

WiLS Board Meeting Minutes

Thursday, May 29, 2014

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)

Kelly Kroes (WISPALS/Gateway Tech)
Stef Morrill (WiLS)
Jennifer Peterson, (Menasha Joint SD)
Tasha Saecker (Appleton Public Library)
Lisa Viezbicke (Beloit College)
Pat Wilkinson (UW-Oshkosh)
Heather Winter (Milwaukee Art Museum)

Absent:

Lee Konrad (UW-Madison), Steve Platteter (Arrowhead Lib Sys)

Call to Order: Changes/Additions to the Agenda:

No changes were made to the agenda.

Approval of February 2014 meeting notes:

M. Arend moved to approve, K. Kroes seconded. Approved unanimously.

Advisory committees/workgroups updates

Cooperative Purchasing (CooPAC)

Jill Thomas from Lawrence University was appointed as chair. The group met May 16 and discussed how pricing should be presented to members (list price, WiLS price, etc.), how to present average pricing during trials, and service expectations. The next meeting may be at WiLSWorld, if enough members are attending. In response to the service expectations, the board discussed some options (canned messages when away, etc.)

Experts Connection

The workgroup will be formed in the near future.

WiLSWorld (informal committee)

A. Coffin discussed plans for the conference, which is coming together well. Our attendance goal is 150 attendees (significantly more than last year).

Financial report for current year

T. Klement presented a financial report through March 2014. The deposits are strong, asset to debt ratio is excellent, and we continue to have strong reserves. The income statement suggests that we are at a break-even point for the year. The cooperative purchasing revenues are higher than we budgeted, as are member fees.

Director's report

The director's report was sent prior to the meeting. The group did not have questions. S. Morrill asked about the project reports that are being included with the director's report. Some of the board expressed appreciation for the project reports.

Discussion of and action on FY14/15 budget

S. Morrill and T. Klement presented the budget as recommended by the Finance Committee. Changes from last year's budget include:

- Some numbers have been adjusted to reflect actual 2013-14 experience.
- OCLC revenue was lowered. The partnership agreement is no longer in effect, but we will have opportunities to provide different services/events for them.
- A cost of living increase of 3% and a reclass for L. Marten were included.

T. Saecker moved to approve the FY14/15 WiLS budget, as recommended by the Finance Committee. M. Arend seconded. Motion approved unanimously.

Discussion of and action on FY15/16 cooperative purchasing membership fees

One of the changes in process recommended by the Finance Committee and approved by the board was to set the cooperative purchasing membership fee a full year in advance at the same time as we set the budget for the upcoming year. The Finance Committee has recommended keeping the same cooperative purchasing membership fee (\$199 per institution) for the FY15/16 membership year.

M. Arend moved to accept the recommendation of the Finance Committee; P. Billing seconded. Motion approved unanimously.

Discussion of and action on Net Asset Reallocation plan

T. Klement presented the recommended reallocation plan from the Finance Committee. As described in the Finance Committee notes:

There would be two funds: transition/close of business (\$200,000 allocated to this fund) and new initiatives (\$295,997 allocated to this fund). The transition/close of business fund amount is reduced by \$100,000 from the old allocations and should now reflect more accurately the expected expenses for such a change. There would still be about \$916,000 left in unallocated fund balance.

To clarify, the fund balance is separate from the two allocated funds. The intent of the new initiatives fund is to allow WiLS to have seed money to develop new programs/services. The board would have to approve anything taken from this fund. L. Viezbicke moved approval; N. Kieraldo seconded. Motion approved unanimously.

Discussion and possible action on annual audit vs. review

T. Klement presented the topic for discussion: our annual audits have been increasing in price every year. In order to save money and staff time, we are suggesting that we only do audits every other year, and do reviews on the alternate years. This arrangement would save money and staff time while still providing a review of our financials on an annual basis.

The Finance Committee discussed this suggestion, and had questions about it. Some members were suggesting that we do an audit for FY13/14 and then begin the alternate reviews for FY14/15. The Finance Committee did not make recommendation, but, instead, left the decision to the board.

The group discussed the suggestion. The board members that participate on the Finance Committee expressed comfort with moving to a review for FY13/14. M. Arend moved to have an audit every other year and a review on the alternate year. H. Winter seconded; Motion passed unanimously.

Nominations committee

In July, we will have elections of officers. We need to form a nominations committee to bring forward a slate of candidates. The chair position will automatically be filled by Kelly Kroes, the current chairperson-elect. The treasurer position is a multi-year term, so Mark Arend will continue in that role. The committee will identify a nominee for chairperson-elect, who will serve one year as chairperson-elect and one year as chair. P. Wilkinson, L. Viezbicke, and M. Berninger offered to serve as the nominations committee.

Revised values

Based on board feedback, the staff has made revisions to the value statements. The modified statements are:

We always work in the best interest of our members.

We take their missions very seriously, and we only do work that supports them.

We are optimistic about the future of our members.

Our members have always overcome challenges, and they will continue to do so in the future. We encourage problem-solving through engagement and creativity among our community.

We are sincere.

We are genuinely honest with ourselves and others. We are reflective about who we are as an organization and how we can improve service to our members.

We promote innovation.

We guide the efforts and broadcast the outcomes of members' experimental endeavors, and we model innovation through our own organizational practices.

We respect and value our members' time as we do our own.

We strive to find ways to work smarter and more efficiently for our members.

We believe that we're all in this together.

We are a part of the ecosystem that supports the community of our members. We benefit from the community and the community benefits from us. We believe that we succeed together.

It was suggested that we strike "Always" from the first value. The board agreed to adopt the value statements with this revision.

Board Activities at WiLSWorld

There are some roles for the WiLS board members at WiLSWorld:

Membership meeting: This will be during lunch on first day, which is a change from previous years. WiLS will debut an annual report at the lunch. A. Coffin and S. Morrill will begin to brainstorm and ask for suggestions. Having some way to gather feedback during the lunch was suggested. We'll figure out how to do that.

Introductions: We hope to have board member introduce sessions.

Board meeting: We typically have a board meeting at the end of the second day, but with some of the changes in the schedule, it may be better at a different time. S. Morrill will send out a doodle poll to the board.

Report on the evaluation of the executive director (Pat Wilkinson)

P. Wilkinson thanked the WiLS Staff and board for feedback and is pleased with evaluation process. He noted that staff is highly dedicated and has weathered a difficult year. He thanked Stef and the staff for their hard work.

Next Meeting: WiLSWorld in July