

# WiLS Board Meeting

## December 8, 2022

10:00 am – 12:00 pm



**Board Attendees:** Hans Baierl (Moraine Park Technical College), Barbara Brattin (Kenosha Public Library), Jennifer Chamberlain, (WiLS, ex-officio), Jennifer Gurske (Madison Trust for Historic Preservation), Sarah Miller (WiscNet), Paula Norman (Tomahawk School District), Steve Platteter (Arrowhead Library System), Todd Roll (University of Wisconsin-Platteville), Tasha Saecker (Appleton Public Library), Ellen Sayed (Medical College of Wisconsin), Adrienne Thunder (Ho-Chunk Nation Language Division), Micki Uppena (Mineral Point School District), Heather Winter (Milwaukee Art Museum)

**Excused:** Teresa Voss (Verona Area School District)

**Staff:** Laura Damon-Moore, Tom Klement, Lisa Marten, Melissa McLimans, Rebecca Rosenstiel, Nick Smith

### Meeting Minutes

**1. Call to Order; Changes/Additions to the Agenda**

B. Brattin called the meeting to order at 10:00am. No changes were made to the agenda.

**2. Welcome & Introductions**

Chair B. Brattin welcomed everyone to the meeting. New board member Micki Uppena was introduced, as she was not able to attend the fall board retreat.

**3. Approval of August 16th, 2022 Board Meeting Minutes**

S. Miller moved to approve the August 2022 meeting minutes, T. Saecker seconded. There was no discussion. The motion carried unanimously.

**4. New service proposal: Building Your Organization's Field Guide**

L. Damon Moore shared a new service development from the consulting team, and is looking for board member feedback. The concept has been developed to address organizational health and sustainability particularly in weathering leadership turnover, which ties directly to our strategic goal of supporting organizational health and sustainability. The idea is to offer an 8-week learning cohort for organizations (libraries, historical societies, etc) where participants (at the organization-level, not personal-level) will walk away with a custom organizational field guide. This field guide will be unique to each organization, and should be viewed as a documentation audit to what an organization already has, as opposed to a building policies or practices.

Discussion:

Q: Does the proposed service respond to or meet a need that you've seen at your organization or among your peer organizations? Please explain.

Multiple board members agreed that there is a definite need for a project or service such as this. J. Gurske asked if there were any plans for libraries that have only one staff

member; for example, where could “delegation” come in? L. Damon Moore thanked J. Gurske for that reminder, and shared some example actions for these organizations, such as how this is where the “customization” aspect of the service would be critical, and the organization could implement a prioritization process. P. Norman asked if this is being developed with mainly public libraries in mind, or also for school libraries? L. Damon Moore confirmed that school libraries are also being considered during the planning process, and they are hopeful to have school libraries represented in the pilot.

Q: How do you feel about a cohort model for this service? Is there a value add to having a cohort experience, or could this be accomplished through asynchronous work, similar to an e-course?

The board agreed that a cohort model would be best-suited for this kind of work, citing examples that it can help hold organizations accountable and motivated to complete it, and that it’s great for idea sharing between different organization types. H. Baierl asked if this approach is unique, or if there are any examples of it being done before? L. Damon Moore talked about how well the cohort model has been working for the Small Libraries Cohort. J. Gurske asked if there were any thoughts about a hybrid model, or self-paced e-courses that could be at a lower price point? L. Damon Moore shared that in some of the other cohorts she has worked with, there are mechanisms built in for check ins, which include scheduled progress checks and/or “office hours” from staff/liaisons. She also liked the idea of cohort members being able to get one-on-one coaching, and making videos and recordings available for participants to view on their own time. S. Platteter suggested that public libraries can reach out to their system for support if they would like to join this program.

Q: Does the proposed flat participation fee (\$1000.00 per organization) feel low, just right, high? Should we consider a scale based on an organization’s size, etc.?

The board supports this price point and finds it reasonable, impressing that WiLS makes sure they are being appropriately compensated for their work. Multiple board members also suggested considering a pricing scale, based on metrics such as library size and/or library budget.

L. Damon Moore thanked the board for their time and their input. Moving forward, the consulting team will be taking these suggestions in to consideration to update the new service proposal, and will share it out with the board when it’s ready.

## **5. Reports and Updates**

### **a. Chair report**

B. Brattin shared that the executive committee met and successfully conducted the director’s performance review. The committee reviewed the director’s position description and personal goals and assessed based on those metrics. A big thank you to the committee for their work on this, and to the WiLS staff for participating in a performance survey. J. Chamberlain thanked the executive committee for putting in the time and effort to do this.

### **b. Financial Report**

T. Klement reviewed the WiLS financials at close of September 2022. Financials are all in good shape and everything is going well. On the balance sheet, there is a negative balance, however this is entirely because of timing on the bank’s-end from transferring

funds to a new sweep account. In regards to the profit/loss statement, the biggest thing to note are the investments, which gained in both October and November. Historically, investments do well in the months following midterm elections, and so far it's trending that way. The expenses are right on budget, except for Memberships; J. Chamberlain shared that WiLS recently joined the Wisconsin LGBT Chamber of Commerce, and explained that having this membership will allow WiLS access to their job board. WiLS is always thinking about where we can post positions in places where it's clear that we're an organization that's welcoming and inclusive, and we want to be more proactive in making sure that we're getting those job opportunities out there. T. Klement noted that WiLS' financials are ahead of where they were this time last year.

**c. Director's Report**

J. Chamberlain recently had wrist surgery. J. Chamberlain highlighted a few things including the new services in consulting and cooperative purchasing. Board members who are attending Library Legislative Day are asked to consider including Recollection Wisconsin in their talking points with legislators. J. Chamberlain will send out a reminder to board members the week before Library Legislative Day.

J. Chamberlain checked in with the board regarding the monthly Board Brief—is this helpful? The board does find this to be helpful, and it is greatly appreciated; it helps make being a WiLS board member easy.

J. Chamberlain shared that WiLS staff member Lisa Marten will be having a baby soon! To help cover her tasks while she is on maternity leave, Nick Smith will be increasing his hours, and former WiLS staffer Sarah Birkholz will be contracted for a few hours a week. Many congratulations to Lisa!

**6. Action: Forming bylaws review committee**

- B. Brattin called for volunteers to serve on a bylaws committee. We are looking for 2-3 board members to work with Jennifer. The bylaws were last reviewed in June 2019 and our bylaws require a review every 3 years. This work will begin in late January with the hopes of bringing preliminary revisions to the board in April and final approval in June.
- Possible topics to discuss for this committee include:
  - Member representation
  - Board membership – thinking through appointed seats, creating a separate section for representation from cultural organizations beyond special libraries?
- Volunteers are: Jennifer Gurske, Adrienne Thunder
- J. Chamberlain will call the first meeting for end of January.

**7. Strategic Plan Implementation**

J. Chamberlain shared the 2023 activities crafted by the WiLS staff in support of our five-year plan. While it looks like an overly ambitious list of activities, please note that many of the items are preliminary research steps with implementation or action to be conducted in subsequent years. Starting in January, we are modifying our monthly staff/project report to highlight work we are doing in relation to the strategic plan.

Discussion:

The board found the Strategic Plan to be impressive, thoughtful, a great foundation, and it clearly shows how much attention was placed on it. H. Baierl asked for more details on one of the activities in Goal II: creating an e-resources librarian support toolkit. J. Chamberlain explained that this activity came out of the cooperative purchasing team, and it's going to be a field guide of what WiLS can do for/with them; how they can find training materials for the various resources they already have access to; and how they can find other products. P. Norman also suggested including a Google Drive folder with resources, videos, documentation, etc.

J. Chamberlain shared that WiLS will also be updating the format of the monthly staff project report: staff are being asked to prioritize sharing the work that they're doing that fits in to the strategic plan.

**8. Round robin – what's happening in your organizations?**

B. Brattin asked all of the board members to share an update on what is happening locally or top of mind in your library or organization.

B. Brattin shared that Kenosha Public Library will be working on their strategic plan next year. Also, Kenosha Public Library will be building a 5<sup>th</sup> branch for a Children's Library—Kenosha is redeveloping a neighborhood to include affordable housing, a grocery store, restaurants, and the 7,700 sq. ft. children's library. Now they just need to raise the money for it.

E. Sayed shared that one of their staff members, Michelle Harrell, the Assistant Director of Public Services and Education, was accepted as an AHSL Fellow. AHSL selects five fellows from a large applicant pool each year, and selected fellows are paired with a mentor for a year-long experience. Historically, around 50% of AHSL fellows get promoted to higher positions. E. Sayed served as an AHSL Mentor in 2019, and found it to be a great experience. Additionally, the Medical College of Wisconsin has a data committee internally developed that templates their Annual Report; between their data dashboard and annual survey, their library is currently to organize themselves and also develop a Research Management Plan (which is now required by NIH).

T. Saecker shared an update on Appleton Public Library's new building: the bids came in at over 50% of their budget, and so they had to go back in to discussions. They now have new renderings to consider. The community seems to really enjoy their temporary location, but it's been hard on staff. They are hopeful to have a finalized building design to share next year.

P. Norman shared that Tomahawk School District just installed an outdoor story walk on their Elementary school playground.

J. Gurske's shared that their trustees are beginning their Strategic Planning, and have invited her to join. She's excited, but it's overwhelming trying to find space for their suggestions; their organization doesn't have the capacity to do many of the projects being suggested. This is also the time of year that the Madison Trust for Historic Preservation appeals for support from the community, and it's so heartwarming to see the support that comes in. Also, the Madison Trust for Historic Preservation turns 50 next year!

S. Platteter shared that with the final approval from the Walworth County Board, the merger

between the Arrowhead Library System and Lake Shores Library System is official. Beginning on January 1<sup>st</sup>, they will become Prairie Lakes Library System. Thank you so much to Jennifer and Melissa at WiLS for facilitating this process. With this new system, Prairie Lakes Library System will also be developing a new Strategic Plan. B. Brattin shared her thanks for Steve Platteter and Steve Ohs for leading this merger and documenting the process so well; it will certainly make a huge impact on any mergers that happen in the future.

J. Chamberlain and A. Thunder shared their experience at the POWRR Institute's Digital Preservation Workshop, held in Bowler Wisconsin at the North Star Casino last month. There were 15 participants, who ultimately learned what's entailed with digital preservation in terms of accounting and inventory of files; software options; metadata work; document retention; and digital file storage protocols. A. Thunder added that hearing from other tribal organizations and where they are in their various processes, and some of the resources that might be helpful for them were some of the most promising aspects taken from the workshop. Some attendees have also kept in contact via email since the workshop, and it looks like we'll be looking at next steps for bringing this group together a little bit more regularly, and perhaps having some conversation about collectively moving forward to investigate potential grant opportunities that might be able to help more of us continue down this path doing this work.

## **9. Reminders**

B. Brattin reminded the board:

- a. Next meeting – February 1, 2023, Joint Board & Finance committee meeting – 10:00 am – 1:00 pm on Zoom
- b. Remember the annual meeting in February 24, 2023 @ 10 am on Zoom

## **10. Adjournment**

The meeting was adjourned at 11:44am