

**WISCONSIN VALLEY LIBRARY SERVICE****Board of Trustees Meeting**

August 15, 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 September 19, 2015.

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  
 Jim Backus, member  
 Tyson Cain, member  
 Eileen Grunseth, member  
 Peg Jopek, member  
 Paul Knuth, member  
 Louise Olszewski, member  
 Pat Pechura, member  
 Marilyn Sauer, member  
 Alice Sturzl, member  
 Elaine Younger, member

**Others Present**

Marla Sepnanski, WVLS Director  
 Josh Klingbeil, WVLS IT Director  
 Kris Adams Wendt, WVLS Consultant  
 Susie Hafemeister, WVLS staff  
 Augo Hildebrand, WVLS staff  
 Judy Bobrofsky

**Absent**

Beth Martin, member  
 Katie Rosenberg, member

**CONSENT AGENDA ITEMS: (Exhibit 1 – 1a)**

**Lay/Olszewski motion to adopt the agenda order as suggested. All aye. Motion carried**  
**Sturzl/Knuth motion to approve May 16, 2015 meeting minutes. All aye. Motion carried.**  
**Otten/Grunseth motion to approve July 27, 2015 Executive Committee meeting minutes. All aye. Motion carried.**

**FINANCIAL REPORTS AND CURRENT BILLS: (Exhibits 2-7)**

**Lay/Pechura motion to accept and approve the financial reports and current bills 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: Lay** reported that the group is meeting next in September. Officers for 2016 will be: Lay as chair, Edgar "Skip" Mosshamer (Williams Bay) as vice-chair/chair-elect, Bill Wilson (Milton) as secretary and Kathy Pletcher (Denmark) continuing as representative to the WLA Board. Trustee programs are concentrated on Thursday, Nov. 4, at WLA Fall Conference.

WLA Fall Conference registration information was distributed to Board members.

**WVLS DIRECTOR:** (Exhibit 9) **Sepnafski** reported that former Withee Public Library Director **Loralee Peterson** was hired as the new Owen Public Library Director. Peterson replaces **Shirley Lehr** who retired on July 31, 2015. The Withee Public Library Board accepted applications for the vacant position in July. Interviews with potential applicants were scheduled the first week in August.

The WVLS Board of Trustees Executive Committee met on July 27, 2015 to review scholarship applications from public library directors and branch managers requesting assistance to attend the **2015 Association of Rural and Small Libraries (ARSL) Conference** scheduled for September 30 – October 3, 2015 in Little Rock, Arkansas. Scholarships were awarded to **Julie Beloungy** (Thorp Public Library), **Kay Heiting** (Granton Community Library), **Deb Gauerke** (Edgar Branch, Marathon County Public Library) and **Laura Wood** (Rothschild Branch, Marathon County Public Library). Details about the scholarship may be found at <http://www.wvls.org/arsl-conference-scholarship> and about the conference at <http://www.arsl.info/category/conferences/2015-conference/> WVLS congratulates all the scholarship winners!

**Youth Services Projects:** **Wendt** reported that WVLS and Chatterbox Charities contributed \$280 toward children's program performers at 32 member libraries and MCPL branches as part of the 2015 Summer Library Program ("Every Hero Has a Story"). Dorchester Public Library chose not to participate. WVLS libraries are very thankful to Chatterbox Charities for its donation to WVLS through funds raised during the annual Turkey Trot. Without this financial support, many of smaller member libraries would not otherwise be able to afford a special large group event. Summer library programming draws young readers to the library where they are encouraged to make good books a central and vital part of their lives while maintaining strong reading skills during vacation months.

UW-Madison School of Library and Information Science student and **WVLS intern Anna Julson** completed her LIS 620 Field Project requirement as a WVLS intern over a 7-week period between June 15 and July 31 in the area of youth services. WVLS provided travel expense support and facilitated placements for Anna at TB Scott Free Library in Merrill and the Lincoln Hills/Copper Lake School (Department of Corrections) outside of Irma. Her site based supervisors were **Linda Schuster**, Head of Youth Services at TB Scott, and **Kelly Knudsen**, Library Media Specialist at Lincoln Hills. She also spent an afternoon at Granton Community Library learning about combined school and public libraries, participated in the August 13 Library Advisory Committee meeting, and attended the Great Annual Library Worm Race in Rhinelander with her two year old son.

Anna has served as the Digital Librarian and Resource Specialist for Bridges Virtual Academy in Merrill since the fall of 2013 and the majority of her previous hands on experience was in a secondary school setting. Her internship gave her the opportunity to acquire new technology skills teaching students at Lincoln Hills/Copper Lake School while acquiring knowledge and skills in a unique school environment. At TB Scott she observed and participated in multiple summer programming events for elementary school children, learned the summer program planning process and planned an event for the 2016 summer theme. She also worked with the new TB Scott website manager to create visual displays showcasing unique collections via the website and/or social media, thus connecting previous SLIS course knowledge to real library world application.

**Regional Data Center (RDC) Shared Infrastructure:** Klingbeil provided updates on technology projects. WVLS is committed to facilitating and empowering broadband enhancement efforts throughout its footprint. An unpublished Broadband Enhancement Grant fund has been established to offer a nominal \$3,000 seed grant, either to counties which are directly involved in Broadband enhancement efforts with one or more libraries, or to two or more libraries working together with their respective communities on a Broadband enhancement project. WVLS is a member of the WCAN (Wausau Community Area Network) and involved in advisory capacities with discussions in Clark County, Lincoln County, and Taylor County. An emerging effort in Oneida County is being closely monitored.

The Lincoln County project to develop better network and Internet options continues to progress through regularly scheduled, monthly meetings. Four core agencies are working together with Livermore Technologies in a public-private-partnership to perform a comprehensive assessment and plan for developing internetworking connectivity between agencies. WVLS has established a Broadband Enhancement Grants element within the Technology Budget Reserve Fund. WVLS is working with TB Scott Library in Merrill and the Lincoln County Technology Director to form an appropriate request, approval, and disbursement process which can then be used by the other WVLS member counties to help jumpstart broadband enhancement projects.

The Clark County Broadband Consortium is a loose formation of local public and private technology leaders, along with technology advisors connected to various organizations in Clark County. WVLS and the UW Extension are currently helping organize and direct the very broad, county-wide conversation in a way that can lead to sustainable, local-leadership driven conversations in the various communities. These smaller initiatives would then remain connected, so that the whole county can work toward the common, broadband development goal.

Last year's move of much of WVLS server and virtualization infrastructure to the Chippewa Valley Technical College (CVTC) RDC in Eau Claire has been quite successful. The move catalyzed a continually developing partnership between Indianhead Federated Library System (IFLS) and WVLS. Technology staff members for both systems now meet bi-weekly via videoconference. The physical server platform continues to be reshaped and enhanced as technology implementations are reshaped based on the platform's capabilities. IFLS is migrating their Integrated Library System (ILS) from dated physical servers into the shared virtualization platform. WVLS is supporting this migration through a reconfiguration of resources, to better accommodate a virtualized ILS, and will benefit by learning how best to implement its own migration in 12-18 months. The RDC project is a core platform for Network and Enterprise Services.

WVLS is also partnering with IFLS on a joint Digital Repository Service and working to put significant physical data storage capabilities in place while simultaneously configuring the digital content platform application. This shared services partnership for infrastructure platform resources has been informally branded as LEAN Wisconsin (tentatively "Libraries and Education Advanced Network" or "Libraries, Educational, and Academic Network") to reflect the goal of enabling the platform to be leveraged by other educational entities as part of a lifelong learning framework. The shared application services between the two systems are called Libraries WIN.

**Continuing education and training:** Sepnafski highlighted the second annual Wisconsin Trustee Training Week, slated for August 17-21 which WVLS is co-sponsoring. Each day features a 1-hour webinar on a topic of interest to trustees. In June, WVLS partnered with the

Nicolet Federated Library System (NFLS), headquartered in Green Bay, to bring eight continuing education webinars to our member libraries between July-December 2015. A schedule was included in the Board packet as part of the Director's Report document. Under development is a "MinecraftEdu" librarian training series via webinar that reflects burgeoning interest in library programming to enhance STEM and literacy by using the Minecraft platform to develop and expand into more structured technological curricula.

**V-CAT COUNCIL UPDATE:** (Exhibit 10) Christman drew the board's attention to the V-Cat Council agenda and minutes from the June 4 meeting included in the Board packets. The 2016 V-Cat Budget was approved. The Council requested that a Discovery product implementation timeline be included with the 2016 budget proposal. Ecommerce implementation is moving along. A series of Ecommerce questions was shared with SOMBAW to determine "best practices" and it is expected this service will go live in October 2015. The roll out of the new Z39.50/RDA cataloging process started in May 2015, with the Tomahawk Public Library and the Frances L. Simek Memorial Library (Medford) as the first two "new" libraries to volunteer. Eight V-Cat libraries are now using Z39.50 for cataloging. WVLS has signed a contract with Backstage for V-Cat database authority work to be done on an ongoing basis, and is working with Innovative to set up new load tables for the authority work. WVLS is working with the Bib Committee to create product expectation and evaluation tools to aid in the process of selecting a discovery layer product. Also, plans are underway to schedule vendor demonstrations for V-Cat Council members in September 2015. On the evening of Tuesday, August 4, the Sierra software was upgraded with a service patch to correct issues with fines and replacement fees. The following morning, some member libraries experienced problems with opening the Sierra desktop clients. WVLS IT and ILS staffs worked with Innovative support to quickly resolve the issue that same day.

**V-CAT STEERING COMMITTEE:** (Exhibit 11) **Sturzl** drew the board's attention to the V-Cat Steering Committee agenda and minutes from the June 18 meeting included in the Board packets. The Steering Committee is a good collaborative effort and information exchange between the Board and library directors and will continue to facilitate communication between the Board and V-Cat Council (which has the opportunity to suggest revisions prior to final approval by the Board). **Sepnafski** added that the Steering Committee process has been very helpful for WVLS staff as well. The Steering Committee is included in both the system plan and system budget for 2016.

**COLAND:** (Exhibit 12) **Lay** reported on the July 10 meeting of COLAND held at UW Law School on the Madison campus. The System Redesign Work Group has now become a Steering Committee to oversee next steps in implementing visioning recommendations to be carried out by smaller work groups. Lay has been reappointed to another COLAND term; there are vacancies yet to be filled from among the applications submitted to the Governor's appointment office. The next COLAND meeting occurs one week before the next WVLS Board meeting.

**LIBRARY ADVISORY COMMITTEE (LAC):** **Wendt** reported that LAC met two days previous to the WVLS Board meeting and minutes would be available for the Board's September meeting. LAC recommended approval of the 2016 WVLS System Plan and Budget.

**V-CAT LONG TERM REPLACEMENT FUND:** (Exhibit 13)

The V-Cat Steering Committee discussed and approved a policy statement on V-Cat Minimum Reserve Funds stating the V-Cat Reserve Funds will be maintained with no less than \$320,000 and no more than \$375,000. Annually 50% of any unspent funds which includes any unspent money in the line item for V-Cat Long Term Replacement Fund in the budget will be transferred to the reserve

funds and the remaining 50% of unspent funds will be transferred to V-Cat Special Projects. This policy was subsequently affirmed by the V-Cat Council.

**Knuth/Jopek motion to accept the draft recommendation of the V-Cat Steering Committee, as affirmed by the V-Cat Council, regarding minimum reserve funds and the disposition of unspent funds. All aye. Motion carried.**

#### **2015 LSTA TECHNOLOGY BLOCK GRANT UPDATE**

#### **2016 LSTA TECHNOLOGY BLOCK GRANT PROPOSAL (Exhibit 14)**

**Klingbeil** reported on 2015 LSTA technology grant activities and 2016 proposals. The portion of technology funding allocated to Makerspace and Creative technologies was invested in a 3D printer, 3D scanner, production quality audio/video recording equipment, and Lego Mindstorm kits. Member libraries will be polled for specific ideas/requests to expend remaining funding. A workshop is in the early planning states to provide opportunity to learn about the acquired technologies and how to engage communities in their use. Funds earmarked for digitization are being held pending recommendations from the ILEAD project group. 2016 projects will focus on STEAM programming and technologies, as well as additional makerspace and digital content creation resources such as an enhanced Libraries WIN MinecraftEdu platform for educational and entertainment programming at member libraries. Lengthy discussion ensued. A Minecraft demonstration will be part of the September Board agenda.

**Pechura/Sturzl motion to approve the 2016 LSTA Technology Block Grant proposal as presented in exhibit 14. All aye. Motion carried.**

**WVLS DELIVERY SERVICE OPTIONS:** (Exhibit 15) **Hildebrand** reviewed an assessment comparing the value added cost and efficiency of either central sorting by WVLS (necessitating additional WVLS hires) or off site by a delivery vendor. Either option would free staff time currently spent sorting at individual libraries. Conversations with other systems that have similar arrangements were very positive.

**Pechura/Olszewski motion to accept the 2016 proposal of WALTCO Delivery to include sorting at their facility in the amount of \$124,944. All aye. Motion carried.**

**2016 WVLS SYSTEM PLAN – draft:** (Exhibit 16) **Sepnafski** guided section-by-section review and discussion of the draft 2016 WVLS System Plan, allowing staff members to note changes/additions and take questions for the sections to which they are most closely assigned. **Sepnafski** explained draft plan incorporates many of the Standards for Systems that were approved by SRLAAW in August 2013. It also acknowledges the recommendation outlined in the DLT sponsored LEAN Study of Wisconsin Public Library Systems in that WVLS is aggressively exploring and, in some cases, implementing partnerships with other systems to provide service. The draft plan also provides for new service opportunities to enhance library service at the local level and promotes member library staff development.

**Younger** asked for clarification on changes to number 4 under Library Technology and Resource Sharing: Technology/Network, leading to discussion about system support for citizen broadband access through libraries (with all that entails) which at the same time enables each individual library to network within and support the wider community. Attention was also drawn to number 16 in the same section where it was suggested that expanding the development of technology service partnerships with other library systems to benefit member libraries also encourages additional expansion into community partnerships. Considerable discussion ensued. A public library system's main focus is to support local libraries. However, community partnerships and the concept of "the embedded librarian" are a thread that permeates library work on all levels. Libraries (supported by library systems) are always reaching out and looking for connections to individuals and organizations that share common goals and service populations. This enhances community development while growing a collection of library advocates.

**Lay/Knuth motion to request staff to change the wording in items 4 and 16 under Library Technology and Resource Sharing: Technology/Network to reflect discussion and include the revisions when the document is returned to the board for final approval in September.**

[Business was temporarily suspended during a 10 minute break.]

**2016 SYSTEM BUDGET – draft:** (Exhibit 17) Sepnafski facilitated review and discussion of the draft 2016 WVLS Budget. Taken together, The 2016 Plan and Budget continues all services at current levels and also supports the implementation of new services in the areas of digitization, V-Cat, collection development, continuing education for member library staff, technology and courier. The 2016 Plan and Budget supports (allows for):

- The implementation of a WVLS-/vendor-sort option for courier
- A scholarship for a member library director or branch manager to attend the 2016 Association of Rural and Small Libraries Conference in Fargo, North Dakota
- WVLS trustee and staff attendance at the WAPL and WLA Conferences
- A \$.25 COLA for all staff
- The implementation of a discovery tool for the V-Cat database
- A 15% increase in health insurance
- The acquisition of additional digital content
- The provision of grants to libraries to partially subsidize new services that focus on innovation and collaboration
- a travel grant to a member library staff to attend WLA's Library Legislative Day for the first time
- opportunities for member libraries to share their digitized collections with Recollection Wisconsin and the Digital Public Library of America

Hildebrand gave an overview of available staff health insurance options. A final vote will be taken at the September meeting. Knuth praised Marla and her administrative team for their sound fiscal management. The Board concurred. No changes were suggested.

**2016 WPLC BUYING POOL:** (Exhibit 18) Klingbeil referenced the information in the Board packets. There were no questions.

**Lay/Jopek motion to accept the 2016 WPLC Buying Pool budget with shares. All aye. Motion carried.**

#### **CONCERNS, COMMENTS, AND REPORTS FROM AREA PERSONNEL AND TRUSTEES:**

**Jopek** reported on her visit to the Farmington, New Mexico Public Library. **Backus** made additional comments about WLTF seeing new board members and praised Lay and current leadership. **Pechura** reported on the highly successful book sale fundraiser at the Minocqua Public Library. **Otten** briefly shared his impressions from a month in Europe with a People to People Student Ambassador Program. **Olszewski** provided a Clark Co. update and announced Justine Paulson has been hired as the new Withee Public Library director and will begin work August 17. **Christman** announced V-Cat Discovery Demo Day on September 23. **Klingbeil** acquainted LAC members with an array of technology devices available for programs and demonstrations in member libraries.

**I-LEAD GRANT PROJECT UPDATE AND DEMO:** **Christman** and **Klingbeil** reported on recent activities by the WVLS ILEAD Team, shared a digitization display and information boards from their last training session and demonstrated the scanning equipment.

[Jopek left the meeting at 12:35 PM.]

**LEGISLATIVE UPDATE: Wendt** announced that next year's Library Legislative Day is scheduled for February 9, 2016 at the Madison Concourse Hotel and will include a celebration of the Wisconsin Library Association's 125<sup>th</sup> Anniversary in the Capitol rotunda. Longtime WLA governmental relations advisor Tony Driessen has retired and been replaced by Steve Conway, who lives near Athens and is well acquainted with WVLS area legislators. The budget process was successfully concluded for WLA priority items with funding maintained for public library systems, BadgerLink, Newsline for the Blind, and the state resource contracts (Cooperative Children's Book Center, Wisconsin Talking Book and Braille Library and two inter-loan contracts with Milwaukee Public Library and the UW). The effects of budget decisions upon library services in K-12 education and the UW-System are as yet unknown. The health of the Common School Fund is being monitored. It's anticipated that revisions to s. 43.30 allowing release of patron data to third parties such as collection agencies and law enforcement for the purpose of securing retrieval of library materials and payment for lost items will be introduced in the fall legislative session. WLA's legislative committee and lobbyists are working with legislators on draft language. Another potential revision to s.43.19 suggested by Waukesha Co. Federated System would replace 15 with 11 as the 'at least' number of members on a public library system board with the maximum number remaining 20 members. This change would not adversely affect the WVLS Board.

**WESSLER SCHOLARSHIP APPLICATIONS: Hafemeister** reported no new Wessler applications have been received.

**REQUEST FOR FUTURE AGENDA ITEMS:** The 2016 System Budget will come back for final review and approval. It was noted that "Trustee Tech Time" would focus on a Minecraft demo.

**ADJOURNMENT:**

**Olszewski/Pechura motion to adjourn. All aye. Motion carried.** The meeting was adjourned at 12:55 PM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder

