

**WISCONSIN VALLEY LIBRARY SERVICE
Executive Committee Meeting**

February 10, 2015
WVLS Conference Area
300 North First Street
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Executive Committee has approved them.

President Tom Bobrofsky called the meeting to order at 1:00 p.m.

Roll call was taken by Marla Sepnafski and it was determined a quorum was present.

Present

Tom Bobrofsky, President
Douglas Lay, Vice-President
Michael Otten, Treasurer
Beth Martin, member
Paul Knuth, member
Eileen Grunseth, member
Alice Sturzl, member

Others Present

Marla Sepnafski, Director
Susie Hafemeister, WVLS staff

Review WVLS Constitution

The board reviewed the Constitution and suggested these changes:

- **Article VII. Section 1.** Change sentence to read “Notices of regular meetings shall be sent to members of the Board of Trustees of the Wisconsin Valley Library Service at least seven (7) days prior to the meeting.”
- **Article VII. Section 3.** Change last sentence to read “Notice of each meeting shall be sent to members of the Executive Committee at least seven (7) days prior to the meeting.”

Knuth/Otten made and seconded a motion to approve the changes listed above in the WVLS Constitution to include page numbers, amended day of adoption and approval at the March 21, 2015 Board of Trustees meeting. Motion carried.

Review WVLS By-Laws

The board reviewed the By-Laws and suggested these changes:

- **#IV.** Change “shall” to “may” to read “The Marathon County...may be established there by....Public Library.”
- **#VIII.** Take out sentence beginning with “Maximum...for dinner.” Insert new sentence to read “Maximum meal allowances will be determined each year by the Board of Trustees at their January meeting.”
- **#IX.** Change first sentence to read “The Library Advisory Committee (LAC) is authorized...or groups.” Change next sentence to read “The members of LAC may be reimbursed... committee meetings.”
- **#X.** Change second sentence from “which” to “that” to read “Counties, cities, village, or towns that withdraw....Library Service.”
- **#XII.** Change first sentence to read from “three (3) regular meetings” to “two (2) regular meetings”.

Sturzl/Grunseth made and seconded a motion to approve the changes listed above in the WVLS By-Laws to include page numbers, amended day of adoption and approval at the March 21, 2015 Board of Trustees meeting. Motion carried.

Review WVLS Board of Trustees By-Laws

The board reviewed the Board of Trustees By-Laws and suggested that page numbers and amended day of adoption be included in the new By-Laws.

Sturzl/Martin made and seconded a motion to approve the changes listed above in the WVLS Board of Trustees By-Laws for approval at the March 21, 2015 Board of Trustees meeting. Motion carried.

Review Ethics Policy & Procedures

The board discussed the Conflict of Interest policy dated January 21, 1984. They suggested that we use that policy as is to include grammar and spelling changes.

They also discussed the draft Conflict of Interest Policy and Procedures Form which was presented at the January 17, 2015 board meeting.

The board decided to create one form, using the updated wording from the 1984 policy and the disclosure form "Draft (2)" excluding the first two paragraphs to arrive at the final Conflict of Interest Disclosure Form.

Sturzl/Knuth made and seconded a motion to approve the suggested changes to the Conflict of Interest Policy and Conflict of Interest Disclosure Form; to have it reviewed and signed annually at the January board meeting; and to recommend approval of the revised document at the March 21, 2015 Board of Trustees meeting. Motion carried.

Next meeting dates:

WVLS Board of Trustees, Saturday March 21, 2015, WVLS office, 9:30.a.m.

WVLS Executive Committee – date/time to be determined

ADJOURNMENT

Grunseth/Sturzl made and seconded a motion to adjourn.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Susie Hafemeister, Meeting Recorder