

**WISCONSIN VALLEY LIBRARY SERVICE**  
**Board of Trustees Meeting**  
 May 21, 2016  
 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 20, 2016.

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
- Tyson Cain, member
- Eileen Gruneth, member
- Peg Jopek, member
- Paul Knuth, member
- Louise Olszewski, member
- Pat Pechura, member
- Katie Rosenberg, member
- Alice Sturzl, member
- Elaine Younger, member

**Others Present**

- Marla Sepnafski, WVLS Director
- Inese Christman, WVLS Assistant Director
- Josh Klingbeil, WVLS staff
- Kris Adams Wendt, WVLS staff
- Augo Hildebrand, WVLS staff

**Excused**

- Sonja Ackerman, member
- Jim Backus, member
- Marilyn Sauer, member

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

No changes were made to the agenda order.

**Lay/Knuth motion to accept the agenda as posted. All aye. Motion carried.**

**Lay/Knuth motion to approve the March 19, 2016 Board meeting minutes and April 21, 2016**

**Executive Committee minutes with correction that Otten is “treasurer” rather than a “treasure.” All aye. Motion carried.**

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

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

**TREASURER’S REPORT:** (Exhibit 8)

**Pechura/Olszewski motion to approve the Treasurer’s Report as presented. All aye. Motion carried.**

**PERFORMANCE EVALUATION OF THE WVLS DIRECTOR**

**Lay/Rosenberg motion 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). All aye on a roll call vote. Motion carried.**

The board entered closed session at 9:35 AM and invited **Sepnafski** back into the meeting at approximately 9:55 AM.

**Sturzl/Olszewski motion to return to open session. All aye on a roll call vote. Motion carried.**

The Board returned to open session at 10:11 AM. Other staff members and guests rejoined the meeting. **Bobrofsky** announced that during closed session the Board approved the Director's performance review report and authorized a raise from E3 to F1 on the pay schedule starting October 1, 2016.

The Board suspended business for a 10 minute break.

## REPORTS:

**Resource Library:** (Exhibit 8) Members were directed to the MCPL Board minutes and director's report included among their meeting documents. **Rosenberg** added a brief renovations planning update.

**WLTF:** **Lay** reported excellent attendance at WLTF programs during the May 11-13 WAPL Conference and shared plans for October 26-28 fall WLA Conference offerings in Milwaukee. October 27 is Trustees and Friends Day. A membership marketing plan will be directed at trustees to encourage new members as well as fall conference attendance.

**WAPL CONFERENCE:** **Bobrofsky** encouraged discussion of programs attended by those around the table who attended the WAPL Conference.

**WISNET FUTURE TECHNOLOGIES CONFERENCE:** **Klingbeil** distributed a written summary report of his attendance at this annual conference, this year held the same week as WAPL.

**COLAND:** (Exhibit 10) **Lay** referenced the agenda from the COLAND meeting that took place in Mercer the day before the Board meeting and promised a more detailed report in future.

**WVLS DIRECTOR'S REPORT:** (Exhibit 11)

Full report may be found here <http://www.wvls.org/meeting/board-trustees-may-21-2016>

The following items were specifically mentioned during the meeting:

A note of thanks was received from MCPL staff member **Paula Langenhahn** for providing a terrific "**Bullet-Proof Leadership**" workshop with Pat Wagner on February 23 and for the gift card won in the workshop drawing. Former WVLS staff member **Bette Baur** passed away on April 29, 2016. She was 82. Bette worked for Marathon County Public Library from March 1980-April 1983, and as a mail clerk for WVLS from June 1983 until her retirement July 1995. A letter was sent to Bette's family to let them know that \$100 was placed in the Wessler Memorial Scholarship Fund to honor her years of service to WVLS.

**Christman** was notified by **State Superintendent Tony Evers** of her appointment to the Library Services and Technology Act (LSTA) Advisory Committee for the 2016-2018 term. The Committee advises Superintendent Evers on matters pertaining to the administration of the LSTA program. In 2016 responsibilities will include establishment of the annual grant criteria, categories, applications and awards. In 2017 the current LSTA Plan (2013-2017) will be evaluated and a new Wisconsin LSTA Long-Range Plan (2018-2022) will be developed.

The Wisconsin Department of Public Instruction notified WVLS that the **Second 2016 State Aid Payment** of \$212,986 was approved. This payment allows WVLS to continue to carry out this year's system plan as approved earlier by the Division for Libraries and Technology (DLT). Public library system funding is provided from the Universal Service

Fund. The **Nicolet Federated Library System** (NFLS) Board of Trustees has notified WVLS of their interest to engage in merger discussions with neighboring systems. Marla awaits a reply from NFLS Director Mark Merrifield. **Northern Waters Library Service** (NWLS) has indicated an interest in increased cooperation and collaboration.

**2015 Cost per circulation and Act 420 Information** was shared with member libraries should they wish to invoice adjacent counties for serving their non-residents (county residents who live outside of a community with a library). According to Wis. Stat. 43.12, libraries must submit an invoice to the clerks in adjacent counties by July 1, 2016. In turn, the adjacent counties must pay at least 70% of the cost for service to those libraries by March 1, 2017.

In April, WVLS granted **Sue Hafemeister's** request to reduce her hours worked per week from 24 to 15. With this reduction, several tasks previously performed by Susie were reassigned to other staff. Several weeks ago WVLS posted an opening for a **Communications Coordinator**. This position will be responsible for developing and implementing marketing strategies and materials to promote services to member libraries and trustees; providing consulting services in the areas of marketing, programming and outreach; and developing, coordinating and providing training opportunities for WVLS staff, area library personnel and trustees. Interviews will be held in late May.

**Sepnafski** invited staff members to each highlight one item from the director's report.

**Wendt** reported that the WVLS partnership with Northern Waters Library System (NWLS) to provide continuing education opportunities on the topic of personal cyber-security will receive the requested **\$3,000 DPI/DLT grant**. The idea grew out of the Youth Services Information Exchange (YSIE) discussion in Three Lakes on April 29. This is the second year that DPI/DLT is providing financial and material resources to support collaborative multisystem continuing education youth and special services projects. Requirements include collaboration between at least two public library systems, an in-person continuing education event and support for individual member library efforts related to and following the workshop. In-person workshops are slated for September 20 in Ashland and Wausau. Emphasis will be placed on information tweens and teens (and their parents) need in order to be informed, safe and responsible digital citizens while using social media. The custom-designed training for library directors and staff will be based on the San Jose Public Library (SJPL) "Virtual Privacy Lab" model for teaching online privacy. Morning program to feature Erin Berman (SJPL) and Michael Zimmer (UW-Milwaukee SOIS and Center for Information Policy Research). Afternoon speakers will be chosen from local and county law enforcement in each system. The training will provide solid guidance to public and K-12 library staff developing proactive local programming that will identify and educate library users on Internet privacy and cyber-security challenges. Participants will be guided to develop a palette of library-based action plans and toolkits for community implementation with collaborative partners. Each system will distribute \$1,500 in micro-grants to libraries who develop implementation plans for their communities after attending the training.

**Christman** reported that WVLS is working with the Crandon and Owen public libraries to pilot the **WVLS Digitization Service**. Watch for more details and a demonstration at the August board meeting. A ResCarta digitization workshop was held the end of March. WVLS and Indianhead Federated Library System (IFLS) will partner to create content storage space.

**Klingbeil** updated the Board on the WVLS partnership with IFLS in to share **Makerspace resources** acquired by each system with libraries from both systems. **Ann Mroczenski** is

leading the project on the WVLS side with **Leah Langby** leading from the IFLS side. Together, the two systems are bolstering existing Creative Technologies capital pools and developing hands on show-'n-tell and training sessions for librarians across the systems. Minecraft training session blocks have been scheduled through the year, and WVLS will continue to utilize existing MinecraftEdu licensing to host beginner training courses regardless of the outcome of Microsoft's forthcoming educational version of Minecraft. Details of MinecraftEdu related mergers as potentially impacting future licensing are included in the full Directors Report.

**Sepnafski** gave a WVLS budget changes update and distributed information about an August 17 workshop in Minocqua covering BadgerLink searching and the new Discovery tool. An article from *School Library Journal* "Social Justice Teachable Moments; How do we Educate on Equality and Equity," as well as "Ten Ways US Librarians Can Inform the American Electorate" were distributed. A "Moove around Thorp" brochure, Summer Library Program brochures from MCPL and Abbotsford PL were passed around. Also shared was a brochure advertising Trustee Training Webinar Week as August 22-26.

**V-CAT COUNCIL:** (Exhibit 12) Board members were directed to the April 7 V-Cat Council agenda and minutes in their packet.

**LIBRARY ADVISORY COMMITTEE:** (Exhibit 13)

The first LAC meeting of the year was held April 14. Wendt reported that 2016 President Todd Mountjoy (Nicolet College Brown Library) resigned due to medical concerns and Vice President Carla Houston (Thompson Memorial Library, Stetsonville) was elevated to the task. Laurie Ollhoff (Edgar School District) will serve as 2016 Vice-President/2017 President-Elect and Julie Beloungy (Thorp Public Library) will serve as 2017 Vice-President/2018 President Elect. The second 2016 meeting is scheduled for August 16.

**2015 AUDITOR'S REPORT:** (Exhibit 14)

**Hildebrand** presented the 2015 Auditor's Report. The audit went very smoothly and no deficiencies were found. The Board's attention was drawn to new Rule 68 from the Governmental Accounting Standards Board (GASB) regarding accounting and financial reporting by state and local governments. It requires additional documentation of assets and liabilities for pensions.

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

**2015 WVLS ANNUAL REPORT:** (Exhibit 15)

Discussion and approval of the annual report was postponed from the March meeting at the request of Board members who had experienced technical difficulties while attempting to download and read the large file in its entirety. The report has been approved by DPI/DLT.

**Grunseth/Jopek motion to accept the 2015 WVLS Annual Report as presented. All aye. Motion carried.**

**WVLS BOARD OF TRUSTEES EMAIL LIST:** (Exhibit 16)

Klingbeil reviewed WVLS email communication, list serves and public record retention/request protocols. Board members were reminded to use only their WVLS email accounts for WVLS business purposes. Discussion included review of how board members may access their WVLS accounts on devices other than their iPads, and ways in which the list serv for current local library trustees could be regularly updated.

**2017 V-CAT BUDGET– draft:** (Exhibit 17)

Board members were referred to the document in their packet and reviewed projected costs.

**Grunseth/Knuth motion to accept the 2017 V-Cat budget as presented. All aye. Motion carried.**

**2017 IT SERVICES BUDGET GUIDE – draft: (Exhibit 18)**

**Klingbeil** presented an overview of the document in the Board packet. The information will assist local libraries in calculating potential IT costs from WVLS when preparing their respective budget requests.

**Otten/Jopek motion to adopt the 2017 IT Services Budget Guide draft as presented. All aye. Motion carried.**

**WESSLER SCHOLARSHIP:** There was no report.

**INFORMATION FOR TRUSTEES**

The following items were shared: 2016 Acronyms & Library/System Related Terms (Exhibit 19), 2015 WVLS System Information & Statistics (Exhibit 20), Rising to the Challenge: Re-Envisioning Public Libraries, aka “the Aspen Report” (Exhibit 21), Action Guide for Re-Envisioning Public Libraries (Exhibit 22).

**REQUEST FOR FUTURE AGENDA ITEMS:** Draft WVLS System Plan, draft WVLS 2017 budget, draft 2017 WVLS/Resource Library Agreement, ARSL scholarships (The Executive Committee will need to meet in early July to review scholarship applications.). Otten suggested that Klingbeil present core information about iPad and other communication updates to the entire board to simplify potential small group or individual training sessions.

**CONCERNS, COMMENTS, AND REPORTS FROM AREA LIBRARY PERSONNEL AND**

**TRUSTEES: Bobrofsky** mentioned the WLA Foundation fundraiser in Madison on August 21 and drew the Board’s attention to blog posts on the WVLS website banner. Jopek recommended the book *A Just and Generous Nation; Abraham Lincoln and the Fight for American Opportunity* by Harold Holzer and Norton Garfinkle. Wendt reminded board members of the importance of continuing legislative relationship building through fall campaign season and being aware of both incumbents and candidates (who may not be successful but still present an opportunity for greater understanding of library value). Otten and Rosenberg invited assistance with active recruitment for the Marathon Co. Kids Voting USA open executive director position.

**WVLS DASHBOARD DEMONSTRATION**

**Klingbeil** briefly explained that the dashboard is a collection of information in small view. WVLS statistical data related to ILS usage, e-content (Overdrive) and other technology use is being collected in one location. The dashboard is under development but aggregate data so far is available at <http://dashboard.wvls.org> .

**ADJOURNMENT: Grunseth/Sturzl motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:55 AM.**

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder