

**WiLS Board Meeting  
December 7, 2018**

**Board Members, in attendance:**

Mark Arend, Winnefox Library System, Treasurer  
Martha Berninger, DPI  
Peg Billing, Tomahawk School District  
Nathan Dowd, Edgewood College, Chair-Elect  
Melissa Matz, Elmbrook School District  
Kris McCoy, Mineral Point School District  
Stef Morrill, WiLS (ex officio)

Steve Platteter, Arrowhead Library System, Chair  
Jane Roisum, Fox Valley Technical College  
Kristin Vogel, St. Norbert College  
Paul Waelchli, UW-Whitewater  
Teresa Voss, Verona Area School District  
Heather Winter, Milwaukee Art Museum

**WiLS Staff, in attendance:**

Jeff Brunner, Melody Clark, Andi Coffin, Sara Gold, David Hafner, Tom Klement, Melissa Mclimans, Bruce Smith

**Call to order; Changes/additions to the agenda**

Meeting was called to order by chair S. Platteter. T. Klement requested a change to the agenda to cover the Treasurer's Report as the first item under reports. The group was in favor of this change.

**Approval of August meeting minutes**

T. Voss moved approval; P. Billing seconded. Motion is approved unanimously.

**Reports**

The following reports were provided in print prior to the meeting:

- a) Director's report
- b) CooPAC report
- c) Ideas to Action report
- d) Peer Council report
- e) WiLSWorld report

T. Klement provided a finance report.

**Cooperative Purchasing Revamp report and plan**

The Cooperative Purchasing Revamp report is the culmination of the revamp process begun earlier in 2018. The report was discussed by CooPAC and WiLS staff prior to this meeting. S. Morrill provided a brief summary and the group discussed. There were questions about the capacity and ability of staff to take on the new activities outlined in the report. The 2019 strategic initiatives include plans for funds to continue training and development of MyWiLS. At the same time, the Cooperative Purchasing team is investigating a different host and developer for MyWiLS and hope to invest funds in continuing to improve the user experience. Many of the other activities are enhancements of what we already do or redirection of energy. For example, instead of spending time on the Community Chronicle, we would invest more time in targeted lists, webinars, etc. We will continue to add what works as we explore how these ideas are implemented.

The group discussed the appropriate amount of time to assess the changes and felt that a year would be necessary before we would really know how things are going.

A timeline for when activities will be implemented was requested. S. Morrill will add this to the report.

There may be concerns from members who do not want us to reduce the number of vendors we work with. WiLS staff will need to be prepared to respond to that.

Adding language to the report about how changes will be assessed would be helpful.

The group discussed the continuing education and conference attendance portion and what that meant. Right now, there are only a couple of discounts for continuing education/conferences available through WiLS. This would seek to expand those offerings.

### **2019 Strategic Initiatives**

The 2019 Strategic Initiatives were sent to the Board prior to the meeting for their review. S. Morrill provided a summary and the group discussed.

For the two projects involving consultants, S. Morrill reports that there is no consultant in mind for either of the areas. Board members were happy to hear that there would be a vetting process to locate the correct firm as opposed to having someone in mind as we start the process. There was appreciation expressed for the efforts to develop outcome measures to access and communicate the value of WiLS services.

P. Billing moved approval of the 2019 Strategic Initiatives; N. Dowd seconded. Motion passed unanimously.

### **Recommendations from the Finance Committee**

The Finance Committee met on November 15<sup>th</sup>. Their meeting notes were sent to the Board prior to the meeting. S. Morrill provided some background information and the Board discussed the recommendations/actions from the Finance Committee:

- a. That we spend the 2017/18 surplus: S. Morrill will put together a list of possible uses for the January Board/Finance Committee meeting.
- b. That we expend up to \$35,000 on the 2019 initiatives from the New Initiatives fund.
- c. That we create a workgroup of Board, Finance Committee, and staff members to review the fee structure.

The group discussed these three recommendations. As we review the fee structure, one of the things to think about is how much reserve is needed before we would use our surplus on an annual basis (rather than adding to reserve).

P. Waelchli seconded the 3 recommendations from the Finance Committee. Motion passed unanimously.

### **2019 Ideas to Action Fund Committee/Geographic restriction?**

It's time for us to begin the 2019 Ideas to Action Fund process. The timeline will be very similar to 2018 with the application process opening in the Spring.

Last year, the committee consisted of 2 Board members, 2 staff members, and 1 Finance Committee member. The group discussed the makeup of the Committee.

The group also discussed geographic restrictions for the funds. The question arose because the funds are available to all WILS general members, and some of those members are outside of Wisconsin. An organization could join as a WiLS general member for free and then be eligible to apply for fund. The group decided that the funds should be available for anyone whose projects would have an outcome that would benefit organizations within Wisconsin, and that applicants should not be restricted to just Wisconsin members. Partnerships with Wisconsin organizations would also be a legitimate way for a non-Wisconsin entity to apply.

P. Waelchli moved to reconstitute the Ideas to Action Fund Committee with the same makeup as last year; K. Vogel seconded. Motion passed unanimously.

**2018 annual report**

WiLS staff will begin creating the 2018 annual report in December. The Board was asked to review the 2017 annual report and offer any suggestions for how to make the report more useful to member and effective in promoting WiLS services. There were no suggestions.

P. Billing moved to adjourn the meeting at 11:27 a.m.; M. Arend seconded. Motion passed unanimously.