

## **WiLS Board Meeting**

Meeting Minutes - DRAFT

May 19, 2016

10:00 a.m.

By GoToMeeting

### **Board members in attendance:**

Martha Berninger, DPI

Lee Konrad, UW-Madison

Catherine Lavalloé-Welch, UW-La Crosse

Melissa Matz, Elmbrook School District

Stef Morrill, WiLS (Ex-officio)

Steve Platteter, Arrowhead Library System

Tasha Saecker, Appleton Public Library

Andrea Schmitz, Verona Area School District

Kristin Vogel, St. Norbert College

Heather Winter, Milwaukee Art Museum

### **Board members absent:**

Mark Arend, Winnefox Library System

Peg Billing, Tomahawk School District

Sylvia Contreras, Edgewood College

Scott Vrieze, Wisconsin Indianhead Tech College

### **Staff in attendance:**

Jeff Brunner, Melody Clark, Andi Coffin, Sara Gold, Tom Klement, Lisa Marten, Melissa McLimans, Emily Pfothenauer, Bruce Smith

### **Call to Order: Changes/Additions to the Agenda**

T. Saecker called the meeting to order at 10:02 am. There were no changes/additions to the agenda.

### **Approval of February 2016 meeting notes: joint meeting and board meeting**

Motion: Approval of minutes

Moved to approve: A. Schmitz

Second: S. Platteter

Discussion: Catherine's last name needs to be changed. Motion pass unanimously.

### **Treasurer's Report/Finance report for current year**

We are in our 3<sup>rd</sup> quarter. On the Balance Sheet, the asset to liabilities ratio is very strong. The Fund Balance, which is the balance-to-date from day one, is also very strong. On the Profit & Loss Statement, the revenue is over our budget projection by over \$1.3 million, mainly due to cooperative purchasing sales. The consulting, cooperative purchasing project, and consortia management are a little behind on the budget right now, but most will catch up with the 4<sup>th</sup> quarter billings. The American Express money came in April and will take us about \$5,000 over the budget in the AMX/Interest Rebate area. Some vendors have stopped taking American Express payments. The expenses are all well within our budget and we are expected to end our year that way. While our cooperative purchasing expenses are more than projected, the net revenue will still be above the projected.

### **Presentation of and action on FY16/17 budget**

S. Morrill presented the budget, with a particular focus on the lines that have changed significantly from the FY15/16 budget. The membership revenue line is up, based on actual 15/16 numbers. We are not projecting any income for cooperative projects at this time, as we don't have anything yet scheduled. Consortium management includes WISPALS, Recollection Wisconsin, and WPLC. Events/Education are down from last year, based on actual revenue and expenses. Because of the change with some vendors not taking American Express, we do not expect an increase in that line, but do

not expect a decrease from what was projected for this year (because revenues were higher than projections for FY15/16). Given what we have already booked or have the MOUs almost finished, we believe we will be within \$10,000 for consulting services. We are budgeting less than 15/16 actuals for cooperative sales just to be on the safe side. We don't project having to take anything out of the fund balance, but we'll see where we're at for the end of the year.

With the increase in consortium and consulting projects, we are able to add a 15-hour part time position. Salaries include 2% raise for all staff.

Software/technology expenses are down, based on actually and because we only pay for SugarCRM every other year. The line for "Memberships" decreased significantly, as subscriptions/journals will be moved into staff travel/expenses. Postage has increased because we now ship the mail from the PO Box to a staff member to save the travel time. Conference exhibits went down a little because we pulled Recollection Wisconsin out into a separate line. We didn't estimate an expense for consulting services last year but now with a year under our belt we were able to put an estimate for 16/17. The only expenses in Consortium Management is for Recollection Wisconsin publicity.

Motion: approval of 16/17 budget

Moved to approve: M. Berninger

Second: S. Platteter

Motion passed unanimously.

#### **Presentation of and action on the FY17/18 cooperative purchasing membership fees**

The Finance Committee has recommended keeping the same cooperative purchasing membership fees (\$199 per institution) for the FY17/18 membership year. We set cooperative purchasing membership fees at least a full year in advance so members, especially K12 members, can budget ahead of time. Everyone was in favor of keeping membership fees the same as recommended by the Finance Committee.

#### **Discussion: How we meet**

The WiLS Board currently meets four times per year, and typically meets in person, though often one meeting per year is a virtual meeting. Meetings are in August, November, February (which is our audit meeting), and May (which is our budget meeting). S. Morrill expressed a preference to have at least one in-person meeting per year, as there is energy and ideas in an in-person meeting that we do not always have meeting virtually. May is a good meeting to have virtually, as it is a "winding down" meeting with the primary purpose being to approve a budget.

The group discussed the frequency of in-person meeting and thought that having one meeting as only face-to-face, one meeting as a face-to-face with a phone option, and the other two meetings as virtual could work.

The first meeting with new board members makes sense to be in person to build comradery and build relationships. The February meeting is best in person because it's the audit meeting with the Finance Committee, so that meeting could have a phone meeting option as a backup for those who do not want to attend in person. The other two meetings (October and May) can be virtual. We will experiment with this model for FY16/17 and revisit after the year.

#### **Discussion: How to utilize the Finance Committee skills and talents**

At their November meeting, the Finance Committee discussed the possibility of members of that body taking a more active role on advisory committees. At the time, there was a proposal on the table to create a separate advisory committee for consulting services. The board decided not to create such a committee: "{The Board} in combination with the Finance Committee, can provide direction for consulting services. We can add members to the Finance Committee if we want specific people or talents in the group." Members of the Finance Committee are interested in having a more

active role, and the group discussed the possibilities. S. Morrill will reach out to the members to find out what skills sets they each have that they would like to share with WiLS and provide some assignments prior to our February meeting.

**Discussion: Director Review**

After going through one “quarterly” director review, the chair and chair-elect think that it may be overkill to do this process each quarter. The group discussed a less intensive plan. T. Saecker suggested an annual review, and the group agreed that it would be in line with other organizations. If S. Morrill ever leaves, a new person could be reviewed more frequently at the Board’s discretion. We will move forward with this plan of an annual review and S. Morrill will work with H. Winter and the new Chair Elect to come up with what that looks like.

**Action: Nominations Committee**

In August, we will have elections of officers. We need to form a nominations committee to bring forward a slate of officers. The chair position will automatically be filled by Heather Winter, the current chairperson-elect. The committee will identify a nominee for chairperson-elect (who will serve one year as chairperson-elect and one year as chair) and a nominee for treasurer (who will serve either two or three years, depending on where they are in their term). T. Saecker, M. Matz, and possibly A. Schmitz would be happy to help. H. Winter will connect with those who expressed interest.

**Adjournment**

Before adjourning, S. Morrill thanked everyone for their commitment and willingness to be part of the board, and expressed her appreciation for the dedicated board. Three board members are up for renewal this year, so special thanks were expressed to P. Billing, M. Arend, who is also the outgoing treasurer, and especially T. Saecker as the outgoing chair.

Meeting adjourned at 10:42am.

Motion: adjourn the meeting.

Moved to adjourn: C. Lavalley-Welch

Second: S. Platteter

RECORDER: L. Marten