

WiLS Board Meeting

Monday, October 17

1:00 pm

via GoToMeeting

Board Members, in attendance:

Martha Berninger, DPI RL&LL
Peg Billing, Tomahawk School District
Lee Konrad, UW-Madison
Catherine Lavallée-Welch, UW-La Crosse
Melissa Matz, Elmbrook School District
Stef Morrill, WiLS (ex officio)

Steve Platteter, Arrowhead Library System
Tasha Saecker, Appleton Public Library
Kristin Vogel, St Norbert College
Scott Vrieze, Wisconsin Indianhead Technical College
Heather Winter, Milwaukee Art Museum

Board Members, absent:

Mark Arend, Winnefox Library System
Sylvia Contreras, Edgewood College
Teresa Voss, Verona School District

WiLS Staff, in attendance:

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

Call to Order: Changes/Additions to the Agenda

H. Winter called the meeting to order at 1:02pm. There was one change to the agenda: the approval of May 2016 meeting notes should be changed to approval of August 2016 meeting notes.

Approval of August 2016 meeting notes

Motion: Approval of minutes
Moved to approve: K. Vogel
Second: S. Vrieze
Discussion: none
Motion passed unanimously

Advisory Committee/workgroup updates

Cooperative Purchasing (CooPAC)

New membership/leadership approval: Katie Aldrich from Northcentral Technical College agreed to be the chair for CooPAC this year. There will be three meetings over the course of the year, skipping summer, primarily by GoToMeeting. As chair, Katie is invited to attend and participate in WiLS board meetings, and S. Morrill will make sure she knows that she can. S. Morrill shared a list of the members and asked for approval of the new list.

Motion: Approve new members for CooPAC
Moved to approve: S. Platteter

Second: T. Saecker

Motion passed unanimously

WiLSWorld

Based on feedback from the Board and others, everything for WiLSWorld will happen earlier this year. The workgroup will be an advisory group and will be more in a position of reacting to suggestions from the staff than being expected to provide as much initial input. The workgroup consists of some volunteers and some chosen by WiLS staff, and represents all library types in WiLS. The first call will be on October 18, during which they will review the community survey designed to get feedback from members.

Treasurer's report/End of year financial report for FY15/16 (M. Arend/T. Klement)

{Note: This item was moved lower on the agenda so that T. Klement could be present}

After final reconciliation for the year, there was a slight increase in the income for 2015/16. The asset to liability ratio is still strong. The net income for cooperative purchasing was at a 3.76% profit margin, slightly less than what was budgeted, but because there were more subscriptions than originally budgeted, the lower percentage did not impact the final income in a negative way. Thanks to the cooperative purchasing team and all of the WiLS staff for another positive budget year!!

The finance committee and some board/staff members are meeting on November 29th at 2pm at American Family Insurance to talk about the new initiative funds and fund balance and how the dollars can be used to advance WiLS.

Director's report

The director's report was sent prior to the meeting in print. The group discussed a couple of things:

Regional meetings

There were seven meetings, including one combined with the SWAL conference. They went well, so there will be the same number of meetings and the relationship with the SWAL conference will continue for 2017. Attendance was down a little from 2015, particularly in the Madison area. Those who attended were very engaged. While some of the meetings were small, it was still valuable to connect the different types of libraries in a geographic area. The meetings in the far north had very low attendance. WiLS sent fewer staff than anticipated to those meetings, but felt that there was a great value to still bringing together those who wanted to attend. The group discussed the possibility of having a virtual version or perhaps hold meetings at a different time (late afternoon or Saturday) for K12 members. The challenge with a different time is that it is not likely that other types of libraries would attend at those times. The challenge with a virtual version is that there would not be the face-to-face connections that are one of the purposes of the meetings. It might be worthwhile to try so that everyone gets the information/exercises done at the meetings. The group wondered how other consortia are handling this. S. Morrill will ask.

Discussion of member feedback received

S. Morrill shared the results of the feedback surveys from some consortia that WiLS manages. This data, along with other data, will be compiled for the board at the end of the calendar year. S. Morrill wanted to validate that the results shared was what the board was hoping for. The group felt it was appropriate.

Discussion and action on new support position

Given the workload of the Public Library System Redesign process, the amount of consulting project work WILS is undertaking, and the state of the budget, it is requested to add a 20 hours per week position to provide support, primarily to the PLSR project and also to other consulting projects as needed. S. Morrill shared a position description and costs for the position.

Ideally, this position would be filled by someone who is a relatively new graduate from SLIS or SOIS and who is interested in starting out as a half time position. If the workload continues to grow, the position could grow into a full-time position in the future. The strong financial finish from 2015/16 indicates that the work undertaken by WILS is substantial and that there are funds to hire this position.

Motion: to approve the addition of the new support

Moved to approve: P. Billing

Second: S. Vrieze

Discussion: There were no concerns about WILS recruiting for this position. The board indicated their strong support. Motion passed unanimously.

Discussion of 2018 planning process

It is the time to begin the planning process for 2018. S. Morrill shared the process used for last year, with updates to the process. The only significant change suggested is asking for feedback at regional meetings on strategic initiatives. The group felt the process worked well last year, and did not perceive any gaps in the feedback collection. Board members are encouraged to share additional ideas of group gatherings that WILS could attend. S. Morrill noted that 2018 will be five years since the transition away from UW-Madison and it may be time for additional planning, which would be included in our 2018 initiatives, if desired.

Discussion and action on strategic initiatives

The group discussed strategic initiatives at the August meeting. Based on this discussion, S. Morrill proposed strategic initiatives for 2017.

Motion: approval of strategic initiatives for next 2017

Moved to approve: K. Vogel

Second: S. Platteter

Discussion: Board members shared which initiatives they are excited about for their member types:

- For special libraries, it was expressed that the digital preservation initiative would be beneficial.
- For academics, there is value in both the open access and digital preservation initiatives, and also in the data initiative, as it would be beneficial to assist members in making their case.
- For K12s and publics, the data initiative would also be valuable.
- Overall, there was appreciation for the initiative to learn more about what's happening outside of the state to help members and to not reinvent the wheel.

Motion passed unanimously.

Discussion of annual membership meeting

The annual membership meeting will be February 16th at 10:00. This virtual meeting replaces the breakfast/lunch meeting that used to be held at WiLSWorld and is intended to share information about what's happening with WiLS, along with a component that features WiLS members. Last year, this component involved members sharing lightning talks about what was inspiring our members and polls to capture information from attendees. It would be ideal for the 2017 meeting to build on our regional meeting theme of partnerships.

The board was supportive of continuing the partnership theme and suggested areas it could go:

- Public/private partnerships
- Government/non-government
- Profits/non-profits
- Memorandums of understanding when doing partnerships
- Navigating discussions of who has authority, how decisions are made
- How to get a team across the partnership to work well together
- Setting and sharing expectations
- Developing policies to support partnerships that involve library space.

A presentation by UW-Madison about partnerships done at the Wisconsin Association of Academic Libraries conference was also mentioned.

Demonstration of Slack

As food for thought for a potential tool for the Board to use to communicate and share information, L. Marten did a demonstration of Slack – <http://wilsboard.slack.com>. Slack can be used on the website or you can download the desktop version. It could be a valuable tool for providing feedback and keeping in touch, but having a plan would be important. It is possible to set up email notifications: <https://get.slack.help/hc/en-us/articles/218080037-Getting-started-for-new-users#setting-up-notifications>

2016/17 meeting dates

- February 24: In person, location TBD
- May 25: GoToMeeting

Adjournment

Motion: adjourn the meeting

Moved to adjourn: P. Billing

Second: S. Vrieze

Meeting adjourned at 2:12pm

RECORDER: L. Marten