

**WISCONSIN VALLEY LIBRARY SERVICE**  
**Board of Trustees Meeting**  
May 16, 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 August 15, 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
- Eileen Grunseth, member
- Peg Jopek, member
- Paul Knuth, member
- Beth Martin, member
- Louise Olszewski, member
- Pat Pechura, member
- Katie Rosenberg, member
- Marilyn Sauer, member
- Alice Sturzl, member
- Elaine Younger, member

**Others Present**

- Marla Sepnafski, WVLS Director
- Josh Klingbeil, WVLS IT Director
- Kris Adams Wendt, WVLS Consultant
- Susie Hafemeister, WVLS staff
- Chris Heitman, WVLS staff
- Augo Hildebrand, WVLS staff
- Ralph Illick, Director, Marathon Co. Public Library
- Judy Bobrofsky

**Absent**

- Tyson Cain, member

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

Lay requested a rearrangement of the order of reports, moving COLAND to follow WAPL Conference and WLTF.

**Lay/Otten motion to adopt the agenda order as suggested. All aye. Motion carried**  
**Lay/Knuth motion to approve March 21, 2015 meeting minutes. All aye. Motion carried.**

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

Bobrofsky shared a letter from Deputy Superintendent of Public Instruction Kurt Kiefer that accompanied the second 2015 payment of public library system aids.

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

**Treasurer’s Report:** (Exhibit 8)

**Sturzl/Olszewski motion to accept the 2014 Treasurer’s Report as presented. All aye. Motion carried.**

**REPORTS:**

**RESOURCE LIBRARY:** (Exhibit 9, 9a, 9b) Illick supplemented the information included in board packets with an overview of MCPL plans and process for building improvement. Illick left the meeting at 9:50 AM following his report.

**WLTF/WAPL CONFERENCE:** Lay reported on the WLTF sponsored programs at the WAPL Spring Conference dealing with librarian/trustee relations, advocacy for changing times and “Beyond Book Sales” tips for productive library friends groups. **Wendt** added that she attended early literacy and community relationship building programs that suggested speakers for future WVLS workshops and thought the Winnefox READ posters with legislators would be worth pursuing in WVLS territory. 2016 WAPL Conference will be in Oshkosh.

**COLAND:** (Exhibit 10) Lay reported that COLAND participated in the WAPL Spring Conference program that updated attendees on progression of the system services redesign process. Guided by COLAND’s Strategic Vision for Library System in the 21<sup>st</sup> Century and using the DPI LEAN System Study Work Group Recommendations; the ILS Study; and the SRLAAW Report “Creating More Effective Library Systems” the new path will be created. Three representatives of COLAND, the LEAN group, and DPI/DLT will create a new steering committee to oversee work groups in key identified areas. Volunteers are being solicited from different size libraries across the state. It has been suggested that a trustee also be included. The original “roadmap” proposal called for \$500K from the state budget and two project managers, but conversations with legislative leaders led to the conclusion it would not be prudent to pursue that funding at this time. Instead, \$35,000 has now been budgeted from LSTA funds for initial work this year, and \$100,000 requested in LSTA funding for next year. Emphasis is on seeking data to direct greater collaboration and efficiency in order to recapture and redirect existing funding, with patron needs being central and service redesign discussion preceding governance reconfiguration. DLT has created a new website for the System Redesign Process [http://pld.dpi.wi.gov/pld\\_system-redesign](http://pld.dpi.wi.gov/pld_system-redesign).

**WISNET FUTURE TECHNOLOGIES CONFERENCE:** Klingbeil reported on the Future Technologies Conference sponsored by WISNET on May 11-12 which highlighted developing rural broadband initiatives, as well as the recent WISNET Board elections. A general discussion about broadband expansion ensued.

**WVLS DIRECTOR:** (Exhibit 11) **Sepnafski** reported the following: The Edith Evans Community Library (Laona) Board of Trustees announced that **Felicia Albrecht** has been hired to replace retiring director **Cindy Lemerande** as of June 1. The Owen Public Library Director **Shirley Lehr** has announced her retirement. The Library’s Board of Trustees is now taking applications with a deadline of June 1, 2015. UW-Madison School of Library and Information Science student **Anna Julson** will be interning with WVLS over the summer. Her area of interest is in youth services and her primary placements will be at Lincoln Hills and the T.B. Scott Library. **Inese Christman** will be a presenter at the 2015 Wisconsin/Illinois Innovative Users Group Spring Conference at Marquette University (Milwaukee) on June 12, 2015. **Joshua Klingbeil** will be the featured speaker for an Outagamie-Waupaca Library System one-hour webinar on May 20<sup>th</sup>. The topic of the session is “Malicious Social engineering Works – Wise Up”.

**Technology:** 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. Staff 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 in Clark County 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.

WVLS and Indianhead Federated Library System (IFLS) are working in partnership to share capital infrastructure resources, which will allow each system to provide more robust services, with stronger depth of support. The platform is currently in production mode, and is under continued development to further enhance its durability and availability to other system partners. WVLS brings virtualization infrastructure and platform experience to the partnership, and IFLS brings network health/monitoring and advanced application services experience to the partnership. The short term goal is to strengthen services with the combined resources and sharing. The long term goal is to continue adding system partners, to continue enhancing and adding services, and to reduce overall costs for services across all partners and their respective members.

WVLS, IFLS, and Northern Waters Library Service (NWLS) coordinated with each other to host a three day, Northern Wisconsin Technology Days event, with sessions hosted in each system's regions. Each day had the same Keynote presenter, Melody Clark of Arrowhead Library System, who shared a wealth of knowledge on Makerspace technologies, and how even small libraries can empower their patrons to leverage various creative technologies to enrich their entertainment and learning experiences. Other sessions were also duplicated, so that librarians across all three systems had greater opportunities to learn and share by selecting the location and/or day that was easiest to fit into their busy schedules.

**V-Cat Projects:** Ecommerce implementation is moving along. A series of Ecommerce questions was shared with SOMBAW to determine "best practices." The roll out of the new Z39.50/RDA cataloging process has started with the Tomahawk Public Library and the Frances L. Simek Memorial Library (Medford) being the first two "new" libraries to volunteer. The authority control project is progressing with the processing of the second test file of 10,000 bibliographic records by the prospective vendor. The Bib Committee will meet to discuss the test results and talk with the vendor on May 28, 2015. Inese Christman along with Virginia Roberts, Director of the Rhinelander District Library and Ellie Schwartz, Circulation Supervisor at T. B. Scott Free Library attended the 2015 Innovative User's Group (IUG) conference in Minneapolis Minnesota.

**I-Lead:** The second (of three) I-Lead Conferences in Green Lake session is scheduled for the week of June 22, 2015. The WVLS Team met recently via Google Hangout to identify and assign the categories of study that the group will investigate before this session: Inese Christman and Don Litzer will be investigating best practices for metadata (cataloging); Sue Engel is identifying what project instruction sheets will be required; Emily Pfothauer is preparing copyright information; and Todd Mountjoy is exploring the various scanning equipment that maybe needed for the project. The outcome of the June 2015 session will be a poster session about our digitization project. The WVLS Team's project "Enrich the Future, Tap into the Past" focuses on the creation of a digitization process that can be adopted by K-12 school, academic, and public libraries in the WVLS area.

<http://tinyurl.com/qxrx5w4> points to a Google Drive folder which contains a set of slides and presentation materials which were shown by several different presenters during the Northern Wisconsin Technology Days event in April. Jamie Matczak, Continuing Education Coordinator at the Nicolet Federated Library System (Green Bay) is again putting together web-based programs for Wisconsin Trustee Training Week. Slated for August 17-21, each day will feature a 1-hour webinar on a topic of interest to trustees. WVLS plans to co-sponsor this event.

**Advocacy and Legislation:** (Exhibits 11a/11b) **Wendt** reported that Joint Finance Committee (JFC) public hearings were held in late March/early April in Brillion, Milwaukee, Rice Lake (the closest one to WVLS area) and Reedsburg. She attended the hearing in Rice Lake on March 23<sup>rd</sup> representing WVLS and WLA, and presented written testimony in support of priority library budget items together with Heather Johnson from the River Falls Public Library (IFLS) who is another WLA legislative committee member. WVLS and IFLS each have two legislators from member counties sitting on JFC.

JFC is currently engaged in executive sessions, going over each agency budget in turn to amend and pass the budget bill on to the legislature. Legislators have been asked to sustain and maintain current funding for the state library aid items supported by the Governor throughout the budget process. The DPI and UW budgets will be among the last to be considered due to their complexity. So far, the budget request for the Board of Commissioners of Public Lands (BCPL) has remained intact. BCPL administers the Common School Fund, the only source of funding for most school libraries and State Trust Fund Loan Program which invests in community capital projects including public libraries. In April, WLA President John Pollitz sent a letter to the JFC in support of the Common School Fund.

Work is also progressing on the introduction of new language changing s.43.30 to enable the sharing of patron data with collection agencies or law enforcement for the purpose of item retrieval and collection of replacement costs for lost items.

**V-CAT COUNCIL:** (Exhibit 12/12a) Members' attention was directed to the V-Cat Council documents in the board packet. The Council met on April 2. The V-Cat Council approved the 2015-2016 V-Cat Strategic Plan at their April 2, 2015 meeting and will review the 2016 V-Cat Budget a second time at their June 4, 2015 meeting. The Council requested that a Discovery product implementation timeline be included with the 2016 budget proposal. E-commerce is under investigation to enable electronic payments.

**LIBRARY ADVISORY COMMITTEE:** (Exhibit 13/13a) The WVLS Library Advisory Committee (LAC) met on April 9. Erica Grunseth (Abbotsford Public Library) is LAC 2015 President, Todd Mountjoy (Nicolet College) will follow her in 2016 and Carla Huston (Jean M. Thomsen Memorial Library, Stetsonville) was newly elected to the post for 2017.

**2014 AUDITOR'S REPORT:** (Exhibit 14)

Hildebrand reported that the audit went very smoothly and no deficiencies were found.

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

[Business was temporarily suspended during a 15 minute break, during which Knuth left the meeting.]

**WVLS COURIER PROJECT PROPOSAL:**

Hildebrand brought the board up to date regarding exploration of methods by which courier service to WVLS libraries might become more efficient and cost effective. More information will be available at the August meeting.

**2016 LSTA GRANT PROPOSALS:** (Exhibit 15)

**Klingbeil** explored ideas for the 2016 LSTA Technology Block Grant suggested during the Library Advisory Committee discussion. To best support the facilitation of those ideas and others, focus will be on three areas: connecting libraries with local and regional experts, enhancing access to creative technologies, and enhancing the WVLS shared “unlimited” compute and data storage platform. **Wendt** is exploring several topics for future grants in the “special needs” category (detailed in the exhibit).

**WVLS IT SERVICES BUDGETING GUIDE FOR 2016 – draft:** (Exhibit 16)

**Klingbeil** highlighted updates and changes to the document draft since its first discussion by the board in March. There was a slight increase in support costs from \$40 to \$50/hour.

**Olszewski/Rosenberg motion to accept and approve the 2016 WVLS IT Services Budgeting Guide as presented. All aye. Motion carried.**

**2015-2016 V-CAT STRATEGIC PLAN – draft:** (Exhibit 17)

As previously indicated, the V-Cat Council unanimously accepted the 2015-2016 V-Cat Strategic Plan at their April 2, 2015 meeting without comment.

**Grunseth/Martin motion to approve the 2015-2016 V-Cat Strategic Plan as presented. All aye. Motion carried.**

**WVLS MENTORSHIP PROGRAM PROPOSAL – draft:** (Exhibit 18)

**Sepnafski** presented the final draft of the trial mentorship program for new WVLS public library directors. Initially this program will be specific to V-Cat/Sierra services and available to new directors who use Sierra to perform routine administrative functions. **Christman** will provide oversight after WVLS staff makes the match. An evaluation of the program will be conducted after one year. **Sepnafski** also indicated that the suggestion for trustee mentoring made by **Cain** at a previous meeting has not been forgotten.

**Pechura/Sturzl motion to approve the WVLS Mentorship Program Proposal. All aye. Motion carried.**

**CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:**

**Sepnafski** reported that three-county Mid-Wisconsin Federated Library System (MWFLS) will be dissolving by year end. Jefferson County recently announced that it will be joining the one-county Waukesha Federated Library System. What direction the two remaining counties – Dodge and Washington – will take, is still unknown. **Pechura** shared information on connectivity issues. **Backus** mentioned a recent visit to the St. Paul Public Library with a used book store and Zelda’s Café. **Olszewski** shared news from Clark Co. libraries. **Sturzl** reported on changes to service hours and staffing at the Edith Evans Memorial Library in Laona.

**WESSLER SCHOLARSHIP APPLICATIONS:**

**Hafemeister** reported new Wessler applications have been received. However, one application has been received so far against the July 15 deadline for the new Association of Rural and Small Libraries (ARSL) conference scholarship offered by the board.

**INFORMATION FOR TRUSTEES:**

Bobrofsky drew the board's attention to items distributed around the table including a trustee appointments chart, the 2015 Glossary of Acronyms & Library/System Related Terms, the 2014 WVLS System Information & Statistics (Exhibit 19), and ALA State of America's Libraries 2015 report.

**REQUEST FOR FUTURE AGENDA ITEMS:** Backus announced that WLTF past chairs are soliciting answers to the question "What can WLTF do for you?" and looking at future conference programs as well as how best to serve the needs of Wisconsin trustees at all levels. He requested time on the August agenda for a brief discussion of suggestions.

**ADJOURNMENT:**

**Jopek/Younger motion to adjourn. All aye. Motion carried.** The meeting was adjourned at 11:52 AM.

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder