiative in subscriptions to **Gale Essential Courses** and the **Library Learning Express**. Hamland has been researching these products. Gale Courses, for example, offers almost 400 6-week long, instructor-led courses that focus on professional development and marketable skills, technology training and personal enrichment. A system-wide subscription would allow anyone visiting a WVLS area library free access to these resources. Cooperative pricing is not known at this point. Partnerships with regional Workforce Development and Job Centers will be sought and local collaboration to meet the needs of job seekers encouraged. **Sepnafski** also mentioned that the Southwest Library System (SWLS) had been looking for fact sheets that summarized the Trustee Essential lessons for library boards and was directed by DPI/DLT to inquire of WVLS whether the one page "squash" summaries prepared by former Director **Heather Eldred** were still available. They are, and will be updated this summer.

WLA's LD&L Committee/2018 Library Legislative Day (Exhibit 12): Library Legislative Day is Tuesday, February 20, in Madison. Registration information was distributed with a deadline of Monday, January 29. WVLS will make every effort to coordinate transportation from Wausau depending upon response and logistics. Due to the early start to the Library Legislative Day activities, as well as the Monday afternoon SRLAAW meeting, organized WVLS transportation will likely depart mid to late morning on Monday, February 19, necessitating an overnight. **Wendt** summarized the registration and appointments scheduling process and shared the names of WVLS registrants known to her thus far, encouraging Board members to join the delegation.

Sepnafski drew the board's attention to the 2017 WVLS Staff Report (parts 1 and 2).

Otten/Grunseth motion to accept the 2017 WVLS Staff Report as presented. All aye. Motion carried.

2019 WVLS TECHNOLOGY PLANNING GUIDE – draft (Exhibit 13): Klingbeil introduced the 2019 Technology planning guide, which is appearing earlier than usual in order to provide member library directors with a better head start for their own budget planning. It will come back to the board for final approval in March.

WVLS CONFLICT OF INTEREST AND DISCLOSURE FORM (Exhibit 14): Copies of the 2018 Conflict of Interest and Disclosure Form were distributed for board members to update.

REPORT OF THE NOMINATING COMMITTEE: Nominating Committee Chair **Otten** reported that he, **Ackerman** and **Jopek** recommended a slate of 2018 officers to include **Bobrofsky** as President, **Pechura** as Vice-President, **Otten** as Treasurer and Executive Committee members **Cain**, **Olszewski**, **Sauer** and **Younger**. There were no further nominations from the floor
Knuth/Jopek motion to close nominations. All aye. Motion carried.

ELECTION OF 2018 OFFICERS AND EXECUTIVE COMMITTEE MEMBERS:

Rosenberg/Ackerman motion to accept the report of the Nominating Committee, electing the officers and Executive Committee members as recommended. All aye. Motion carried.

Bobrofsky thanked everyone for their willingness to serve, noting that he was looking forward to another excellent year of collegial teamwork between board and staff members in support of the 25 WVLS libraries.

CONCERNS, COMMENTS, AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:

Jopek reported that that Antigo Public Library has made a smooth and very happy transition between directors and shared news about new programs and outreach services. **Olszewski** expressed appreciation for the WVLS mentoring program as the Withee Public Library director has found it helpful to be paired with the Granton Community Library director. **Pechura** reported on Demmer Memorial Library (Three Lakes) building project progress and the creative ways in which library staff are managing

their offsite move of collection, programs and services to several temporary locations. **Rosenberg** provided an update on Weston Branch progress and development of new policy related to branch library operations. **Backus** mentioned that DPI/DLT is updating the Trustee Manual and suggested the WVLS one page summaries be coordinated with the new material. **Wendt** mentioned that the WLA LD&L committee has had a series of productive meetings with several Wisconsin Counties Association committees as well as their legislative staff during the past six months and will be collaborating with WCA on the spring issue of *Wisconsin Counties* magazine devoted to public libraries. **Rosenberg** responded that the Wisconsin League of Municipalities has dedicated its next issue of *Municipality Magazine* to libraries, which will include an article by Marathon Co. Public Library director Ralph Illick. **Klingbeil** mentioned that the Columbus Public Library is renting a downtown storefront for the library's used book sales.

WESSLER SCHOLARSHIP APPLICATIONS: Nothing to report.

REQUEST FOR FUTURE AGENDA ITEMS: Evaluation of WVLS Director, presentation of WVLS annual report

SELECTION OF DATES FOR 2018 BOARD, EXECUTIVE COMMITTEE, AND V-CAT STEERING COMMITTEE MEETINGS (Exhibit 15): Calendars were distributed. The remaining 2018 WVLS Board meeting dates suggested were March 17, May 19, August 18, September 15 and November 17. No Executive Committee or V-Cat Steering Committee meetings have been scheduled at this time. **Grunseth/Younger motion to accept the calendar and meeting dates as presented. All aye. Motion carried.**

ADJOURNMENT:

Pechura/Ackerman motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:20 AM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder