

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 January 17, 2015
 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 21, 2015.

President Tom Bobrofsky called the meeting to order at 9:35 AM.

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

Present

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

Others Present

Marla Sepnafski, WVLS Director
 Inese Christman, WVLS Assistant Director
 Josh Klingbeil, WVLS IT Director
 Kris Adams Wendt, WVLS Consultant
 Augo Hildebrand, WVLS staff
 Susie Hafemeister, WVLS staff
 Chris Heitman, WVLS staff

Excused

Audrey Ascher, member
 Jim Backus, member
 Marilyn Sauer, member

Bobrofsky read a letter of resignation from Marathon County Public Library board representative **Audrey Ascher**. A thank you card and certificate of appreciation will be sent to her.

Bobrofsky read a letter from State Superintendent of Public Instruction Tony Evers confirming DPI-DLT approval of the 2015 WVLS System Plan and informing the WVLS Board that 2015 state aid would remain at the 2014 level.

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

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

Knuth/Olszewski motion to approve the minutes of the board meeting of November 15, 2014. All aye. Motion carried.

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

Otten requested clarification, supplied by **Klingbeil** regarding the invoicing for shared technology infrastructure with Indianhead Federated Library System housed at the Chippewa Valley Technical College regional data center. **Olszewski** requested clarification, supplied by **Sepnafski**, regarding "pass through non-operating accounts" where libraries pay WVLS back for expenditures on their behalf through shared or group purchasing (as for example patron cards, bar codes, the movie licensing group). **Jopek** requested clarification, supplied by **Klingbeil** regarding expenditures for raspberry pi mini-computers used in pilot projects by member libraries.

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

2014 Treasurer's Report: (Exhibit 7)

Sepnafski presented the summary of 2014 financial reports. **Pechura/Sturzl motion to accept the 2014 Treasurer's Report as presented. All aye. Motion carried.**

REPORTS:

RESOURCE LIBRARY: (Exhibit 8) Members were directed to the MCPL Board minutes and director's report included among their meeting documents.

WLTF: **Sturzl** reported that the WLTF Board met at WLA Annual Conference. 2015 officers will be President Michael Norman (River Falls), Doug **Lay** as Vice-President and Alice **Sturzl** as Secretary. Past President Kathy Pletcher will represent WLTF on the WLA Board. Norman and Lay attended the WLA leadership meeting in January. The Board would like to involve representatives from all systems.

COLAND: (Exhibit 9) **Lay** reported COLAND met with the LEAN study committee on Dec. 5 and for its regular meeting on January 9. A report and "roadmap" (next steps) from the system visioning and redesign committee will be delivered to Superintendent Evers in early February. The work is ongoing with additional work groups to be formed as the process moves forward. **Sepnafski** asked what should be shared with member libraries at this point. Documents will be posted to the COLAND website. Lay is available to answer questions referred by **Sepnafski**. **Sepnafski** also referenced the ILS study document prepared by WiLS which was distributed, because it spoke to the difficulty of merging ILS consortiums and considerations beyond the databases themselves.

WVLS DIRECTOR (including WVLS Staff Report): (Exhibit10) **Sepnafski** reported the following: DPI had informed WVLS that the 2015 annual system plan has been approved and the first of two 2015 state aid payments was released. A one-page "WVLS Courier Guidelines" flyer, drafted by staff with input from several member libraries, was shared with member libraries and placed on the WVLS web site in December. Former trustee, Louann Fenhouse, Marathon County representative on the WVLS Board from 1998-2001, passed away in early December. Her family was notified that a \$100 donation (from the WVLS Reserve Fund) was placed in the Carol Ruth Wessler Memorial Scholarship Fund in her honor. WVLS received official notifications from the Clark, Oneida and Taylor counties that their representatives to our board have been reappointed for 3-year terms.

The Institute of Museum and Library Services (IMLS) denied DLT's second appeal to overturn their initial denial of the maintenance of effort (MOE) waiver. This decision will result in a penalty of 4.97% of the State's 2015 LSTA allotment. We don't yet know how this \$137,000 reduction might impact library service in general and the WVLS Technology Block grant specifically. (*Wisconsin Libraries for Everyone* blog; 1.15.15)

The Wild Wisconsin Winter Web Conference (WWWC), a premier state-wide virtual conference developed by the Nicolet Federated Library System and supported by WVLS and 13 other library systems in Wisconsin, will be held January 21-22, 2015. Five, 60-minute web presentations focusing on public libraries will be given each day from speakers all over the country. All sessions are available at no cost to participants.

Several WVLS staff members are compiling data for member public libraries' 2014 online annual reports. An annual report information packet will be emailed to WVLS colleagues early next week.

WVLS was contacted by Krause, Howard and Company, Inc. in mid-December with a request for information to begin the 2014 WVLS audit which will be shared with the Board in May.

Ramon Hernandez, former T.B. Scott Library (Merrill) Director passed away on December 7th. Ray also administered the Wisconsin Rapids Public Library, served on the Madison Public Library Board of Trustees and was President of the Wisconsin Library Association. Former Milwaukee Public Library and Milwaukee Federated Library System director **Donald Sager** passed away on January 1st.

New Rhinelander District Library Director, **Virginia Woods Roberts**, was featured Rhinelander's *Star Journal* article "Something for Everyone – New Library Director Focuses on Community."

The **Granton Community Library** is doing a year-long reading challenge. The challenge includes a checklist of 52 titles / types of books. One point is awarded for reading each title on the list.

The Urban Libraries Council recently honored the Madison and Milwaukee public libraries for their sustainability initiatives. Milwaukee Public Library received the ULC's 2014 Honorable Mention in sustainability for its efforts to reduce energy costs and Madison Public Library was recognized for the sustainable reconstruction of its central library. Details are available at <http://www.urbanlibraries.org/sustainability-pages-285.php>

The Madison Public Library was featured in the November/December 2014 *American Libraries* article "Home to the Homeless." The article describes how libraries are offering refuge and support to those in need and helping to foster a new community approach to homelessness.

The Madison, Muscoda, Wisconsin Dells, Amherst and North Freedom public libraries were included in the list of 258 libraries named Star Libraries by the 2014 *Library Journal* Index of Public Library Service. The LJ Index is a measurement tool that compares U.S. public libraries with their spending peers based on four types of per capita output measures – (1) circulation, (2) library visits, (3) program attendance and (4) public internet terminal use. The output measures of the five Wisconsin winners follow. More information about America's star libraries is available by typing 'library journal 2014' in a Google search.

United for Libraries (Association of Library Trustees, Advocates, Friends and Foundations) is now offering libraries, trustees, and friends a budget-friendly alternative to on-site consulting – Skype sessions. United for Libraries staff has more than 50 years of combined experience in the areas of library governance, advocacy, marketing, fundraising, Friends development, strategic planning, conflict resolution, and more. Pricing includes the Skype session, along with handouts and up to 30 minutes of consultation with the convener prior to the event. More information is available at (800)545-2433, ext. 2161, or email united@ala.org (Edited from *The VOICE for America's Libraries*; November/December 2014)

United for Libraries is also offering a new series of brief videos (8-10 minutes each) for Trustees to watch with their library directors during board meetings. The *Short Takes for Trustees* videos were designed to stimulate discussion about the important role that trustees play in the governance of their libraries.

Sepnafski distributed three infographics of Wisconsin Systems and Public Libraries displaying 2013 information according to land area and population density, municipal and extended county populations, and county circulation.

Christman gave a brief report about WPLC and Overdrive. **Martin** spoke about e-book use in area schools, leading to mention of a reading challenge activity at Granton Community Library and a short discussion about school/public collaboration as related to WVLS multi-type objectives and activities.

Sepnafski presented the 2014 WVLS Staff Report. There was a brief discussion of fuel prices as related to library delivery costs.

Grunseth/Sturzl motion to accept the 2014 WVLS Staff Report. All aye. Motion Carried.

V-CAT COUNCIL: (Exhibit 11) Christman reported on the December V-Cat Council meeting and subcommittee meetings. A Sierra and Decision Center upgrade is taking place on Monday. V-Cat will sponsor two staff members from V-Cat libraries to attend the Innovative Users Conference in Minneapolis in March. Cataloging trainings are planned.

LD&L, LIBRARY LEGISLATIVE DAY (Exhibit 12) Wendt promoted and discussed logistics details for Library Legislative Day on Tuesday, February 17, 2015. Five WVLS trustees are attending. An overview of DLT budget items was presented. Library Listening sessions are being organized for Rep. Czaja's and Sen. Tiffany's districts because they are newly appointed Joint Finance Committee members with the first one (at which the first 45 minutes is dedicated to library issues) scheduled for Tomahawk Public Library on January 19. A listening session will be held in Minocqua on January 23 and the Crandon Public Library on January 26. The Wisconsin Library Association's legislative (Library Development & Legislation or LD&L) committee has begun a monthly electronic newsletter.

ETHICS POLICY AND PROCEDURES - draft (Exhibit 13)

Sepnafski led discussion as the board reviewed several different examples of conflict of interest disclosure forms.

Jopek/Olszewski motion to send the draft policy and forms to the Executive Committee for consideration and return recommendations to the board in March. All aye. Motion carried.

DISPOSITION OF 2014 UNENCUMBERED BALANCE / 2015 BUDGET REVISIONS: (Exhibit 14)

Sepnafski led discussion regarding the unencumbered 2014 fund balance of \$132,000. She recommended that the bulk of this balance be directed toward restoring 2013 reserve fund levels, with \$8800 sent to a special projects account to include a subscription to videoconferencing programming for a pilot program, scholarship assistance to encourage attendance at the Association for Rural and Small Libraries Conference, potential interest in digitization and the ILEAD team. She asked approval for scholarship for a librarian/trustee/library friend to attend Library Legislative Day for the first time.

Sturzl/Otten motion to offer a scholarship for a librarian, trustee or library friend to attend Library Legislative Day for the first time, not to exceed \$400, to be offered starting with the upcoming event if there is interest. All aye. Motion carried. For 2016, Sepnafski and Wendt will solicit names of qualifying participants at the end of 2015 and bring the list to the January board meeting for consideration and action.

Knuth/Grunseth motion to approve Sepnafski's recommendation for rest of the unencumbered fund balance in the amount of \$8800. All aye. Motion carried.

REPORT OF THE NOMINATING COMMITTEE

Sturzl gave the report of the Nominating Committee consisting of herself, **Grunseth** and **Olszewski**: Current officers President **Bobrofsky**, Vice-President **Lay** and Treasurer **Otten** were nominated to continue in their present capacity. Nominated to complete the Executive Committee were **Grunseth**, **Knuth**, **Martin** and **Sturzl**.

ELECTION OF 2015 OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

Bobrofsky asked if there were any nominations from the floor for 2015 officers. **Grunseth/Jopek** motion to approve the report of the nominating committee as presented and elect the slate of officers and Executive Committee members by acclimation. All aye. Motion carried.

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

Olszewski mentioned that the Withee Public Library was still basking in the glow of its 95th Anniversary and enjoying the digital photo montage of area veterans. **Martin** talked about readers' enrichment activities at DC Everest Middle School for sixth grade readers, including a mock Newbery Award selection process and interaction with author Kate Milford. **Knuth** mentioned his recent adventures with Facebook interacting with writers. **Klingbeil** shared information about Minecraft and 3-D printers. **Sepnanski** reminded board members that garments with the WVLS logo may be purchased at WEBKO.

WESSLER SCHOLARSHIP APPLICATIONS:

No new applications have been received. A donation was made in memory of former WVLS Board member Louann Fenhouse from the WVLS Reserve Fund.

REQUEST FOR FUTURE AGENDA ITEMS: WVLS annual report, ARSL scholarship, ethics policy and procedures, "trustee tech bit," formal arrangement with Indianhead Federated Library System for regional data center collaboration, invitation for potential appearance by area legislators at a board meeting.

SELECTION OF DATES FOR 2015 BOARD AND EXECUTIVE COMMITTEE MEETINGS: (Exhibit 15): Future board dates for the balance of 2015 will be March 21, May 16, August 15, September 19, and November 14.

ADJOURNMENT:

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

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder

