

**WISCONSIN VALLEY LIBRARY SERVICE**  
**Board of Trustees Meeting**  
 January 16, 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 March 12, 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  
 Sonja Ackerman, member  
 Jim Backus, member  
 Tyson Cain, member  
 Eileen Grunseth, member  
 Peg Jopek, member  
 Paul Knuth, member  
 Louise Olszewski, member  
 Pat Pechura, member  
 Katie Rosenberg, member  
 Marilyn Sauer, member  
 Alice Sturzl, member

**Others Present**

Marla Sepnafski, WVLS Director  
 Inese Christman, Assistant Director  
 Josh Klingbeil, WVLS staff  
 Kris Adams Wendt, WVLS staff  
 Susie Hafemeister, WVLS staff  
 Augo Hildebrand, WVLS staff  
 Kay Heiting, Director, Granton Community Library  
 Ralph Illick, Director, Marathon Co. Public Library

**Excused**

Elaine Younger, member

**Bobrofsky** welcomed Sonja Ackerman to the board as a new representative for Marathon Co. appointed to the seat formerly held by Beth Martin, and invited her to introduce herself.

**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/Sturzl motion to approve November 14, 2015 meeting minutes as presented. All aye. Motion carried.**

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

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

**2015 TREASURER'S REPORT:** (Exhibit 8)

**Lay/Pechura motion to accept the Treasurer's Report as presented. All aye. Motion carried.**

**REPORTS:**

**Resource Library:** (Exhibit 9) Members were directed to the MCPL Board minutes and director's report included among their meeting documents. **Illick** thanked Board members for their work and provided updates on staff changes, the building planning and visioning process for the main library branch, and the Children's Museum of Marathon Co. project.

**WLTF: Backus and Lay** shared updates on WLTF projects and upcoming WAPL programs.

**COLAND:** Lay reported that a COLAND go-to-meeting would be held the following Friday.

**WVLS Director's Report (including WVLS Staff Report):** (Exhibit 10)

**Sepnafski** reported that in late November 2015, DPI confirmed the 2016 system plan was approved and the first of two 2016 state aid payment in the amount of \$638,958 was released. A \$100 donation was transferred from the WVLS Reserve Fund to the Carol Ruth Wessler Memorial Scholarship Fund in memory of Leo Martin, who represented Marathon Co. on the WVLS board from 1996-1999. WVLS received official notifications of renewed appointments from Clark County for **Louise Olszewski**, and from Langlade County for **Peg Jopek**. Marathon County reappointed **Mike Otten** and **Elaine Younger** for another term, and also appointed **Sonja Ackerman** to replace Beth Martin who resigned from the WVLS Board in November 2015.

**WVLS Projects:**

The 2016 **Wild Wisconsin Winter Web Conference (WWWC)**, a premier state-wide virtual conference developed by the Nicolet Federated Library System and supported by WVLS and 14 other library systems in Wisconsin, will be held January 20-21, 2015. Speakers from across the nation will provide sixteen 60-minute web presentations focusing on public libraries will be given each day.

More at [www.wildwiscwinterweb.com](http://www.wildwiscwinterweb.com)

**Public Library / System Annual Reports:** Several WVLS staff are compiling data for member public libraries' 2015 annual reports. An annual report information packet will be emailed to WVLS colleagues early next week. A draft 2015 WVLS annual report has been completed and awaiting DLT release of the online form for final input.

**2015 WVLS Audit:** WVLS was contacted by Krause, Howard and Company, Inc. in mid-December with a request for information to begin the 2015 WVLS audit. It's anticipated the audit will be ready to share with the Board in May.

**Discovery Layer:** WVLS met with the EBSCO Tech Support Team in early January to discuss the next steps for implementing the EBSCO Discovery Service (EDS). One of the representatives mentioned that WVLS was the first library/public library system in Wisconsin to sign on with EBSCO for their Discovery product. She also commented how impressed she was by all the information WVLS shared with V-Cat members to help them learn about and evaluate several discovery products; and complimented **Christman** on the very thorough and thoughtful process used to select a product. The representative further indicated she wished to share WVLS process as a "Success" story with other libraries/systems investigating Discovery services, as an aid to help with thorough product evaluations. WVLS will be working closely with the EBSCO Tech Support Team to implement a soft rollout of the EDS in early May 2016.

**Digitization Service:** Following the WVLS ILEAD team's presentation on the WVLS Digitization Toolkit at the final ILEAD-Wisconsin conference last October, staff continues to build on the team's effort by drafting guidelines and templates to streamline the digitization process for libraries. Documents now in the toolkit include: Digitization in a Box Contributor Guidelines, Online/Print Digitization Proposal, Digitization Toolkit Request and Equipment Loan Agreement, Metadata Style Manual,

Concise List of Required Metadata Elements, Best Practices for File and Title Naming, Scan-Day Deed of Gift and Description Form, and Digitization Toolkit Survey.

Staff met with Owen Public Library Director, **Loralee Petersen** to begin creating a test file. The Digitization Toolkit was used to scan photos from a historic event and to create the proper metadata for testing. The next steps will be to identify server addresses and transfer the files to the cloud backup and shared IFLS/WVLS data center, and forward the metadata to Recollection Wisconsin.

The information learned from this test will be used to fine-tune the process. As WVLS staff and Owen work together, they will document the process to share via a proposed 2016 ARSL conference presentation.

WVLS is finalizing plans to offer three ResCarta digitization workshops on March 29, 30, and 31, 2016 at the Nicolet College in Rhineland, Wausau or Merrill, and the Frances L. Simek Library in Medford respectively.

**Mobile Wi-Fi Hotspot Project:** WVLS is working with Indianhead Federated Library System (IFLS) and several WVLS libraries and school districts to experiment with mobile Wi-Fi hotspots.

Three WVLS member libraries that have 4G cellular data coverage in their areas expressed a strong interest in participating; the vendor is working to identify IFLS member libraries with 4G coverage in their areas. Medford School District is interested in working in partnership with the Gilman and Rib Lake School Districts as well as the library system and libraries in Taylor County to pilot mobile Wi-Fi hotspots on buses. A pilot project plan under development includes 50 devices shared by WVLS and IFLS and one free month of unlimited data service provided by the vendor. Emphasis is on public library community outreach programs and public library/school collaboration.

**Vendor-sort Courier Project:** In November 2015 member public libraries were asked to share their views about the vendor-sort opportunity WVLS would like to implement. A few expressed concerns over the condition of materials should the vendor do the sorting rather than member library staff. Another suggested that it might be constructive to learn more details about the procedures employed by the other 15 systems currently using the vendor-sort option. WVLS is now gathering specifics from the other systems to create a synopsis to share with member libraries and the WVLS Board of Trustees.

#### **People/Libraries/System News:**

There will be new directors in three Clark County public libraries in 2016. A new director will be starting at the **Neillsville Public Library** on Monday, January 18. While WVLS has not yet learned the name of the new hire, this person replaces former director **Jo Ann Gustavson**, who resigned in mid-November. **Ellen Siverling**, Loyal Public Library Director, announced her resignation effective January 1, and the library board is now undergoing a search for her replacement. Earlier this week, the director of the Abbotsford Public Library, **Erica Grunseth**, announced her last day on the job will be February 19. She has accepted a position at the UW-Green Bay Library.

An announcement was made at a January 5, 2016 meeting of the Colby Common Council that an anonymous \$50,000 donation was received for the purpose of planning, designing and building a new **Colby Public Library**. An additional \$450,000

would be given to the project if the library is a new facility rather than building an addition onto the current site. The Council also voted to match the individual's donation with city funding and to hire SEH Inc. to apply for a Community Development Block Grant for additional library funding. The Council's next step will be to form a committee to explore library site options. (Edited from *Tribune-Phonograph*; January 6, 2016)

**WVLS Staff Report:** Sepnafski drew attention to the 2015 WVLS Staff Report showing results for each objective in the 2015 System Plan. A brief discussion ensued.

**Sturzl/Rosenberg motion to approve the WVLS Staff Report as written. All Aye. Motion carried.**

Ralph Illick left the meeting.

**V-CAT Council:** (Exhibit 11) **Bobrofsky** attended the December V-Cat-Council meeting and extended a thank you from the Board. Board members were directed to the written report. There were no questions.

**LD&L/Library Legislative Day:** (Exhibit 12) **Wendt** discussed appointment and transportation details for the WVLS delegation attending on February 9 Library Legislative Day. She provided an overview of pending legislation from the WLA agenda, particularly the "Return of Library Materials" bill (AB609/SB466) which is finally working its way through the committee hearing process. Rep. Mursau has authored AB704, the Tribal College and Joint County Libraries bill which would allow a tribal college/county joint library to participate in a public library system.

**ARSL Conference:** Librarians from four WVLS member libraries attended the Association of Rural and Small Libraries Conference in Little Rock, AK on October 1-4, 2015. **Kay Heiting** (Granton Community Library) thanked the Board and give her report. Heiting won a drawing to be able to attend the 2016 conference in Fargo, ND. WVLS will again offer scholarships in 2016.

**WVLS CONFLICT OF INTEREST AND DISCLOSURE FORM:** (Exhibit 13)

Conflict of interest and disclosure forms for 2016 were distributed and completed by Board members.

**DIGITIZATION PROJECT DOCUMENTS – drafts:** (Exhibit 14)

**Christman** drew the Board's attention to exhibit 14 and the template documents that will accompany WVLS digitization projects to assist with organization, protect copyright, document participation and assist with appropriate inventory and indexing processes.

**DISPOSITION OF 2015 UNENCUMBERED BALANCE / 2016 BUDGET REVISIONS:** (Exhibit 15)

**Sepnafski** recommended the 2016 budget be adjusted to reflect a \$49,036 deposit to the resource development line and \$59,000 to the reserve fund (bringing both lines to the 2013 level), leaving an unallocated unencumbered balance of \$7,604.92.

**Knuth/Cain motion to accept the director's recommendation regarding the resource development and reserve fund allocations and to add \$7,604.92 to the scholarship account for ARSL scholarships. All aye. Motion carried.**

**2015 WVLS ANNUAL REPORT:** (Exhibit 16)

**Sepnafski** explained that the 2015 system report (a summary of the treasurer's year-end report) and the staff report) has not been received from DPI/DLT and there was no exhibit 16 to share. The report will be on the March agenda for retroactive approval.

**PERSONAL SECURITY COMPLIANCE (PCI) POLICY & TERMS OF USE POLICY – drafts:** (Exhibit 17)

**Christman** and **Klingbeil** explained that working with three vendors to implement ecommerce necessitated adoption of these two policies to enable the timely release of funds collected via the Sierra ecommerce module. Discussion ensued. These policies are a statement of ethics rather than a legal document.

**Pechura/Jopek motion to approve the draft personal security compliance policy and terms of use policy as written. All aye. Motion carried.**

**SELECTION OF DATES FOR 2016 BOARD AND EXECUTIVE COMMITTEE MEETINGS:** (Exhibit 18)

**Pechura/Olszewski motion to accept the dates for Board and Executive Committee meetings as printed. All aye. Motion carried.**

**REPORT OF THE NOMINATING COMMITTEE**

**Sturzl** gave the report of the Nominating Committee consisting of herself, **Pechura** and **Sauer**: 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 **Cain**, **Pechura**, **Sauer** and **Sturzl**.

**ELECTION OF 2016 OFFICERS AND APPOINT/APPROVE EXECUTIVE COMMITTEE MEMBERS:**

**Bobrofsky** asked if there were any nominations from the floor for 2016 officers.

**Jopek/Grunseth motion to approve the report of the nominating committee as presented and elect the slate of officers and Executive Committee members by acclamation. All aye. Motion carried.**

Marilyn Sauer left the meeting.

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

**Jopek** shared a news clipping describing the major facility update planned for the Antigo Public Library. The library will be closed from the end of August through the first week in October. **Knuth** reported that six members of the Rhinelander District Library Foundation have been trained by the library director as volunteer library tour guides. RDL will reach out to members of municipal government and other groups with invitations. **Olszewski** shared library news clippings about Clark Co. libraries. **Sturzl** updated the Board on Laona's library service centennial event on March 31. **Backus** announced that his wife may be available for travelogue programs featuring her photography at area libraries in the future. **Bobrofsky** announced he has been asked by DPI/DLT to represent trustees on the library standards rewrite team working on the area of administration. **Pechura** inquired whether lower gas prices are reflected in courier costs. **Hildebrand** replied it does not affect delivery costs but the fuel service charge will fluctuate.

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

**REQUEST FOR FUTURE AGENDA ITEMS:** ARSL scholarship application, Retroactive approval of the WVLS annual report, WVLS collaboration grant for libraries partnering with community agencies and businesses.

**ADJOURNMENT:** **Backus/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:32 AM.**

Respectfully submitted,

Kris Adams Wendt, Meeting Recorder