

WiLS Board Meeting

Tuesday, October 31

Board Members, in attendance:

Mark Arend, Winnefox Library System, Treasurer

Peg Billing, Tomahawk School District, Chair

Melissa Matz, Elmbrook School District

Stef Morrill, WiLS (ex officio)

Steve Platteter, Arrowhead Library System, Chair-Elect

Martha Berninger, DPI RL&LL

Tasha Saecker, Appleton Public Library,

Sylvia Contreras, Edgewood College

Jane Roisum, Fox Valley Technical College

Kristin Vogel, St Norbert College

Paul Waelchli, UW-Whitewater

Heather Winter, Milwaukee Art Museum, Chair

Teresa Voss, Verona School District

Scott Vrieze, UW-Stout

WiLS Staff, in attendance:

Jeff Brunner, David Hafner, Sara Gold, Bruce Smith, Melissa McLimans , Tom Klement, and Andi Coffin

Call to Order: Changes/Additions to the Agenda

There were no changes or additions

Welcomes & introductions

All attending were welcomed

Approval of August 2017 meeting minutes

S. Platteter moved approval; T. Saecker seconded. No discussion. Minutes were approved unanimously.

Advisory Committee/workgroup updates

Cooperative Purchasing (CooPAC)

There was no update, as the group meets November 20th.

Treasurer's report/Financial report for FY16/17

T. Klement reported on the financials. The end of the year reconciliation is continuing. This process is complicated due to cooperative purchasing and because of the deferments that have to happen at the end of the year. Every month cooperative purchasing income and expenses are reviewed and matched up, which allows for accurate review at the end of the year. Prepayment of bills and libraries asking for billing prior to the end of the fiscal year for next year expenses also result in deferments, which also complicates things. The end of the year reconciling can be complex at the end of any year due to these things. As there was new staff working on the financials this year, it's more complicated.

He shared some observations based on the end of the year financials so far. The balance sheet continues to show growth similar to previous years. On the income statement, we have gained on invested funds. The cooperative purchasing program continues to set new bars every year. There were more expenses in staff because of the overlap of new and departing staff, along with additional staff for grant projects. A project to redevelop our member portal resulted in higher expenses than budgeted in the software and technology line. Because we hired Lisa Marten to help with some consulting after she left WiLS, the consulting fees were over budget as well. Consulting services appear to be

overbudget, but these are all related to the PLSR project, and are either reimbursed or paid out of our revenue for the project.

Director's report: sent in print prior to meeting; we can discuss any questions about it.

The director's report focused on a recommendation related to the digital preservation initiative. After going through the process and learning more about what the community wants, it seems like the activities would make the most sense to happen through Recollection Wisconsin and not WiLS. S. Morrill is recommending that WiLS work with Recollection Wisconsin to determine if they want to take on this area of service.

The Board discussed, and agreed with the plan. A lot of thought went into this recommendation, and it makes sense for WiLS to not overlap services with others who are providing similar services.

S. Morrill shared some information to clarify who "owns" recent grant projects. The NEH grant was a Recollection Wisconsin project. The Mukurtu project is a WiLS project.

Discussion: Revised values

The Board discussed the revised organizational values that were sent to them prior to the meeting. There was general support for the new values. They are not excessively wordy and well orientated to the library community.

The group discussed how to communicate the new values with the membership. They will be shared through the director's weekly message, added to the regional meeting agenda, and each board member was asked to share with three colleagues to get feedback. S. Morrill will write up a message to help the board members with this activity.

Discussion and action: Employee handbook

While it's later than usual, the 2017-2018 employee handbook was brought to this meeting for Board consideration and approval. The biggest change in the handbook is in the benefits section. The WiLS auditors let S. Morrill know that WiLS cannot legally give money as an insurance stipend. Offering higher salaries and not referring to it as an insurance stipend is an option. The language in the handbook referring to health stipends was removed.

Another change was the policy related to WLA membership. If a staff member attends two or more WLA conferences a year, it is more economical for WiLS to pay for the staff member's WLA membership than to pay non-member rates for the conferences.

There is also a new policy regarding when reimbursements need to be submitted.

There was no further discussion. T. Saecker moved approval of the changes to the handbook. M. Berninger seconded. Motion passed unanimously.

Discussion and possible action: WiLS annual cooperative purchasing fee

WiLS' school members pay for their cooperative purchasing membership fee through Common School Funds. The funds cannot be used for membership fees, so either schools will not be able to pay for the fee using Common School Funds or something will need to change in how WiLS approaches these fees. The ideal solution would allow the fee structure to remain the same for all members. Prior to 2013, there was a membership structure that varied by type and size of library. It was complex, and member appreciate the simplicity of the current model.

The group discussed some possibilities including:

- Rolling the fee into the first subscription: Thirty-two members do not get any subscriptions but benefit from the direct order discounts. They would have to be charged another way.

- Creating a package that members could subscribe to in lieu of a membership fee.

The WiLS staff will continue to discuss and will bring a recommendation back to the Board.

Review of strategic initiatives

The Board discussed both the progress of the 2017 initiatives and the 2018 upcoming initiatives.

There was support for the upcoming initiatives. Board members felt that the goals were good for a growing organization and could provide models for other libraries. The general consensus was that the Board likes the direction of a potential reorganization and liked the goals for the reorganization.

The group discussed the potential process for the cooperative purchasing review. Board members offered to help with sessions at various meetings, including WISPALS at WAAL and the UW Libraries at CUWL.

2018 meeting dates

February 13th at 10:00 will be the annual membership meeting. Board members are encouraged to attend. The February Board meeting will be scheduled by Doodle poll. There will be an in-person meeting sometime in April or May.

Adjourn

M. Arend moved adjournment; S. Platteter seconded. Motion passed unanimously.