



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 16, 2014** at **9:30 a.m.** in the **WVLS office**, 300 N. First Street, Wausau. (Please note that meeting may run past noon.)

AGENDA:

1. Call to order
2. Roll call
3. Consent agenda items:
 - ...adoption of agenda order
 - ...minutes of May 17, 2014 meeting; minutes of June 10, 2014 Executive Committee meeting (*exhibit 1*)
4. Financial reports and current bills (*exhibits 2-6*)
5. Roll call vote to convene into closed session for consideration of the performance evaluation of the WVLS Director as authorized by Wisconsin Statutes Section 19.85(1)(c).
6. Reconvene into open session
7. Approval of WVLS Director Performance Evaluation
8. Reports:
 - ...Resource Library (*exhibit 7*)
 - ...WLTF
 - ...WVLS Director (*exhibit 8*)
 - ...V-Cat Council (*exhibit 9*)
 - ...V-Cat Steering Committee (*exhibit 10*)
 - ...COLAND (*exhibit 11*)
 - ...Legislative Committee (*exhibit 12 to be shared @ meeting*)
9. WVLS Collection Development Committee recommendations (*exhibit 13*)
10. NWLS/WVLS ILS merger
11. 2015 LSTA Technology Block Grant proposal (*exhibit 14*)
12. V-Cat Participation Agreement (*exhibit 15*)
13. 2015 Technology Support (*exhibit 16*)
14. 2015 System Plan - *draft* (*exhibit 17*)
15. 2015 System Budget - *draft* (*exhibit 18*)
16. Association for Rural & Small Libraries Annual Conference – scholarship opportunity (*exhibit 19*)
17. Concerns, comments, and reports from area library personnel and trustees
18. Video conferencing demonstration
19. Wessler Scholarship applications
20. Next meeting dates
 - ...WVLS Library Advisory Committee – Thursday, August 21, 2014, 9:30 a.m.
 - ...WVLS Board of Trustees – Saturday, September 20, 2014, 9:30 a.m.
21. Adjournment

PLEASE NOTE:

- **Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, August 15th.**
- 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.

CALL TO MEETING

The Board Meeting of the WVLS Board of Trustees will be held on Saturday, August 15, 2014 at 9:00 am in the WVLS office, 300 N. First Street, Wisconsin. Please note that meeting will be held on Saturday.

AGENDA

1. Call to order
2. Roll call
3. Approval of agenda items
4. Approval of minutes of the previous meeting
5. Financial reports and 2014-2015 budget
6. Report on the 2014-2015 performance evaluation
7. Report on the 2014-2015 performance evaluation
8. Report on the 2014-2015 performance evaluation
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WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 May 17, 2014
 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 16, 2014.

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
 Audrey Ascher, member
 Jim Backus, member
 Tyson Cain, member
 Eileen Grunseth, member
 Paul Knuth, member
 Beth Martin, member
 Pat Pechura, member
 Marilyn Sauer, member
 Alice Sturzl, member (by phone)

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, Loyal Public Library Director

Excused

Peg Jopek, member
 Louise Olszewski, member
 Kris Uhlig, member

CONSENT AGENDA ITEMS: ADOPTION OF AGENDA AND APPROVAL OF MINUTES (Exhibit 1)

Bobrofsky asked to adopt the agenda as well as for approval of the minutes of the April 5, 2014 meeting.

Knuth/Lay motion to adopt the consent agenda items as presented. All aye. Motion carried.

It was noticed that near the bottom of page 3 of the minutes "...is not seeing re-election" should be "seeking re-election."

Ascher/Martin motion to approve the April 5, 2014 minutes as corrected. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS: (Exhibits 2-6)

Bobrofsky read the transmittal letter from Assistant State Superintendent of Public Instruction Division for Libraries and Technology Kurt Kiefer accompanying the second of two state aid payments for operations in 2014 in the amount of \$212,986.

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

TREASURER'S REPORT: (Exhibit 7)

Ascher/Sauer motion to accept the treasurer's report as presented. All aye. Motion carried.

AUDITOR'S REPORT (Exhibit 8)

Hildebrand presented the auditor's report for approval, stating that the process went very smoothly.

Pechura/Otten motion to accept the auditor's report as presented. All aye. Motion carried.

REPORTS

RESOURCE LIBRARY: (Exhibit 9)

Members were directed to the MCPL Board minutes and director's report included among the documents posted to the WVLS website. **Ascher** elaborated on several remodeling projects progressing as scheduled.

WAPL CONFERENCE:

Bobrofsky, Otten, Lay, and **Sturzl** shared comments about various programs attended during the recent WAPL Conference in Sheboygan and expressed appreciation for WVLS coverage of registration and associated other expenses. **Sepnafski, Christman, Wendt** and **Hildebrand** also attended. **Wendt** was part of a panel presentation co-sponsored by WLTF and WLA's legislative committee about effective advocacy. The program at which Project WIN was discussed was well attended.

WLTF:

Lay reported that the WLTF Board met during the WAPL Conference. **Michael Norman** is incoming 2015 chair, the 2015 ballot also includes **Lay** as vice-chair/chair elect, **Kathy Pletcher** representing WLTF on the WLA Board, and **Sturzl** as Secretary.

COLAND: (Exhibit 9)

Lay reported that the COLAND meeting was just the day before, May 16, in Madison. Superintendent **Evers** joined the group for part of the day. **Tom Maloney**, the Library Services and Education Technology Coordinator for the Department of Corrections gave an update on the Prison Library Project gathering donations for correctional libraries, which is co-sponsored by COLAND and the Wisconsin Council of Churches and temporarily on hold for logistical reasons. **Wendt** reported that **Maloney** is interested in scheduling a visit to Lincoln Hills/Copper Lake School in Lincoln County and working with WVLS libraries on collaborative projects in future. **Martin** suggested additional connections with school librarians. **Sauer** also indicated an interest in being kept informed as a date for **Maloney's** visit is scheduled.

WVLS DIRECTOR: (Exhibit 10)

Sepnafski gave a progress report on implementation of two LSTA grants. New tables and chairs have been ordered to replace the old and outdated furniture in the WVLS meeting room area and are anticipated to be in use by the August meeting. 100 medium-sized courier tubs have been purchased and distributed to the 4 largest libraries in the system as a pilot project to determine whether their implementation will reduce time needed for library courier packaging tasks.

Wendt provided the legislative update. She distributed materials from the advocacy panel discussion at WAPL as previously mentioned, and her presentation at the most recent SRLAAW meeting, as well as an overview of legislative races within the WVLS counties for the November election. Board members were requested to take a proactive lead in their counties regarding relationship building between library supporters and incumbents/candidates to establish groundwork for communication during the next budget preparation cycle.

Klingbeil discussed pursuit of cooperative pilot projects and programming with several WVLS library directors related to the digital "Minecraft" game which blends learning contexts with fun. Security, safety and liability issues for youth participation were addressed.

Sepnafski announced that **Kris Uhlig** has tendered a letter of resignation as one of the Marathon County representatives on the WVLS Board. Her term expires in December 2015. **Kyle Schulz** has left WVLS employ after two years for a university position in Kalamazoo, MI. **Janet Dixon** will be retiring from the E.U. Demmer Library (Three Lakes) on August 29 and **Rhineland District Library Director Ed Hughes** has accepted a position at the First Regional Library in Mississippi beginning June 2. **Milwaukee Co. Federated Library System Director Jim Gingery** has announced his retirement. **DPI/DLT** has received an **LSTA** grant to do a **LEAN** study of public library systems services, as a follow up to one of the recommendations of the 2013 **SRLAAW** report which reflects legislative interest during the most recent state budget process. Savings so identified and repurposed has the potential to offset the development of new services. **Sepnafski** also drew the board's attention to trustee workshops to be held the week of August 18 and spoke about the "passive programming" session (about activities that combine flexible patron participation with minimal staff time investment) that she attended at **WAPL**. She asked **Wendt** to give a brief update on **1000 Books before Kindergarten** (11 of 25 WVLS libraries are currently participating).

V-CAT COUNCIL: (Exhibit 11)

There was no report.

LIBRARY ADVISORY COMMITTEE: (Exhibit 12)

Wendt directed board members' attention to the materials from the April 10 meeting, which were self-explanatory. The **LAC** will meet again on August 21.

V-CAT STEERING COMMITTEE:

Sturzl reported that the **V-Cat Steering Committee** met on March 26 to continue work on the bylaws and participation agreement. The next meeting is April 28.

WVLS DIRECTOR EVALUATION

Evaluation forms were distributed and members instructed to return completed evaluations by June 2 to **Bobrofsky** who will present them at the June 10 Executive Committee meeting for review prior to full board discussion at the August 16 meeting.

REPORT FROM MCPL- HOSTED LUNCH WITH WVLS MEMBER LIBRARIES: (Exhibit 13)

Members' attention was directed to the summary presented as exhibit 13. **Bobrofsky** offered to attend this meeting but it was for library directors only. He suggested creating an ad hoc committee of Marathon Co. representatives to the WVLS Board be formed so as to be ready to interface with **MCPL** Board members when issues of mutual interest and concern arise between WVLS and its resource library. **Backus, Cain** and **Martin** agreed to serve.

PROJECT WIN: (Exhibit 14)

Sepnafski summarized progress to date. Questions and concerns raised at the individual system meetings held last month will be addressed by the Leadership Committee leading up to the "all systems" meeting in **Ladysmith** on May 20. A projected budget and project report will then be readied for consideration by member library boards prior to a vote at the August 7 **V-Cat** meeting whether or not to proceed.

2015 LSTA GRANT PROPOSALS: (Exhibit 15)

Klingbeil, Christman and **Wendt** referenced draft proposals outlined in exhibit 15 and requested permission to explore feasibility of turning them into grant applications.

Otten/Pechura motion to approve the 2015 **LSTA** grant proposals in concept and authorize the staff to pursue exploration of grant viability. All aye. Motion carried.

2015 WPLC BUYING POOL – member library allocation: (Exhibit 16)

Christman distributed updated financial information for 2015 WVLS member library shares of the WPLC Buying Pool and discussed anticipated new features.

Knuth/Ascher motion to approve the WPLC Buying Pool WVLS member shares for 2015 as presented. All aye. Motion carried.

COURIER SERVICE – review of current methods and recommendations for improvement:

Hildebrand elaborated on the plastic tubs purchased for the four largest libraries as a pilot project and other suggestions to increase efficiency and effectiveness in moving materials through courier. More information will be forthcoming as part of the 2015 budget process.

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

Backus spoke about the "one card" concept and courier improvements implemented among 53 different systems in Georgia. Larger libraries opted out at first, allowing reorganization to proceed with those libraries which were most interested in the project, and joined more slowly as the benefits of the consolidation were demonstrated.

WESSLER SCHOLARSHIP APPLICATIONS:

No applications were received. The balance is \$149.63.

NEXT MEETING DATES:

WVLS Executive Committee – June 10, 2014, 1:00 PM, WVLS Office

WVLS Collection Development Committee – June 19, 2014, 9:30, noon, WVLS Office

WVLS V-Cat Steering Committee – June 19, 1:00 PM, WVLS Office

WVLS Board of Trustees – Saturday, August 16, 9:30 AM, WVLS Office

WVLS Library Advisory Committee – August 21, 9:30 AM, WVLS Office

Future WVLS Board of Trustees dates: September 20, November 15.

Adjournment:

Grunseth/Ascher motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:05 PM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder