

WiLS Board Meeting – Minutes

June 8, 2023 10 am – 3 pm



WiscNet

605 Science Drive, Madison, WI 53711

Board Attendees: Hans Baierl (Moraine Park Technical College), Jennifer Chamberlain, (WiLS, ex-officio), Sarah Miller (WiscNet), Steve Platteter (Prairie Lakes 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)

Absent: Barbara Brattin (Kenosha Public Library), Jennifer Gurske (Madison Trust for Historic Preservation), Paula Norman (Tomahawk School District), Teresa Voss (Verona Area School District)

Staff attendees: Andi Coffin, Tom Klement, Laura Damon-Moore

Minutes

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

H. Baierl called the meeting to order at 10:04 am. J. Chamberlain reviewed the agenda and no changes were suggested.

Welcome & introductions – Share a memory of your childhood library or librarian

Introductions were made and Board members shared memories of books that smelled of cigarettes, tornado warnings, playing Captain Cook in a play at the library, makeshift home-grown libraries because there wasn't one near, bribing brothers to help carry all the books, goals of reading every single book in the elementary school library, more library smells, maze-like Carnegie libraries, the magic of bookmobiles even when the driver was a grump, the discovery of interlibrary loan, Pippi Longstocking, the study carrels at UW-Madison Memorial Library, Loch Ness monster obsessive reading.

2. Approval of meeting minutes

S. Platteter requested a change of the listing of his system from Arrowhead Library System to Prairie Lakes. T. Saecker moved to approve the April 2023 meeting minutes with this change, S. Miller seconded. There was no discussion. The motion carried unanimously.

3. Reports

a. April Financials

T. Klement shared the April 2023 balance sheet and budget with actuals. It was clarified that our assets are not currently insured, but the process is started for our money to be split up among other banks and fully insured. We purchased a short-term 5% CD with Edward Jones. The WPLC and Recollection Wisconsin Sponsorship funds have been split out and Ideas to Action designated funds were increased. WiLS recently developed

capacity tracking and anticipating consulting revenue, and we expect to come close or possibly exceed the budgeted income from that service. The increase in cost of office supplies was explained; WiLS gave a stipend to staff to improve their workspaces through ergonomic upgrades. We anticipate being in the black at the end of the year. A. Thunder moved to approve the April 2023 financials, S. Platteter seconded. The motion carried.

i. 990 approval

T. Klement shared the 990 tax form we are required to submit every year. Wegner CPA prepares this for us. This form is posted publicly on our website and available to our members. E. Sayed moved to approve the 2022 990, M. Uppena seconded. The motion carried.

b. Director's Report -

Staff transitions are going well. E. Photenhauer and L. Marten did an excellent job of training and leaving documentation for their vacancies.

We are implementing a reduced-hour workweek with a minimum 36-hour full-time week. There will be an assessment at the end of the pilot, which ends on August 31st.

Our Board election has concluded and we are welcoming two new Board members. J. Chamberlain will be meeting with the new members before our first meeting in August. The new members are Ashley McHose of Lakeshore Technical College and Michelle Byholm from Chequamegon School District.

J. Chamberlain attended the ICOLC (International Coalition of Library Consortia) Conference in St. Louis. She participated on a panel about business models and there was a lot of interest in our membership models. It was a unique experience to be networking with peer organizations instead of member organizations. There was a lot of discussion about EDI and member engagement. The big discussion was about vendors who operate a near-monopoly over resources patrons use - holding them accountable via transparency and information sharing. We are working to understand WiLS' role in helping our members with this be it pricing sharing in cooperative purchasing or improving visibility to the smaller, competitive products, etc.

Some changes may be coming to the Board meeting schedule and a poll will be coming soon.

The Native Nations Collective is in progress and in-person gatherings are being scheduled in coordination with the NATOW conference in later June. A. Thunder shared that on Jun 19th, there will be a gathering of the Tribal Nations' language programs to connect around challenges and opportunities and to discuss the Collective.

Our strategic plan is in process and the Board is being updated monthly. This first year is about documenting the work and the over the coming years, we'll develop more quantitative assessments to understand impact and success. We are launching some graphic design services, [public library data dashboards](#), the Data Landscape Study, internal inter-team collaboration managers meetings to share best practices and advice, building our bench in consulting to be flexible, and building out our professional network (ICOLC, for example). We've also built an internal tool for mapping consulting work to keep an eye on capacity.

4. FY24 Budget approval – 45 min (need a motion here)

J. Chamberlain shared her draft FY24 budget for WiLS operations. This was reviewed by the finance committee on May 11, 2023, and the committee felt the budget was reasonable and appropriate.

It was suggested that something for WiLS to look into is a platform or a hosting solution for open educational resource creation and management. It was asked if WiLS is interested in being a partner on grants, particularly on the Native Nations Collective, and it was clarified that we definitely do hope to continue to help with grants administration, even if we are not pursuing any grants on our own currently. Additionally, if grant opportunities arise that fit our goals and current projects, we would pursue it.

S. Platteter moved to approve the FY24 Budget as presented, M. Uppena seconded. The motion carried.

5. Approval of Revised WiLS Bylaws – 20 min

J. Chamberlain provided a brief overview of the main changes to the bylaws. This revision separates the member representative requirement from Board eligibility. It was asked if it's inappropriate to ask for a name on the ballot and S. Miller shared that it's required in their election at WiscNet in order to verify voting eligibility. In the revision, the Board has the ability to add two members as needed and a general process is provided. The "special library" two-seat allocation was split into one seat for special libraries (and government agencies) and another for cultural organizations. This may be a seat that's difficult to fill.

It had been suggested that a vendor representative be added to the Board. Because vendors are not members, this didn't feel like a good fit but we could encourage vendor representation on CooPAC, the Cooperative Purchasing Advisory Committee.

Given that there were no serious objections raised about using "Bob's" Rules of Order, we added language that allows us to deviate if the process conflict with WiLS values.

T. Saecker moved to approve the revised bylaws, S. Miller seconded. There was no additional discussion. The motion carried.

6. Form nominations committee – H. Baierl, as current Chair-Elect will chair the nominations committee. We are looking for two additional volunteers to help design a slate of officers to include the Chair, Chair-Elect, and Treasurer (Ellen Sayed already agreed to serve again) to be presented at the July meeting. Ideally, we would like someone with two years left in their term to volunteer for chair-elect. H. Baierl encouraged folks to consider stepping forward for these positions. WiLS staff does a great job supporting officers and it's a light load.

S. Platteter and A. Thunder volunteered to serve on the Nomination Committee,

7. Informational: Internal data snapshot

K. Kiesewetter shared an aggregate report of member satisfaction with WiLS services. This represents data collected in our cooperative purchasing, consulting, and some of our managed consortia.

For background knowledge, this sort of formal, comprehensive internal evaluation is a thing WiLS has wanted to do for a long time and Kim's expertise and bandwidth gave us the opportunity. Generally, satisfaction from specific surveys was high for each area. Tracking this

satisfaction data over time can help us understand if and where there might be problems developing and give us the chance to respond quickly.

It was noted that the Cooperative Purchasing survey was a great engagement tool for CoopPAC, which contributed greatly to the content via feedback.

12:30 pm – 1:30 pm LUNCH

8. Recognition of Service

J. Chamberlain recognized two outgoing board members, Teresa Voss for 7 years of service, and Hans Baierl for 3 years of service. WiLS' strength comes from the strength of our members. We are so appreciative of all of the wisdom, humor, and perspectives Teresa and Hans have shared with our organization! Thank you for being a part of the WiLS family.

9. Give and Take group activity

L. Damon-Moore led the board through several Give and Take activities. **Give and Take** is a community engagement approach that uses interactive games and creativity to encourage people to share their own knowledge and curiosities with others, with the ultimate goal of building empathy and understanding across creative and cultural boundaries. Centered around two main questions - What do you know? What do you want to know? - Give and Take uses people's own experiences and interests to build unexpected connections which in turn may serve as a catalyst to spark new ideas, relationships, or collaborations.

10. Meeting was adjourned at 2:45 pm.

Next meeting – watch for a meeting poll to determine the 23/24 meeting schedule.