

WiLS Board Meeting

Thursday, November 7, 2013

Present:

Mark Arend (Winnefox Library System)
Martha Berninger (Resources for Libraries & Lifelong Learning)
Peg Billing (Tomahawk SD)
Mark Boucher (UW-Baraboo/Sauk County)
Nancy Kieraldo (Madison Metro SD)
Lee Konrad (UW-Madison)
Kelly Kroes (WISPALS/Gateway Tech)

Stef Morrill (WiLS)
Steve Platteter (Arrowhead Lib Sys)
Tasha Saecker (Appleton Public Library)
Lisa Viezbicke (Beloit College)
David Weinhold (Eastern Shores Lib Sys)
Pat Wilkinson (UW-Oshkosh)
Heather Winter (Milwaukee Art Museum)

Board members absent:

Jennifer Peterson, Menasha Joint SD

WiLS staff present:

Jeff Brunner, Andrea Coffin, Sara Gold, Tom Klement, Lisa Marten, Emily Pfothauer (Recollection Wisconsin), Bruce Smith

Call to Order: Changes/Additions to the Agenda

S. Morrill would like to add Sugar development funding discussion under Director's report.

Introductions and welcome/General introduction to WiLS board duties

D. Weinhold announced that this is his last meeting and thanked everyone. Everyone thanked David for his work on the board! The group reviewed the "WiLS Board Member Expectations" document.

Approval of July 2013 meeting notes

M. Arend moved approval; T. Saecker seconded. Approved unanimously.

Statement of ethics/conflict of interest review

The group reviewed the "Conflict of Interest" statement. Because all WiLS board members receive services from WiLS, each member should add a statement to that effect in the potential/actual conflict section and return a signed copy to S. Morrill by November 30, 2013.

Report of Nominating Committee and election of officers

L. Viezbicke presented the following slate of officers:

- Chair: P. Wilkinson
- Chair Elect: K. Kroes
- Treasurer: M. Arend

There were no further nominations. N. Kieraldo moved to approve the slate presented. P. Billing seconded. Unanimously approved.

Formation of advisory committees/workgroups

Review of concept of advisory committees/workgroups

Our new bylaws have provisions for workgroups and advisory committees. Advisory committees are intended to be long-term while workgroups are short-term and focused on a specific project.

Cooperative purchasing

The group reviewed a proposed charge for a Cooperative Purchasing Advisory Committee. The workgroup would be a combination of staff, board members, and WiLS members. It would most likely meet quarterly or when WiLS staff need input. M. Arend moved creation of the Cooperative Purchasing Advisory Committee. M. Berninger seconded. Unanimously approved. The chair will be appointed for one year, but can be reappointed after the term is up.

Experts connection

The group reviewed a proposed charge for an Experts Connection Workgroup. This developing service would address the need that members have voiced for connections to experts in certain fields. The intent of the workgroup is to answer some of the questions related to business model and service structure to help this service get up-and-running. The workgroup would help to determine how the service fees are structured - how do WiLS and the expert(s) make money? The workgroup would be a combination of staff, board members, and WiLS members. M. Berninger moved creation of the Experts Connection Workgroup. L. Viezbicke seconded. Unanimously approved.

Should individual events have formal workgroups?

While having member feedback and input for our events is appreciated and helpful, the group decided it would be best to keep this feedback more informal and determined that there is not a need to create formal workgroups or advisory committees for events.

Financial report

Before the financial report, S. Morrill reviewed the financial concerns that contributed to the need for the reorganization.

2012/13 end of year report

T. Klement distributed a summary of 2012/13 financials. Our net assets are rising and we have a strong asset to liability ratio. The financials for 2012/13 look very positive. If cooperative purchasing and new projects continue to roll along, the financial picture of the organization should stay very positive.

Audit update

Because of the transition, the audit is being conducted in mid-December, later than normal. We will discuss the audit results at the February board meeting.

2013/14 budget and YTD

S. Morrill provided a review of the 2013/14 budget. The budget was done with a conservative estimate of revenue. The good news is that we have had good success so far in getting project revenue, and should meet the target for the fiscal year. Other good news is that we did not have to pay an anticipated contract buyout or unemployment, so those two expense lines of the budget, which would have forced us to take funds from reserves, are not necessary.

S. Morrill is meeting with UW-Madison Memorial Library to finalize the settle up for old office space.

Organizational chart review

The group reviewed the organizational chart. S. Morrill will add the board members and finance committee members to the document.

Director's report

A director's report was sent prior to the meeting.

Sugar Development Funding

As indicated in the director's report, the WiLS staff is working very hard, and it would help to increase capacity if we could do some development of our customer relationship management system to automate some of the more administrative pieces of cooperative purchasing. S. Morrill is asking for one-time development money. P. Wilkinson moved approval of up to \$25,000 out of transition funds to upgrade Sugar in the matter that staff sees fit (including software and/or developer fees). M. Arend seconded. Unanimously approved.

S. Morrill is conducting four month reviews with staff to potentially realign duties to help with capacity. She will provide a report on changes made as a result of the reviews to the board.

Discussion: communication of information

The board and staff reviewed a handout of communication activities. The group split into smaller groups and discussed possible improvements. WiLS staff will take the information back and modify activities accordingly.

Discussion: planning preparation

S. Morrill talked about the process used to get to our current strategic plan. Because of our reorganization, rebranding, etc., the current plan does not reflect WiLS as it is now. The group discussed some possibilities for updating the plan, and decided that the best approach would be to come up with a framework that is new and flexible and would provide the vision and goals needed to guide our work. S. Morrill can determine a timeline, and the staff will present a draft when it's ready.

Next meeting

The next meeting will be February 28, 2014 at UW-Baraboo and will include the audit and strategic planning.

Meeting adjourned at 2:00.

Parking lot: Discussion of review vs. audit for future years