



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

CALL TO MEETING

The meeting of the WVLS Board of Trustees will be held on Saturday, **September 21, 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 August 17, 2013 meeting (*exhibit 1*)
4. Financial reports and current bills (*exhibits 2-6*)
5. Treasurer's Report (*exhibit 7*)
6. Concerns, comments, and reports from area library personnel and trustees
7. Reports:
 - ...Resource Library (*exhibit 8*)
 - ...COLAND (*exhibit 9 will be shared @ meeting*)
 - ...WVLS Director – including WVLS Staff Report (*exhibits 10*)
 - ...V-Cat Steering Committee (*exhibit 11*)
8. Policy on Telecommuting – *draft* (*exhibit 12*)
9. 2014 System Plan (*exhibit 13*)
10. 2014 System Budget (*exhibit 14*)
11. WVLS Equipment – User Agreement – *draft* (*exhibit 15*)
12. Conference Travel Opportunities/Reimbursements for Trustees
13. Portrait of WVLS Board Members
14. Legislative Update
15. I-Pad Disbursement; Demonstration on I-Pad Use and How to Access WVLS Board Meeting Information
16. Next meeting dates
 - ...WVLS Executive Committee – date/time not set
 - ...WVLS V-Cat Steering Committee – Tuesday, October 15, 2013, WVLS office, 11:30 a.m.
 - ...WVLS Board of Trustees – Saturday, November 16, 2013, WVLS office, 9:30 a.m.
17. Adjournment

PLEASE NOTE:

- **Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, September 20th.**
- 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**

August 17, 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 September 21, 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
 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
 Marilyn Sauer, 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
 Ralph Illick, Director, Marathon Co. Public Library
 Judy Bobrofsky, Director, Loyal Public Library

Excused

Audrey Ascher, 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 16 ahead of item 15, as well as for approval of the minutes of the May 18, 2013 regular board meeting and April 23, 2013 Executive Committee meeting.

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

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

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

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

Bobrofsky and Sturzl mentioned that requests for payment from Clark and Forest Counties under Act 420 total less than a year ago. Sauer circulated a newspaper article about "bookless libraries." Backus focused his technology remarks on the ever increasing array of available apps, illustrated by those used by his wife and himself in the pursuit of amateur bird watching and other outdoor recreational pursuits. Martin contributed her observations on recent advances in health/medical apps. Jopek was appreciative of the genealogy program conducted by Crandon Public Library director Michelle Gobert for the Antigo Public Library. Klingbeil shared information about digital copyright guidelines. Sturzl circulated a brochure for the Minnesota Library Association annual conference.

REPORTS

Resource Library Report: (Exhibit 7)

Illick delivered highlights of his written report. **Backus** complimented **Illick** for recent MCPL television publicity about library programs and emphasizing the library as a 24/7 operation, with **Illick** acknowledging **Sepnafski** in turn for her timely pre-interview advice.

WLTF Report: (Exhibit 8)

For the benefit of new board members, **Backus** provided an overview of recent changes in WLTF Board members and governance during reorganization efforts. **Sturzl** is continuing as WLTF representative to the WLA Board.

COLAND: (Exhibit 9)

Lay referenced the agenda and summary of the July 12 COLAND meeting at Black River Falls as distributed. Lack of attention by the governor's appointments office has resulted in 12 of the 19 seats being either vacant or occupied by members whose terms have expired (including **Wendt** who applied for reappointment). The September 20 meeting will be in Madison and the November 8 meeting is scheduled for Minocqua.

WVLS Director's Report: (Exhibits 10 & 11)

Sepnafski deferred the SRLAAW Subcommittee report to be discussed with the Legislative Update. She called the board's attention to the WLA fall conference information previously distributed and asked for a show of interest in attending, with **Lay**, **Bobrofsky**, **Backus**, and **Sturzl** responding. She noted that **Ascher** had previously indicated interest as well. She distributed copies of the PR piece designed to promote MCPL at the Marathon Co. Fair and news clippings about the MCPL board and Colby Public Library.

Chatterbox Charities offered WVLS and the Boys and Girls Club tickets to the August 9th Packer-Cardinals football game held in Green Bay. Member libraries interested in receiving the tickets as a Summer Reading Program wrap-up bonus were placed into a drawing with Owen Public Library ultimately receiving the opportunity to share four tickets with a SLP reader and family members.

Former WVLS employee, **Audrey Rochon**, passed away in June and former WVLS trustee, **Ellsworth Bliss** passed away in July. WVLS placed \$100 into the Wessler Scholarship Fund in as a memorial for each of them and notified their families. The WVLS Board received a note of thanks from Wessler Scholar **Ellie Schwartz**, staff member at the T.B. Scott Library in Merrill for a \$250 scholarship to attend a national Innovative Conference held in San Francisco.

Due to a relocation of its director in June, the Lakeshores Library System joins 4 other systems (**Kenosha**, **Waukesha**, **Outagamie-Waupaca** and **Eastern Shores**) in a search for a new director. The discussion of a proposed merger of the Eastern Shores Library System and the Manitowoc-Calumet Library System has been suspended due to proposed recommendations by SRLAAW for DPI to do a study on effective and efficient size and organization of systems. However, on August 1st, the Lakeshores Library System and the Mid-Wisconsin Federated Library System announced that they are entering into discussions on merging the two systems. A meeting to discuss this opportunity will be held in Racine on September 12th and will include representatives from DPI and WILS, as well as Eastern

Shores and Manitowoc-Calumet library systems and any other system representatives who care to attend.

V-Cat Council Report: (Exhibit 12)

Christman's report highlighted the newly operational texting feature for library notices and the work of various V-Cat committees, as well as ongoing training and troubleshooting. The next project will be implementation of self-checkout for interested libraries.

Library Advisory Committee: (Exhibit 13)

Wendt directed the board's attention to the August 14 Library Advisory Committee meeting agenda and draft minutes at which Sauer presented the WVLS Board report. LAC meetings are always rich with discussion and valuable to the development of the annual WVLS system plan and budget process.

V-Cat Steering Committee: (Exhibit 14)

Sturzl referenced Exhibit 14, giving an overview of recent committee activities. Members met twice to review the V-CAT Bylaws and will be meeting August 23 to continue the process. Some portions of the existing bylaws should be in a procedures manual, while some other portions should be classified as preferred practices; the remainder of the items will remain as part of the bylaws document. When ready, rough drafts of all of the items will be made available on the website for review by member libraries, all appropriate committees and the WVLS Board before the final documents are presented for approval. This is an ongoing process that will help WVLS prepare for the future while system changes are being discussed.

Collection Development Committee: (Exhibit 15)

Sturzl shared highlights of the June 21, 2013 Collection Development Committee meeting, including a demonstration of Zinio digital newsstand, for which the CDC authorized further pursuit once specific implementation questions were answered and sufficient funding found. No changes were recommended to electronic database subscriptions but the committee decided to recommend discontinuation of the newspaper subscriptions purchased by WVLS for use at MCPL-Wausau starting in 2014. Minor changes were made to the Collection Development Plan to update it for 2013-2014.

2013-2014 WVLS Collection Development Plan: (Exhibit 16)

Otten/Lay motion to confirm the recommendations of the Collection Development Committee regarding Zinio and newspaper subscriptions, as well as approve the 2013-2014 WVLS Collection Development Plan with revisions recommended by the Collection Development Committee. All aye. Motion carried.

2014 LSTA Technology Block Grant Proposal: (Exhibit 17)

Klingbeil provided an overview and recommendations for the 2014 LSTA Technology Grant proposal (noncompetitive category).

Bobrofsky/Knuth motion to approve the 2014 LSTA Technology Grant proposal in the amount of \$26,900. All aye. Motion carried.

2014 LSTA Special Needs Grant Proposal: (Exhibit 18)

Wendt provided an overview of the 2014 LSTA Special Needs Grant proposal (competitive category) which will include installation of hearing loops at the service desks in 12 WVLS libraries and 1 NWLS library.

Jopek/Bobrofsky motion to approve the 2014 LSTA Special Needs Grant proposal for hearing loops. All aye. Motion carried.

Wendt also requested approval and acceptance of 2013 LSTA funding from the Department of Public Instruction to cover expenses associated with the October 17 Growing Wisconsin Readers early literacy workshop to be held at MCPL-Wausau.

Bobrofsky/Jopek motion to accept and administer 2013 LSTA funding designated for the October 17 Growing Wisconsin Readers early literacy workshop. All aye. Motion carried.

2014 LSTA WPLC Digital Content Grant proposal: (Exhibit 19)

Sepnafski summarized the 2014 plan to fund the WVLS share of the WPLC buying pool as outlined in Exhibit 19. All WVLS member libraries will be participants in 2014.

Knuth/Olszewski motion to accept and approve the 2014 WPLC Digital Content Grant proposal. All aye. Motion carried.

2014 Technology Support and Planning Guide– draft: (Exhibit 20)

Klingbeil presented the 2014 technology Planning Guide and budget narrative compiled to assist member libraries in the planning of local 2014 budgets.

Grunseth/Otten motion to approve the WVLS 2014 Technology Support and Planning guide for distribution to member libraries as drafted. All aye. Motion carried.

2014 System Plan – draft: (Exhibit 21)

Sepnafski presented the draft 2014 System Plan, explaining that many of the changes reflect the folding in of new standards adopted by SRLAAW on August 2. On page 2, number 8, “intellectual freedom and challenges” was added by the Library Advisory Committee. A couple of minor corrections in numbering and typos were made.

Bobrofsky/Olszewski motion to approve the 2014 WVLS System Plan as amended. All aye. Motion carried.

2014 WVLS System Budget – draft: (Exhibit 22)

Sepnafski presented the draft 2014 System Budget which supports the services and activities of the System Plan. Elimination of some operating accounts reflects consolidation of categories consistent with best practice accounting measures, rather than indicating a change in programs and services. Efforts have been made to find cost savings and greater efficiency through enhanced use of technology. An increase in the library materials budget will enable WVLS to support the platform for Zinio digital newsstand in 2014 should the investigation process initiated at the Collection Development Committee meeting in June determine it would be a good investment that would enhance WVLS digital system services.

Pechura/Backus motion to approve the 2014 WVLS system budget draft as presented. All aye. Motion carried.

2014 MCPL/WVLS Resource Library Agreement – draft: (Exhibit 23)

Sepnafski reviewed the revised Resource Library Agreement, highlighting changes and stating that she and Illick were pleased to endorse a document which was both flexible and fair.

Pechura/Jopek motion to approve the 2014 MCPL/WVLS Resource Library Agreement as presented. All aye. Motion carried.

Channels for Sharing Meeting Information with WVLS Trustees:

Sepnafski, Christman and Klingbeil detailed a cost saving plan whereby WVLS Board meeting information will be transitioned to digital access via iPad devices to be purchased by WVLS for Board member use during the duration of their service. Information for the November meeting will be distributed in both paper and digital formats, with the January meeting going totally digital. Training will be provided. To prevent an accidental “walking quorum,” safeguards will be in place for the WVLS trustee list serv whereby members will be able to receive information via a WVLS closed email account, but not post messages to each other.

Pechura/Backus motion to approve WVLS Board meeting document transition from paper to digital format. All aye. Motion carried.

Jopek left the meeting at 11:24 AM.

Legislative Update: (Exhibit 24)

Sepnafski gave an update on the SRLAAW System Study Subcommittee Report (Exhibit 10) as passed at that group's meeting on August 2 and asked for questions on the documents provided. Discussion ensued. **Wendt** reported that WLA's legislative committee met on August 16 and sorted through the SRLAAW document to identify their role in implementation of the recommendations while working with DPI-DLT.

Wendt directed the board members' attention to exhibit 24 in their packets, as well as the addendum related to libraries as a resource for Affordable Care Act information (for which a WVLS web page is about to be launched). Draft Bill LRB 2019/1 "relating to library service reimbursements from counties that operate libraries to adjacent county libraries" was published on August 16 as AB 288 and assigned to the Assembly Urban & Local Affairs committee. Passage of AB 288 would result in Marathon Co. being required to bill adjacent counties for cross border use by its residents, although it has never done so because it considers the service its residents receive from those neighboring libraries in lieu of monetary payment for the service it provides. As a consolidated library county, Marathon Co. is exempt from paying for cross border service under Act 420. However Marathon Co. would be obligated to pay neighboring libraries if AB 288 passes. With some WVLS counties reaping more dollars and Marathon Co. losing significant revenue under AB 288, WVLS is not in a position to either support or oppose the bill. Information on background and potential consequences was sent to all WVLS library directors and legislators serving WVLS counties. WLA's legislative committee also declined to either support or oppose the measure without the approval of the WLA Board. The incoming WLA president was asked to create a working group to proactively address cross border borrowing issues which might necessitate statutory changes and return a report by November 30. Achieving consensus based on statewide input is more desirable than merely reacting to a local "fix" with the potential for significant unintended consequences.

Future meeting dates:

WVLS Board of Trustees – Saturday, September 21, 2013, 9:30 AM, WVLS Office
WVLS Executive Committee – date to be determined
WVLS Board of Trustees – Saturday, November 16, 2013, 9:30 AM, WVLS Office

Adjournment:

Pechura/Grunseth motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:40 PM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder

