



**TO:** Board of Trustees, WISCONSIN VALLEY LIBRARY SERVICE  
**FROM:** Marla Sepnafski, Director

## CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **August 17, 2013 at 9:30 a.m.** in the **Wisconsin Valley Library Service office**, 300 N. First Street, Wausau.

### AGENDA:

1. Call to order
2. Roll call
3. Consent agenda items:
  - ...adoption of agenda order
  - ...minutes of May 18, 2013 meeting (*exhibit 1*)
4. Financial reports and current bills (*exhibits 2-6*)
5. Concerns, comments, and reports from area library personnel and trustees
6. Reports:
  - ...Resource Library (*exhibit 7*)
  - ...WLTF (*exhibit 8*)
  - ...COLAND (*exhibit 9 will be shared @ meeting*)
  - ...WVLS Director – SRLAAW Subcommittee Report; WLA Conference (*exhibits 10&11*)
  - ...V-Cat Council (*exhibit 12*)
  - ...Library Advisory Committee (*exhibit 13*)
  - ...V-Cat Steering Committee (*exhibit 14*)
  - ...Collection Development Committee (*exhibit 15*)
7. 2013/2014 Collection Development Plan – *draft* (*exhibit 16*)
8. 2014 LSTA Technology Block Grant proposal (*exhibit 17*)
9. 2014 LSTA Special Needs Grant proposal (*exhibit 18*)
10. 2014 LSTA WPLC Digital Content Grant proposal (*exhibit 19*)
11. 2014 Technology Support – *draft* (*exhibit 20*)
12. 2014 System Plan - *draft* (*exhibit 21*)
13. 2014 System Budget – *draft* (*exhibit 22*)
14. 2014 MCPL/WVLS Resource Library Agreement – *draft* (*exhibit 23*)
15. Legislative Update (*exhibit 24*)
16. Channels for Sharing Meeting Information with WVLS Trustees
17. Next meeting dates
  - ...WVLS Steering Committee – August 23, 2013, WVLS office, 9:30 a.m.
  - ...WVLS Board of Trustees – Saturday, September 21, 2013, WVLS office, 9:30 a.m.
  - ...WVLS Executive Committee – date/time not set
  - ...WVLS Board of Trustees – Saturday, November 16, 2013, WVLS office, 9:30 a.m.
18. Adjournment

### PLEASE NOTE:

- **Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, August 16th.**
- The proceedings of the meeting will be taped.
- Any person planning to attend this meeting who needs some type of special accommodation in order to participate should notify the WVLS office at 715/261-7250.
- This agenda has been sent to the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.



**WISCONSIN VALLEY LIBRARY SERVICE**  
**Board of Trustees Meeting**  
 May 18, 2013  
 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 August 17, 2013.

President Alice Sturzl called the meeting to order at 9:30 AM.

Roll call was taken by Wendt and it was determined a quorum was present.

**Present**

Alice Sturzl, President  
 Douglas Lay, Vice-President  
 Michael Otten, Treasurer  
 Audrey Ascher, member  
 Jim Backus, member  
 Tom Bobrofsky, member  
 Tyson Cain, member  
 Eileen Grunseth, member  
 Peg Jopek, member  
 Paul Knuth, member  
 Beth Martin, member  
 Louise Olszewski, member  
 Pat Pechura, member

**Others Present**

Marla Sepnafski, WVLS Director  
 Inese Christman, WVLS Assistant Director  
 Kris Adams Wendt, WVLS Consultant  
 Josh Klingbeil, WVLS IT Director  
 Augo Hildebrand, WVLS staff  
 Susie Hafemeister, WVLS staff  
 Judy Bobrofsky, Director, Loyal Public Library  
 Kay Heiting, Director, Granton Community Library

**Excused**

Marilyn Sauer, member  
 Kris Uhlig, member

**Consent Agenda Items: Adoption of agenda and approval of minutes (Exhibit 1)**

Sturzl asked to adopt the agenda after moving agenda item 14 to follow item 8, as well as for approval of the minutes of the March 16, 2013 regular board meeting minutes and April 23, 2013 Executive Committee.

**Lay/Olszewski motion to accept the consent agenda items as presented. All aye. Motion carried.**

**Financial Reports and Current Bills: (Exhibits 2-6)**

Olszewski asked for clarification of the Movie Licensing USA contract and Wendt explained the group arrangement through WVLS that discounts fees for nine individual libraries. Jopek asked for clarification on postage and delivery costs. Sepnafski explained that the state aid money is spent first before costs are picked up out of other fund accounts.

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

**Treasurer's Report: (Exhibit 7)**

Members' attention was drawn to the Treasurer's report.

**Lay/Grunseth motion to accept and approve the treasurer's report as presented. All aye. Motion carried.**

**Auditor's Report: (Exhibit 8)**

Hildebrand drew member's attention was drawn to the auditor's report distributed at the meeting. Once approved by the WVLS Board, the report is forwarded to DPI/DLT for review.

**Bobrofsky/Olszewski motion to accept the auditor's report as presented. All aye. Motion carried.**

**Concerns, comments and reports from area library personnel and trustees:**

Sturzl distributed information from the Wisconsin Rural Schools Alliance, including May 1 testimony by the organization's executive director before the state Senate Committee on Rural Issues. Backus spoke about "the Borg" advantages and disadvantages of being surrounded by instant access technology. Jopek mentioned a book reviewed on NPR about "living in the now" and the importance of planning for the future. Ascher promoted the MCPL Friends book sale being held on third floor until 4:30 and circulated a chart showing "Wisconsin's elderboom." She also inquired about WVLS/MCPL contingency plans in the event of extended power outage such as the one that occurred on May 17 after a transformer failed.

**REPORTS****Resource Library Report: (Exhibit 9)**

In the absence of MCPL Director Ralph Illick, members were directed to his written report and moved on.

**WAPL Conference:**

Lay, Ascher and Sepnafski summarized their highlights from the May 1-3 WAPL conference in Lake Geneva. Lay was enthusiastic about the variety of while sorry that conflicting scheduling did not allow him to take in more sessions and frustrated by the scheduling of the WLTF meeting. Ascher had anticipated more programs specific to trustee issues, but enjoyed the networking opportunities. Sepnafski spoke about the opportunity to interact informally with members of the SRLAAW committee that put out the draft recommendation report, and shared that the viability of public library systems is a non-partisan issue and a matter of visibility and advocacy.

**WLTF Report:**

Sturzl reported that the WLTF board will be meeting on June 1.

**COLAND: (Exhibit 10)**

Lay referenced the three page report as distributed including the agenda and summary of the May 10 COLAND meeting in Portage which featured a presentation about state trust fund loan programs and the Common School Fund by Tom German, Deputy Secretary of the Board of Commissioners of Public Lands.

**WVLS Director's Report: (Exhibit 11)**

Sepnafski received notification in late April from the Department of Public Instruction that WVLS would receive its second of two 2013 state aid payments. The first payment (about 75% of total aid to be received) was received in November 2012 once the WVLS 2013 system plan/budget/audit were reviewed and approved. The second payment (the other 25% of annual annual aid) is released once the WVLS annual report is released and approved. The total amount of state aid to WVLS in 2013 is \$851,944 which is the amount reported in the 2013 WVLS budget.

WVLS technician Shaun Howard submitted his resignation in early April to accept a technical support job with the state of Maryland. WVLS advertised the position and interviewed four candidates in late April. Chris Heitman was hired and will begin work on May 20.

In news from around the state: three long-time system directors will be retiring in 2013 – Tom Hennen (Waukesha), Doug Baker (Kenosha) and Rick Krumweide (OWLS). Former MCPL manager, Garrett Erickson, has been hired as the new director of the Mead Public Library (Sheboygan).

**Sepnafski** presented the January – April 2013 WVLS Staff Report for comment and questions. There was no substantive discussion aside from some minor corrections.  
**Knuth/Otten motion to accept and approve the January-April 2013 WVLS Staff Report. All aye. Motion carried.**

Board members' attention was drawn to the new WVLS Glossary and the LearningExpress Library Usage Report by Product.

**V-Cat Council Report: (Exhibit 12)**

**Christman's** report highlighted the new borrowers' cards and business card sized method for individual borrowers to inform their home library whether they wish to receive library messages by phone, email and/or text. She also gave an update on the fine tuning process for Sierra, as some functionality for the previous ILS did not directly translate to the new system. Short instructional videos and other training materials for staff and borrowers will be forthcoming. Christman also spoke to the LearningExpress Library usage report by product, as distributed.

**Library Advisory Committee: (Exhibit 13)**

**Wendt** directed the board's attention to the April 25 Library Advisory Committee meeting agenda and draft minutes. The LAC is the body that brings together different types of libraries within WVLS to talk about common interests, network with colleagues, and inform system staff engaged in the development of services and programs. The next meeting is scheduled for August 14 in Merrill. WVLS has always been a leader in its approach to multi-type library cooperation. **Sturzl** asked for a volunteer liaison from the board to the next LAC meeting and **Ascher** responded.

**Advocacy Update: (Exhibit 14)**

**Wendt** drew the board's attention to the WLA 2013 Federal Legislative Agenda as previously distributed, highlighting the way in which public and school library interests are intertwined. The state budget process has so far imposed no changes on the governor's proposal where state library aids are concerned.

**Member Library Presentation – Granton Community Library**

Kay Heiting gave a brief presentation highlighting the interesting history, programs, services and many exciting changes recently affecting what is now the Granton Community Library. Heiting serves in a dual capacity as library media specialist for the Granton Area School District and the public director of the Granton Community Library, as well as teaching math. She expressed appreciation for the WVLS grant that enabled the library to join V-Cat.

**2013-2015 WVLS Technology Plan – draft: (Exhibit 15)**

**Klingbeil** led discussion on the 2013-2018 WVLS Technology Plan which came before the board for final approval after discussion at the LAC meeting in April and input from WVLS member library directors. A few minor changes have been made since the March meeting. **Backus** commented on the need for planning regarding timely capital equipment purchases.

**Bobrofsky/Jopek motion to accept and approve the WVLS Information Technology Strategy Guide for July 2013 - June 2018 and thank Josh Klingbeil for his work. All aye. Motion carried.**

**2013-2-14 V-Cat Strategic Plan: (Exhibit 16)**

**Christman** led discussion on the 2013-2014 V-Cat Strategic Plan. A draft was presented at the April 30 V-Cat Council meeting; it is basically the same document as reviewed at the March meeting.

**Knuth/Olszewski motion to accept and approve the 2013-2014 WVLS V-Cat Strategic Plan.**

**Employee Handbook: (Exhibit 17)**

**Hildebrand** presented a revised copy of the WVLS personnel policy and employee handbook for final approval following its review by WVLS attorneys. The basic policies have not changed; some procedural items were deleted and the document has undergone some editing and structural changes. **Knuth** noted there was no designated grievance and appeals procedure in cases where wrongful termination or termination without just cause was alleged. **Hildebrand** responded that WVLS employees were "at will." Employees may seek intervention from employment relations agencies.

**Otten/Pechura motion to approve the WVLS Personnel Policy and Employee Handbook as drafted. Motion carried by majority vote with Knuth opposed.**

**2013 COLA Adjustment: (Exhibit 18)**

**Sepnafski** and **Hildebrand** introduced and provided background for additional staff compensation as detailed in exhibit 18. Considerable discussion ensued.

**Bobrofsky/Knuth motion to approve a one-time only 2% COLA adjustment for WVLS staff for the second half of 2013 as detailed in exhibit 18. All aye. Motion carried.**

**Appointments to the V-Cat Steering Committee: (Exhibit 19)**

**Sturzl** reviewed the 2013 Plan for V-Cat Steering Committee, including appointed committee members and charge to the committee for reviewing V-Cat bylaws and structure, as well as its goals and objectives. The first meeting will be scheduled in the near future.

**Jopek/Grunseth motion to approve the 2013 Plan for V-Cat Steering Committee. All aye. Motion carried.**

**2013/2014 LSTA Grants: (Exhibit 20)**

**Wendt** gave an update on the Improving Auditory and Physical Accessibility in WVLS Public Libraries special needs grant. All nine of the hearing loops have been installed, with two door automatic door openers yet to complete. Training workshops on May 15 in Tomahawk and May 16 in Wausau were well received and attended. **Klingbeil** reported that although it is anticipated that the non-competitive LSTA technology grants will be funding in their entirety, the necessary written confirmation has not yet been received. Purchases with the first half of the grant are moving ahead. **Sturzl** drew the board's attention to exhibit 20 for background information and **Sepnafski** indicated that the staff would come back to the WVLS board and LAC with more information about 2014 project proposals at the August meeting.

**WVLS Statement of Purpose and Action Statement – drafts: (Exhibit 21)**

**Sturzl** asked for discussion on exhibit 21: "The purpose of the Wisconsin Valley Library Service (WVLS) is to facilitate cooperation among its member libraries by encouraging statewide resource sharing, promoting cost-effective use of available funds, and assisting member libraries in implementing and utilizing current and evolving technologies to ensure the ultimate level of library service to residents throughout its seven county system area."

**Pechura/Ascher motion to adopt the WVLS Statement of Purpose and Action Statement. All aye. Motion carried.**

**SRLAAW Subcommittee draft Progress Report and Preliminary Recommendations: (Exhibit 22)**

Sepnafski introduced exhibit 22 as the product of general long term discussion among SRLAAW members regarding the future direction of system structure and services and the particular efforts of a SRLAAW subcommittee interested in learning from what is happening in other states and moving toward change with input from Wisconsin librarians. The preliminary recommendations and standards in the draft document are a work in progress designed to the impetus for statewide discussion on collaboration and consolidation leading forward to enhanced efficiency and service. **Wendt** placed the SRLAAW efforts within the context of building political consensus so that dissention among members of the library community do not sabotage potential legislative efforts to achieve necessary changes in Chapter 43. Commentary on the draft report is encouraged at <http://www.srlaaw.org/reports/vision.asp> Appendix B addresses governance (system boards). **Sturzl** commended **Sepnafski** for her work on the sub-committee.

**System ILS Collaboration/Merger Opportunities:**

Sepnafski asked the board to confirm interest in the potential for future WVLS partnerships (collaborations and/or mergers) with other systems on a shared ILS so that staff may proceed with explorative discussions knowing the board is supportive.

**Pechura/Backus motion to authorize WVLS staff to move forward with whatever is necessary to explore the potential for a multi-system shared ILS. All aye. Motion carried.**

**Wessler Scholarship Application:**

No applications were received.

**Request for Future Agenda Items:**

The following items were recommended for the August 17 meeting agenda: Ascher requested the board revisit and discuss her suggestion to take a group photo.

**Future meeting dates:**

WVLS Collection Development Committee – Friday, June 21, 2013, 9:30 AM, WVLS Office  
WVLS Library Advisory Committee – Wednesday, August 14, 2013, 9:30 AM, Merrill (TB Scott)  
WVLS Board of Trustees – Saturday, August 17, 2013, 9:30 AM, WVLS Office  
WVLS Board of Trustees – Saturday, September 21, 2013, 9:30 AM, WVLS Office

**Adjournment:**

**Lay/Grunseth motion to adjourn. All aye. Motion carried.** The meeting was adjourned at 12:35 PM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder

