

WiLS Board Meeting

April 7, 2022 – 10:00 am – 12:00 pm

Board meeting

Via Zoom



BOARD ATTENDEES: Hans Baierl (Moraine Park Technical College), Peg Billing (Lakeland Union High School), Barbara Brattin (Kenosha Public Library), Jennifer Chamberlain, (WiLS, ex-officio), Joe Davies (Burlington Public Library), Jennifer Gurske (Madison Trust for Historic Preservation), Paula Norman (Tomahawk School District), Steve Platteter (Arrowhead Library System), Todd Roll (University of Wisconsin-Platteville), Ellen Sayed (Medical College of Wisconsin)

ABSENT: Martha Berninger (Department of Public Instruction), Tasha Saecker (Appleton Public Library), Heather Winter (Milwaukee Art Museum), Teresa Voss (Verona Area School District)

WILS STAFF: Jeff Brunner, Melody Clark, Erin Hughes, Tom Klement, Sarah Lundquist, Emily Pfothenauer, Rebecca Rosenstiel

GUESTS: Jason Stephens, James Voight

1. Call to order; Changes/additions to the agenda

J. Davies called the meeting to order at 10:01 am. There were no changes to the agenda.

2. Welcome

J. Davies welcomed Jason Stephens and James Voight of Wegner CPA to our meeting.

3. Approval of meeting minutes

Documents: [January 2021 meeting minutes](#)

There were no changes to the meeting minutes. B. Brattin moved to approve, H. Baierl seconded and motion carried.

4. Audit Presentation – J. Voight, Wegner CPA (15 min)

Documents: [Letter to the Board](#), [Audit Report](#)

J. Stephens and J. Voight of Wegner CPA provided an overview of the audit on the FY21 financials. J. Stephens thanked Tom and Jennifer for their hard work and timely responses to questions.

T. Klement clarified that the reason liability adjustments are made during an audit is to make internal documentation more clear on what WiLS' financials look like. J. Stephens agreed that WiLS financial statements are complicated, so finding ways for them to be more easily presented to stakeholders is only a good thing.

E. Sayed asked if there was any advice for cash flows for the coming year? T. Klement answered that WiLS usually keeps high cash flow monies because invoices can be very up-and-down throughout the year, and having a higher balance instead of, for example, utilizing short term investments allows for invoices to be paid more easily instead of liquidating investments as needed.

T. Klement thanked J. Stephens and J. Voight for their work; it is a pleasure to work with these two.

5. Reports and updates (30 min)

a. Chair's report – J. Davies

i. Upcoming board elections

J. Davies reminded the board that spring elections will be kicking off soon. We have five board seats that will be available: two public library seats, one K-12 school library seat, one member-at-large, and one special libraries. Three incumbent board members have expressed interest in running for another seat. Please encourage eligible colleagues (must be the official member representative for their organization) to run for a seat on the board. Calls for nominations have gone out this week and will remain open until April 29.

b. Financial Report – T. Klement

Documents: [February 2022 balance sheet](#), [February 2022 Budget vs. Actuals](#)

T. Klement presented the February 2022 balance sheet and budget to date. T. Klement shared that the balance sheet is looking good, and ratios are strong. J. Chamberlain noted that the negative balance for Recollection Wisconsin is because WiLS has been paid, however this year there has been a delay in payment from DPI via ARPA. This negative balance will be rectified when that money is received.

T. Klement pointed out the addition of a *% of Budget* column to the Income Statement sheet; this should make it easier when thinking about end-of-year financials and where WiLS is currently sitting financially. The only thing to note is that investments are down by about \$90,000 from this time last year, which is the nature of the market. Reserves are not drastically behind, and Capital One returns are strong. Additionally, billings from Coop are above projections, and should end ahead of last year.

T. Klement confirmed that expenses are right where they are expected to be. E. Pfothauer confirmed that the Ideas to Action account is slightly over to accommodate funding for an additional project.

c. Director's report (verbal during meeting) – J. Chamberlain

i. [Accounting Manual updates](#)

Lisa Martin, our financial coordinator, spearheaded a long-overdue revision of our accounting manual. A big thanks to Lisa and Tom for their expertise in updating this important documentation.

E. Sayed asked if there were any changes that required board feedback? J. Chamberlain clarified that changes consisted of updating language to remove old projects that WiLS no longer works with, adding newer projects, and updating current processes; and updating section 21 to reflect the changes to what constitutes as equipment and technology.

ii. Strategic planning update

J. Chamberlain updated the board on the strategic planning progress. In February, WiLS staff held three community conversations with over 25 professionals representing the diverse WiLS membership. Based on what we learned from those conversations, Kim Kiesewetter, data analyst, has helped

craft a statewide library/cultural organization community [survey](#) that we will be sharing widely over the coming weeks. Please share this survey opportunity widely within your networks so we can get a robust response. We should have findings to share with you in the June meeting, as well as some preliminary work on building our new strategic plan.

iii. Chamberlain also mentioned:

1. Working on FY23 budget
2. 50th birthday celebrations – Andi Coffin at WiLS is putting together SWAG bags and planning raffles for Fall 2022 conferences. Jeff Brunner at WiLS is working with Stef Morrill to complete the History of WiLS, which currently only goes through 2008. There is also a [survey](#) to collect stories from WiLS members!
3. Follow up on inclusive design framework – This tool as-is will not be shared out, but rather aspects of it and/or a walkthrough of the development process will be shared with the library community via conferences, general communications, and/or consulting services.

d. [Fiscal Sponsorship](#) – J. Chamberlain

The fiscal sponsorship work continues, with an end in sight. J. Chamberlain shared a summary that we will be sharing with the WPLC and with Recollection Wisconsin that outlines the rationale supporting a formal fiscal sponsorship agreement.

6. Discussion and possible action: Employee Handbook updates – J. Chamberlain (20 min)

Documents: [Summary of Changes](#), [2022 Proposed Employee Handbook](#), [Additional HR recommended policies](#)

J. Chamberlain presented a revised employee handbook. The staff development team and Jennifer identified areas needing revision and in consultation with the entire staff, this revised handbook is being brought before the board for your approval. QTI (WiLS HR consultant) has reviewed and approved the changes, and sent additional recommended policies for us to consider.

H. Baierl asked if there were any examples of work or projects that have been considered “outside consultation”? E. Pfothenauer provided the example of “speaker fees” at WiLS-hosted events, and mentioned that the language of that section was intentional in order to offer flexibility for the types of projects that could be approved.

S. Platteter moved to adopt the employee handbook as presented, B. Brattin seconded. Motion carried.

7. Action: Establishing Ideas to Action fund and FY2023 budget – E. Pfothenauer (10 min)

The board will be asked to approve a designated fund to support Ideas to Action and to recommend a funding amount for Ideas to Action 2023.

Documents: [Sustainability Plan](#)

Following on our Basecamp discussion regarding sustainability for the Ideas to Action fund, J. Chamberlain is proposing a three-year plan to ensure continuity of the program. This plan sets

aside \$25,000 in a designated fund to support Ideas to Action over the next three years. This amount would be held as a kind of “savings account” in case funding was not available elsewhere; the board will still be asked annually how much money to designate to Ideas to Action. While the online discussion showed support for this concept, we would like official board endorsement to move ahead in establishing this fund. Additionally, E. Pfothauer is requesting the board designate \$30,000 as the upcoming grant year budget for FY23.

B. Brattin moved to approve the Ideas to Action sustainability plan S. Platteter seconded.
Motion carried.

S. Platteter moved to approve \$35,000 for the FY23 Ideas to Action fund, P. Norman seconded.
Motion carried.

8. Presentation: Mukurtu update – Erin Hughes and Sarah Lundquist (20 min)

Project manager, Erin Hughes and Sarah Lundquist, WiLS Curating Indigenous Digital Collections (CIDC) Fellow, provided a presentation on the CIDC work with the Ho-Chunk Nation. Mukurtu began in 2017 when WiLS partnered with the University of Washington, and is a free open source platform for digital cultural preservation. The current NEH grant is Curating Indigenous Digital Collections. Each year of this grant, a post-graduate fellow works with a project partner, and for the 2021-22 year, is Sarah Lundquist who is partnering with Ho-Chunk Nation. Sarah helps develop a Mukurtu site with the Ho-Chunk Nation, supports the TLAM class at UW Madison’s iSchool, and has defined and pursued her own learning goals. Sarah is currently helping the Ho-Chunk Nation move towards a self-hosted site. Looking ahead, the next project partner for 2022-23 is Stockbridge-Munsee; Sarah, Erin, and others will be presenting at the Midwest Archives Conference in May; the team will continue to develop the Mukurtu Midwest Hub (mukurtu-midwest.org); University of Washington will be parting from this project; and the project team will continue to support our tribal communities.

The board expressed their thanks and appreciation to Erin and Sarah for their work on this project.

9. Next meeting preview: June 9, 2022 at Moraine Park Technical College in Fond du Lac, 10am – 3pm

10. Adjournment

B. Brattin moved to adjourn this meeting, S. Platteter seconded.
The meeting was adjourned at 12:05 pm.