

WiLS Board Meeting

April 26, 2024 – 1:00 pm – 2:30 pm



Zoom

Board Members (○ indicates absent)

- Barbara Brattin (Kenosha Public Library)
- Michelle Byholm (Chequamegon School District)
- Jennifer Chamberlain (WiLS, ex-officio)
- Jennifer Gurske (Madison Trust for Historic Preservation)
- Mindy King (University of Wisconsin-Stevens Point)
- Ashley McHose (Lakeshore Technical College)
- Sarah Miller (WiscNet)
- Paula Norman (Rhineland School District)
- Steve Platteter (Prairie Lakes Library System)
- Tasha Saecker (Appleton Public Library)
- Kim Olson-Kopp (Viterbo University)
- Adrienne Thunder (Ho-Chunk Nation Language Division)
- Micki Uppena (Mineral Point School District)
- Heather Winter (Milwaukee Art Museum)

Staff attendees: Kim Kiesewetter, Rebecca Rosenstiel

Guests: Plumer Lovelace, Kevin Pomarnke, James Voight

Notes

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

T. Saecker called the meeting to order at 1:02 pm and asked for any changes to the agenda. No other changes were suggested.

2. Welcome & introductions

T. Saecker welcomed meeting guests including Kevin Pomarnke of First Business Bank, James Voight of Wegner CPA firm, and any WiLS members present.

3. Approval of March 2024 minutes

S. Platteter moved to approve the March 2024 minutes, M. Uppena seconded. There was no discussion. The motion carried unanimously.

4. Presentation and Action: Audit and 990 presentation, Board approval– Wegner CPA

James Voight of Wegner CPA shared the 2023 audit report. WiLS staff Jen, Tom, Nick, and Lisa were thanked for their work and assistance on preparing all of the documents and information needed for the audit. There were no material changes recommended to our financials, but did highlight *Note 3: Liquidity and Availability of Financial Assets* in the financial statements, in case it will be helpful for further analysis in the future: WiLS currently has two to three months' worth of operating expenses covered in liquid financial assets, and Wegner CPA typically recommends three to six months' worth of operating expenses. J. Chamberlain added that the change in Net Assets comes down to timing on reporting on the Fiscal Sponsorship role that WiLS plays with the WPLC and Recollection Wisconsin, and the total reflected in the audit doesn't truly reflect the noted loss for WiLS' bottom line. T. Saecker asked the board to share any questions or concerns. P. Lovelace asked if this was a full audit or an audit review. J. Voight confirmed this was a full audit.

B. Brattin moved to accept the annual audit as presented, S. Miller seconded. There was no discussion. The motion carried unanimously.

S. Platteter moved to accept the 990 filing, M. King seconded. There was no discussion. The motion carried unanimously.

5. Reports

a. Chair's report – Upcoming spring elections – T. Saecker

T. Saecker shared that nominations closed today, and we have candidates for all but one seat: the K-12 seat. The general election is scheduled for May 6-24. If you have a K-12 colleague to recommend, please reach out to Jennifer.

- 1 representative for a Public Library seat (one year term to close out Barb Brattin's term)
- 1 representative for a K-12 Library seat
- 1 representative for a Special Libraries seat
- 1 representative for an At-Large seat

J. Chamberlain also shared that WiLS has received interest from a member to serve as an Appointed Board member. The Executive Committee have discussed, and nominates Andrew Prellwitz to serve as WiLS' first appointed board member.

The Executive Committee moves to appoint Andrew Prellwitz to the WiLS Board for a 3-year term. M. King seconded. There was no discussion. The motion carried unanimously.

b. Financial report – J. Chamberlain

J. Chamberlain shared the March financials. Things continue to be strong on the revenue side, and our expenses continue to remain in line with our budget expectations. We anticipate ending the year strong.

c. [Director's report](#) – Jennifer Chamberlain

J. Chamberlain asked for questions on her written report. No questions from the board.

6. Presentation and Action: Ideas to Action Update and Call for Committee Members & 2024 Budget – Kim Kiesewetter

K. Kiesewetter shared a brief overview of the 2023 Ideas to Action progress. The call for 2024 applications has gone out to our membership and closes June 3. We are looking for 2-3 board volunteers to participate in the selection committee. The time commitment is modest. B. Brattin asked if a Board Member can serve on the committee if they know that someone from their organization will be submitting a Ideas to Action grant proposal. K. Kiesewetter confirmed yes; however they would not be asked to review that particular proposal.

B. Brattin, M. King, S. Platteter, and J. Gurske volunteered to serve on the Ideas to Action Selection Committee.

We also need the board to finalize the award amount for 2024. In 2023, we budgeted \$35,000 which allowed us to give out 8 awards. We are requesting the same amount for 2024. As a reminder, the board does have money set aside in a reserve fund to support Ideas to Action awards in leaner years. Traditionally, we have funded these projects using current year revenues.

J. Chamberlain reminded that Board that every three years, they discuss and vote on a minimum funding amount for Ideas to Action, which is currently \$25,000 per year. This topic will come up

again next year for review. In addition, to help this decision feel more sustainable, there is also a reserve fund that can be utilized for Ideas to Action funding if the need ever arises.

M. Uppena moved to approve \$35,000 to fund 2024 Ideas to Action awards, A. Thunder seconded. There was no discussion. The motion carried unanimously.

7. Presentation: Investment Report

Kevin Pomarnke of First Business Bank shared an overview of the investment performance of the past year and insights on the coming year's expected trends. He noted that there haven't been a lot of cash flows either in or out of the portfolio, which is meaningful in that it's really reflecting what's going on in the market. After a few challenging years, last year rebounded in both stock and bond markets. When discussing the summary of the portfolio, Kevin noted that there weren't any surprises, and investments are having a good, solid performance. Looking ahead, typically the market will fluctuate in presidential election years, so that's expected for this year but so far has started higher than anticipated. One thought-point that First Business Bank suggests to Boards is to consider their asset allocations and determine if they're still appropriate: are there suddenly expenses that are going to come out of a portfolio? These are things to think about and reaffirm that a balanced approach is still appropriate- which based on what they think will be happening in markets over the next three to five years, Kevin suggests are still appropriate.

8. Action: Employee Handbook Revisions Approval

J. Chamberlain incorporated feedback from the board at the last meeting. Nothing substantive has been changed since you review the handbook in March. Seeking a motion to approve the handbook as presented. M. King moved to approve the handbook, K. Olson-Kopp seconded. No further discussion. The motion carried. The handbook will go into effect May 1.

9. Action: Form nominations committee

WILS bylaws require the formation of a nominations committee at a regular meeting between January and May consisting of the Chair-person Elect and two other board members to nominate candidates for the offices that are to be filled for the next year. The committee's job is to confirm the treasurer position and seek a candidate for the chair-elect position. Officers are voted on at the first meeting of the new board year, which will be in August. If any Board members are interested in helping the nominations committee out by volunteering to serve as chair-elect, please reach out to Sarah Miller. It was asked if anyone would like to volunteer to serve on the Nominations Committee.

M. King, S. Miller, and T. Saecker volunteered to serve on the Nominations Committee.

10. Board member roundtable – news to share from your organizations?

A. Thunder shared about the recent Culture Keepers Gathering that occurred on April 18th and 19th. This event last happened six years ago, so it was a great opportunity for everyone to come back together post-COVID. A huge thank you to Jennifer Chamberlain for being there and providing support and assistance. The work can feel lonely at times, so this was a great opportunity to connect with others around the state that are doing similar work.

J. Gurske shared that Madison Trust for Historic Preservation will be starting up their History and Architecture walking tours again soon- they will be running 32 tours all summer on Thursdays and Saturdays. They are also putting together new grants for the first time in many years, thanks to a generous donation from one of their members. One of the things they will be doing is giving money to landmark properties in Madison for brick/mortar updates; or properties in Madison within a

local history district or have a Madison landmark nomination, with emphasis on underrepresented communities within Madison.

B. Brattin shared Kenosha Public Library's fifth location- the Children's Library, geared towards kids birth-5th grade- will be opening on July 13th. B. Brattin will also be retiring at the end of this Summer.

S. Miller shared that she recently attended Madison Public Library's Lunch for Librarians, and the guest speaker at this event was Tommy Orange. If anyone has an opportunity to hear Tommy speak, take it. After multiple years of trying, S. Miller has been accepted to serve on her local library's board. Also, after reviewing many great candidates, WiscNet has named their new CEO: Brian Reimer, who has been WiscNet's Chief Technical Officer. S. Miller will also be doing a lot of traveling around the state for the next 12 months- if you notice she's in your area, she'd love to meet up.

11. Meeting was adjourned at 2:40pm

Next meeting – May 30 board meeting will be held in Monona, WI at the [Nathaniel Dean House](#). This is an all-day meeting, lunch will be provided and travel expenses reimbursed. There will be an opportunity for a house tour after the meeting, and we will need a headcount so they can arrange for enough docents. You should have received a meeting poll to gather lunch order and sign up for the tour. WiLS will pay for the tour. Please complete the poll before May 1.