

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
January 18, 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 April 5, 2014.

President Alice Sturzl called the meeting to order at 9:32 AM.

Roll call was taken by Wendt and a quorum was declared.

Present

Alice Sturzl, President
Douglas Lay, Vice-President
Michael Otten, Treasurer
Audrey Ascher, member
Jim Backus, member (by phone)
Tom Bobrofsky, member
Tyson Cain, member
Eileen Grunseth, member
Peg Jopek, member (by phone)
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
Chris Heitman, WVLS staff
Judy Bobrofsky, Loyal Public Library Director

Excused

Kris Uhlig, member

Sepnafski introduced Chris Heitman, who joined the staff last May as the WVLS technology specialist providing support to member libraries.

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

Sturzl asked to adopt the agenda as well as for approval of the minutes of the November 16, 2013 meeting.

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

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

Olszewski asked for clarification regarding the Turtleback and Happy Mac bills. The former is the Rice Lake location for a Project WIN meeting and the latter is a local Mac store from which equipment purchases have been made.

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

2013 Treasurer's Report: (Exhibit 7)

Lay/Pechura motion to accept the 2013 Treasurer's Report as presented. **All aye. Motion carried.**

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

Otten made note of the donations to the Wessler Scholarship Fund by three former WVLS staff members. **Ascher** asked for clarification of last minute notification by members if unable to attend on board meeting day and was advised to call in or email. She distributed a newspaper story detailing a Texas law defining failure to return library books as theft.

REPORTS**Resource Library: (Exhibit 8)**

In the absence of MCPL Director Ralph Illick, members were directed to the MCPL Board minutes included in their meeting documents. **Otten** noted that Chris Clark-Epstein presented at a MCPL staff development event and suggested her services might be useful to Project WIN at some point. **Ascher** explained the MCPL board policy regarding adherence to meeting times and use of electronic devices during meetings.

WLTF:

Sturzl indicated the WLTF Board had not met since WLA Conference in October and there was nothing to report.

COLAND: (Exhibit 9)

Lay and **Wendt** referenced the agenda and summary included in the meeting documents. The prison literacy project is temporarily on hold pending revision of donation guidelines and the ability of Department of Corrections staff to catch up to the large volume of donations already collected and needing sorting. WLTF chair Kathy Pletcher has been appointed to COLAND and the reappointment of Wendt has yet to be confirmed. Lay mentioned the March 21 Grown Wisconsin Readers early literacy symposium being held in Stevens Point on March 21. Brochures detailing the Growing Wisconsin Readers early literacy initiative were distributed.

WVLS Director (including WVLS Staff Report): (Exhibit 10)

WVLS staff is in the midst of working on its own annual report as well as assisting member libraries with their individual reports. **Sepnafski** opened the floor to questions about the final 2013 staff report. A general discussion ensued, which included kudos and mutual board/staff appreciation for the paperless transition for board meetings. WVLS met with members of the Marathon Co. Board of Supervisors to talk about their own paperless transition under consideration.

Bobrofsky/Gruneth motion to accept and approve the final 2013 WVLS Staff Report as written. All aye. Motion carried.

V-Cat Council: (Exhibit 11)

To supplement the distributed report, **Christman** mentioned the V-Cat Bibliographic/Interface Committee is sponsoring two identical four hour basic cataloging workshops on February 12th and 13th.

V-Cat Steering Committee: (Exhibit 12)

Sturzl reported the committee met on December 13 and referenced the minutes and bylaws draft distributed to board members for their review. The V-Cat Council will review the same materials in February; its recommendation will come back to the WVLS Board in March for final approval. The committee meets next on February 25 and will begin working on the budget document. Judy Bobrofsky complimented the process in which WVLS Trustees and Directors from member libraries have joined in this committee during this review. Knuth agreed and expressed the hope that there would be more similarly joint ventures in future.

LD&L and Library Legislative Day: (Exhibit 13)

Wendt has been named co-chair of WLA's Library Development and Legislation Committee (LD&L) for 2014 along with Kathy Pletcher. Renewed emphasis will be placed on relationship building among legislative leaders with an eye to effectively positioning library issues going into the next biennial budget discussion. WLA's goal is to establish itself as the "go-to" solution place for colleagues, local officials and legislators with library related concerns in order to coordinate a response that resorts to legislation as a "fix" to local concerns only after other alternatives have been explored. WLA seeks to be proactive rather than reactive and enhance its legislative advocacy brand.

AB 288/SB 397 (introduced by Rep. Murphy to change cross border payment requirements between consolidated county libraries and adjacent counties) will be amended consistent with the compromise proposed by the WLA task force assigned to bring all stakeholders to the table and find acceptable alternatives to the bill as originally proposed. If a consolidated library county chooses to bill any one adjacent county, the compromise would allow libraries in all adjacent counties to bill that consolidated library county for services to residents of municipalities where a main or branch library is not located. If a consolidated county library does not bill adjacent counties, adjacent counties cannot bill them. The amendment has the blessing of Assembly leadership. Librarians testified as a "unity team" before a senate committee hearing on January 16 in favor of SB 397 as amended to reflect the compromise. It is expected the committee will vote unanimous support for the amended bill next week. The bills can then be scheduled for floor action sometime in February at leadership's discretion.

Wendt also drew the board's attention to the **Speaker's Task Force on Rural Schools**, chaired by 34th District Assembly Rep. Rob Swearingen, of which WVLS area Reps Czaja, Mursau, Williams and Wright are also members. The Task Force held a hearing in December at which four teacher librarians from WEMTA testified, including the only certified library media specialist for the Antigo School District who serves 9 schools. Another hearing on January 8 involved the Elcho and Antigo School Districts.

Library Legislative Day is February 11 in Madison. **Wendt** is co-chair and emcee of this event. Information was distributed and members asked to confirm their interest in attending by January 24.

Project WIN:

WVLS, IFLS and NWLS are engaged in a process to explore potential merger of the three systems' ILS holdings and associated circulation and inter-loan protocols for the combined 100 libraries. The leadership team gathered concerns and comments from two stakeholder meetings in the fall of 2013 and is making a concerted effort to engage member libraries from all three systems in the ongoing process through participation in integrated committee work addressing key aspects of the project. System staff members serve as non-voting liaisons to committees but the process is member driven. Agendas are posted. WVLS staff is responsible for maintaining the WIN website and Facebook page. Recommendations will be drafted into a document to be shared with all three system boards, returned to committees with suggestions and a final document produced.

Trustee Travel Processes and 2014 Budget Allocation:

Bobrofsky reviewed previous discussions of this topic. Knuth and Otten proposed creating an ad hoc committee to be chaired by Bobrofsky and report to the next meeting. Ascher and Grunseth volunteered to assist. Trustees interested in attending the May 7-9 WAPL Conference were asked to contact Bobrofsky or WVLS staff.

Otten/Ascher motion to create a three member ad hoc committee to return a recommendation to the next board meeting. All aye. Motion carried.

Disposition of 2013 unencumbered balance/2014 budget revisions: (Exhibit 14)

Sepnafski reported that WVLS had an unencumbered balance of \$149,024.98 at the end of 2013.

She recommended an allocation of \$67,483 to the Resource Development Fund and \$69,000 to the Reserve Fund in order to restore reserve funds to a comfortable level.

Knuth/Ascher motion to approve the director's recommendation for addition of \$67,483 to the Resource Development Fund and \$69,000 to the Reserve Fund from the 2013 unencumbered balance. All aye. Motion carried.

Bobrofsky/Olszewski motion to leave \$12,542.98 in remaining 2013 funds unencumbered at the present time for use as needed. All aye. Motion carried.

Sierra Statistics during Initial Migration and Modification of Set-Up:

Christman revisited statistical gathering anomalies associated with the transition from Horizon to Sierra during the first three months of 2013, particularly on line renewals during this period with some extending into May. Innovative identified and fixed the problem by March, but was unable to go back and correct the renewal data for allocation to specific locations. The missing data is estimated to be 4 to 5% of annual totals or approximately 40,000 transactions. V-Cat Council addressed the issue relative to cross border borrowing reimbursement requests. It was agreed the undetermined circulations will be calculated based on a ratio using 2012 statistics for each library against the percentage of circulation for the first three months of 2013. DPI/DLT was consulted on this matter and approved the use of a "data ratio of sorts" for reallocation. It will be the responsibility of library directors requesting reimbursement from neighboring counties to make the necessary explanations.

Otten/Pechura motion authorizing WVLS to proceed with the agreed upon method for submitting best available data to the libraries and DPI/DLT for 2013 annual reports and cross border reimbursement. All aye. Motion carried.

Report of the Nominating Committee:

Knuth made the following report on behalf of the Nominating Committee charged with recommending a slate of 2014 officers. The slate included Tom Bobrofsky for President, Doug Lay for Vice-President, and Mike Otten for Treasurer. Eileen Grunseth, Pat Pechura, Beth Martin and Paul Knuth were recommended to also serve on the Executive Committee. There were no additional nominations from the floor.

Election of 2014 Officers and Executive Committee members:

Knuth motion from the Nominating Committee to approve the slate of officers and Executive Committee members as presented. All aye. Motion carried.

Wessler Scholarship Applications:

No applications were received.

Request for Future Agenda Items:

Sturzl reminded the Board that according to the timetable established in 2012, the director evaluation document should have been reviewed at this meeting and then distributed at the March meeting for the next evaluation process. The last evaluation took place in November 2012. Sturzl recommended that the document be reviewed at the April 5 meeting, distributed at the May meeting, and turned over to the Executive Committee in June and July to prepare a report for the August meeting. The ad hoc Trustee Travel Committee report will be presented in April, as well as reports from members who attended Library Legislative Day.

Selection of dates for 2014 Board and Executive Committee meetings: (Exhibit 15)

WVLS V-Cat Steering Committee – Tuesday, February 25, 11:00 AM, WVLS Office

WVLS Board of Trustees – Saturday, April 5, 9:30 AM, WVLS Office

Future Board of Trustees dates: May 17, August 16, September 20, November 15.

WVLS Executive Committee – date to be determined

Backus thanked **Sturzl** for her excellent work as WVLS Board president and she was given a round of applause. **Sturzl** responded by extending her appreciation to all assembled for the support she received while serving as president.

Ascher asked for clarification of procedure if a member needed to leave before the end of a meeting and was advised to let the recorder know. **Bobrofsky** reminded members interested in attending the WAPL Conference on May 7-9 to let him know within the next couple of weeks.

Adjournment:

Grunseth/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:37 AM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder

