

WiLS Board Meeting

Friday, October 24, 2014

Present:

Mark Arend (Winnefox Library System)
Peg Billing (Tomahawk SD)
Mark Boucher (UW-Baraboo/Sauk County)
Lee Konrad (UW-Madison)
Kelly Kroes (WISPALS/Gateway Tech)
Stef Morrill (WiLS)
Jennifer Peterson, (Menasha Joint SD)

Steve Platteter (Arrowhead Lib Sys)
Tasha Saecker (Appleton Public Library)
Andrea Schmitz (Verona SD)
Lisa Viezbicke (Beloit College)
Pat Wilkinson (UW-Oshkosh)
Heather Winter (Milwaukee Art Museum)

Absent:

Martha Berninger (Resources for Libraries & Lifelong Learning)

WiLS staff present:

Andi Coffin, Emily Pfothner, Bruce Smith

Guests present:

Jill Thomas, chair, Cooperative Purchasing Advisory Committee

Call to Order: Changes/Additions to the Agenda

S. Morrill requested that agenda item #8 (Report of Committees) move to the top of the agenda to accommodate J. Thomas' schedule. In place of the "general group discussion," S. Morrill requested that the group discuss planning. M. Arend offered a tour after the meeting. All of the changes were made to the agenda as requested.

Introductions and welcome

Jeff Gilderson-Duwe, director of the Winnefox Library System and the Oshkosh Public Library, welcomed the group. Thank you to Winnefox/Oshkosh for hosting the Board!

Approval of July 2014 meeting notes

P. Billing moved to approve the July 2014 meeting notes, S. Platteter seconded. Approved unanimously.

2013/14 end of year financial report

S. Morrill presented an end of year budget summary document. The financials are strong: we finished the fiscal year in the black, and most revenues were at or above the projected amounts. The "Other project revenue" was lower than budgeted, but this number was an estimate based on our best guess for the first year of the new structure. We budgeted the cooperative purchasing service fee percentage to be 4%, and the actual percentage was 3.9%, which was a close estimate.

On the expense side, we underestimated unemployment because we had to pay twice in our fiscal year (once when we began with our own staff and once in January 2014). Copying/printing and accounting services were higher than budgeted because of the transition. The audit is higher than budgeted but we will save money this year by doing a review instead of an audit. Other accounts that had higher expenses than budgeted were higher because they included expenses for projects. For 2014/15, we will be changing how we show those expenses to make it clear that they are associated with projects for which we are being paid and not general WiLS expenses.

S. Morrill encouraged the Board to review the end of year financial documents found in the Dropbox.

Discussion: Investment Policy Statement

At our July meeting, the Board authorized S. Morrill and T. Klement to work with the Finance Committee on an investment policy statement. S. Morrill presented the draft statement created with the Finance Committee. The Finance Committee specifically asked the Board to weigh in on socially responsible funds: what constitutes “socially responsible”? What rate of return is acceptable?

After much discussion, the group decided that “socially responsible” would be whatever funds are deemed such by those managing the funds.

The group discussed the policy, and directed S. Morrill to work with T. Klement and potential investment managers to determine:

- If adding municipal bonds to the portfolio would be advisable (as the Board members are interested in this type of investment).
- If a 5% rate of return over 10 years is feasible with our potential portfolio.
- What percentage of each type of investment would be present in a portfolio that has our rate of return goal.

S. Morrill will do so and report back to the Board and Finance Committee.

Report, Discussion, and Action: Recollection Wisconsin, WiLS, and DPLA

E. Pfothenauer presented information about Recollection Wisconsin and DPLA. Slides from her presentation, along with her speaking notes, are included with this document.

Having Recollection Wisconsin expand to become the DPLA service hub for Wisconsin is logical, as Recollection Wisconsin is already providing most of the service hub functions. Having WiLS be the project manager for this project is also logical, given that it is, essentially, a collaborative project, and WiLS has experience managing collaborative projects. E. Pfothenauer has been working with DPLA, the Recollection Wisconsin partners, and the Wisconsin Historical Society on a proposal to move us forward in this direction.

This project will never be cost-recovery by the organizations that use the services, so the next steps will be to secure funding for the project. DPLA has funding from many large foundations and being part of it could mean more readily available funding for Recollection Wisconsin. We will need a minimum of \$117,000 per year to do the project. We have \$25,000 per year committed from the Nicholas Family Foundation.

S. Morrill asked that the WiLS Board formally endorse the idea of Recollection Wisconsin becoming a service hub and that WiLS will spend time looking for money so that we can move forward. P. Wilkinson moved that the WiLS Board enthusiastically supports the concept of Recollection Wisconsin becoming the Wisconsin DPLA service hub and that WiLS become the project manager for the project.

This motion is an endorsement of the concept. Funding would need to be secured and MOUs would need to be developed among the partners for protection and to determine an appropriate exit strategy in case one is needed.

A. Schmitz seconded the motion. The motion passed unanimously.

The group asked what the Board can do to help. E. Pfothauer and S. Morrill will keep the Board up-to-date and let them know when we might need letters of support. If Board members have ideas for funding, please let S. Morrill know that, too!

Discussion: Bylaw revisions

Prior to the meeting, the Executive Committee reviewed the WiLS bylaws with S. Morrill and suggested some changes to reflect current practice and to clarify certain items. S. Morrill presented the changes. The most significant changes are to committee structure/creation with the goal to make the process less burdensome for the Board and more reflective of current practice, which works well.

The group discussed the issue with the annual meeting. Because the annual meeting is in the summer at WiLSWorld, we do not get K12s to attend. One of the proposed changes suggests that we have multiple annual meetings that would be held in conjunction with the regional meetings to deal with this issue. It is unclear at this point if it's legal to have multiple annual meetings. It was proposed that WiLS staff survey the K12 members to see if they would attend WiLSWorld if it was held the second or third week of June. Changing the date of WiLSWorld could resolve the problem. Peer Council could be moved to the end of July in place of WiLSWorld. WiLS staff will do this surveying and report back to the Board.

Report of Committees

Cooperative purchasing

J. Thomas reported on three projects that CooPAC is undertaking:

1. WiLS staff will be talking with members and asking some standardized questions to gain a better understanding of budgets and allocations.
2. CooPAC is putting the finishing touches on a program to recognize vendors that keep increases low.
3. CooPAC is working on making the communication of database prices and WiLS services fees more transparent. CooPAC has already approved a new form for quotes and invoices.

CooPAC has also endorsed a consolidation of renewal dates that would accommodate July, January, and September fiscal years and make the process more efficient for WiLS staff. CooPAC is also looking at the cooperative purchasing newsletters, and are happy to have all trial information in one place.

Experts Connection

S. Morrill reported that, now that a few projects are in place, WiLS staff will move forward with the workgroup. By the next Board meeting, there will be a report from the workgroup.

Director's report

The Director's report was sent in print, and there were no further questions or comments.

General group discussion or discussions by type

In lieu of general group discussion, S. Morrill asked the group to review a document that outlines the planning activities for each year. The goal of this type of process is to keep us flexible instead of creating a longer term strategic plan that does not allow us to respond to member needs. The proposed process calls for member surveys for feedback and planning which would be drafted by WiLS staff, reviewed by the Board, and sent to membership. The results would be fed into a staff retreat where the WiLS staff would develop plans to resolve issues and choose strategic directions for the coming year. The Board would review the results of this retreat.

The Board had no objections to this proposed plan, and were happy that WILS staff is taking the time to reflect quarterly on how things are going and to keep things moving in appropriate directions. WILS staff is encouraged to reach out to the Board for guidance whenever it is needed.

Next meeting: February 27th, Madison

Motion to adjourn was made by T. Saecker and seconded by L. Viezbicke. Motion carried and meeting adjourned.