

WiLS Board Meeting Minutes

April 13, 2023 | 10:00 am – 12:00 pm



Zoom

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 (Prairie Lakes Library System), Todd Roll (University of Wisconsin-Platteville), Tasha Saecker (Appleton Public Library), Ellen Sayed (Medical College of Wisconsin), Micki Uppena (Mineral Point School District), Teresa Voss (Verona Area School District)

Absent: Adrienne Thunder (Ho-Chunk Nation Language Division), Heather Winter (Milwaukee Art Museum)

Staff attendees: Andi Coffin, Erin Hughes, Kim Kiesewetter, Tom Klement, Emily Pfothenauer, Rebecca Rosenstiel

Guests: Ellen Brooks (WiLS), Cory Mitchell (UW-Stout, CoOPAC Chair)

Meeting Minutes

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

B. Brattin called the meeting to order at 10:01 am. No changes were made to the agenda.

2. Approval of meeting minutes

S. Miller moved to approve the February 2023 meeting minutes, S. Platteter seconded. There was no discussion. The motion carried unanimously.

3. Reports

- a. **Chair Report** - B. Brattin encouraged her fellow board members to consider volunteering for the chair-elect position starting in July, noting that someone with a 2025 or later term expiration date would be best. The chair-elect serves as the finance committee chair, as well as a brief pre-meeting agenda check meeting with Jennifer and the board chair. If interested, please contact Hans. Ellen Sayed has agreed to stay on as treasurer.

B. Brattin reminded the board that the call for nominations for our two upcoming open seats has gone out to our membership. Teresa Voss and Hans Baierl have both agreed to run for another term on the board.

- b. **Financial Report**

T. Klement reviewed the WiLS financials at the close of February 2023. An exploration into WiLS's document delivery liability account revealed that a change was needed for accounting for Elsevier tokens, and the balance sheet has been updated to better reflect these tokens as assets; WiLS now has an inventory of tokens that are being resold to WiLS members. T. Klement noted that the Balance sheet is in good shape, and both Revenue and Expenses are on track. T. Klement specified that on the expenses sheet, *General Supplies* is over budget due to purchasing new letterheads and envelopes with the updated WiLS logo, and the opportunity for staff to purchase items to make their home office more ergonomic. Membership is also slightly over budget since WiLS joined the LGBTQ Chamber of Commerce. T. Klement added a reminder WiLS acts as the fiscal sponsor for the WPLC and Recollection Wisconsin, so they need to be a part of both the general Chart of Accounts but aren't a part of WiLS's accounting and are represented separately.

c. **Finance Committee Report**

H. Baierl reported that the finance committee met in March and they reviewed the mid-year financials as well as the WiLS investment policy. The committee is not recommending any changes to this policy. The committee discussed the Ideas to Action designated fund and they are suggesting we consider increasing that fund to \$50,000 by moving additional monies from the New Initiatives Fund. J. Chamberlain added that increasing this fund is not tied to the awarded funds each year, which for 2023 is \$35,000, but rather increasing the Ideas to Action fund to cover years where the regular operating budget proves difficult.

S. Platteter moved to increase the Ideas to Action designated fund to \$50,000 by moving \$25,000 from the New Initiatives line. P. Norman seconded. There was no further discussion. The motion passed unanimously.

d. **Director's Report**

J. Chamberlain reviewed the Director's Report:

- i. WiLS owns Elsevier Tokens that can be resold to WiLS members in bulk at a reduced rate, and cooperative purchasing is engaging in renewed efforts to make sure members know about this offer.
- ii. WiLS recently held a WiLSWorld Shorts on the topic of book bans, which had a record-breaking number of registrants and attendees. This webinar was not recorded so as to allow more free conversations to happen.
- iii. WiLS is not expecting to open a search for a new position with the departure of Emily Pfotenhauer, but rather some current WiLS staff members will be increasing their hours to take over some of Emily's roles.
- iv. The audit review for FY2022 has been finalized, and there were no material changes made to WiLS' financial statements.

J. Chamberlain asked if there were any questions. E. Sayed asked if there is any concern over the uninsured monies in bank accounts due to high balances (over \$250,000)? T.

Klement shared that WiLS is currently in discussion with the bank right now about these accounts, and are planning to move them in to a program, ideally next month, where most of it will go into a fully insured sweep money market account.

4. Bylaws Workgroup Report – Introduction of Revised Bylaws

Documents: [Executive Summary](#), [Proposed revision](#)

J. Chamberlain and the bylaws workgroup introduced the workgroup's suggested changes to the bylaws for discussion, and clarified that no action will be taken at this meeting.

The board discussed the suggested changes. B. Brattin asked for clarification on Section III.c. Membership. J. Chamberlain explained that this section of the Bylaws is explaining what is already being done in practice: WiLS member organizations may assign one staff member at their institution as their Member Representative, a different representative for their Cooperative Purchasing membership, and so on. The updates clarify that it is only an organization's official [member] representative that is eligible for the Board, and to vote in elections. S. Miller shared that this is similar to WiscNet's Bylaws concerning different types of member representatives/representation. E. Sayed and T. Voss voiced their appreciation for these updates.

T. Voss said that she appreciates the separation of Special Libraries and Cultural Organizations, as well as the appointment opportunity with the updates to section IV Governance. She also suggested the idea of adding a Vendor representative. Overall, the Board is supportive of allowing appointed members, and expressed that caution and consideration would need to be taken in how those appointments are made so that there still is a sense of equity in terms of distribution of representation by sector, so that appointments aren't being made to overpopulate the board with more voices from a single member type. It was also clarified that potential appointees could be brought to the Board's attention in several different ways, and that appointments would be voted on by the Board. H. Baierl suggested including language that outlines a mechanism for how potential appointees would be brought to the Board's attention.

The Board discussed the drafted changes to section IX. Parliamentary Authority, and supports the consideration and exploration of other procedures.

The Bylaws Workgroup will take the Board's suggestions and have a final draft available before the June Board meeting. J. Chamberlain added that if anyone has any additional thoughts or suggestions, let her know and she will pass that on to the workgroup.

5. Accelerating Promising Practices for Small & Rural Libraries/IMLS cohort report

E. Brooks, IMLS cohort mentor, shared an overview of the Accelerating Promising Practices for Small & Rural Libraries community memory project which is coming to a close later this year. WiLS served as one of three mentor organizations paired with organizations from across the country. An outside evaluator conducted a program review and found that mentor orgs had a measurable impact on the cohort participants' capacity-building.

6. Action: Native Nations Digital Records Collective

As a follow up to the conversation started in February, E. Hughes shared a final proposal for the development of a Native Nations Digital Record Collective. Work for this will start this spring, and it will overlap with the third and final year of the Mukurtu NEH Curating Indigenous Digital Collections grant. The proposal includes developing an advisory committee to help guide the formation of the Collective and identify a long-term sustainability plan. We are seeking board

support to tap into the New Initiatives fund, if necessary, to underwrite staffing costs for the planning year.

S. Platteter moved to commit up to \$25,000 from the New Initiatives fund to support the Native Nations Digital Records Collective. T. Seacker seconded. There was no additional discussion. The motion passed unanimously.

7. Action: Call for Ideas to Action committee members

We are looking for four board members to serve on the Ideas to Action committee. With Emily's departure, Jeff Brunner will be co-leading this committee with Kim Kiesewetter. Serving on the committee is a great opportunity for board members to get more involved in our organization and to see what our members are focusing on. WILS staff have crafted an organized process to make the workload manageable. We anticipate the time commitment to be only a few hours, and work is expected to take place mainly in July and August.

Volunteers for next year's Ideas to Action committee are:

- Jennifer Gurske
- Ellen Sayed
- Micki Uppena
- Paula Norman

8. Board member roundtable-sharing time (15 min)

S. Miller shared that after 3 years of a hiatus WiscNet is hosting their annual conference once again. It will take place May 8th and 9th at the Monona Terrace. The focus on this year's conference is on cyber security, which with the growing number of cyber attacks on libraries, is a very timely and important topic. If anyone on the WILS Board, their staff, and/or colleagues, are interested in attending, S. Miller can provide a code for free passes.

9. Adjournment

Next meeting – June 8, 2023 at the WiscNet Offices, Madison (remote connection will be available, but we'd much prefer to have you there in person!)