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Winding Rivers Library System Board of Trustees

Wednesday, February 7, 2024

6:30 p.m.

Hybrid Meeting: Online or In Person

MINUTES

1. Call to order / Open meeting notice certification

Meeting called to order at 6:32 p.m.

2. Roll call and introductions

Attendees

Board members: **Buffalo County** - Jane Langenfeld; **Jackson County** - Joan Zenz, Sarah Peloquin; **Juneau County** - Donna Thomas, Steve Thomas; **La Crosse County** –Mary Bach, Margaret Larson; **Monroe County** - Clara Johnson, Mary VonRuden, Adam Balz; **Trempealeau County** - Lori Severson, June Pellowski; **Vernon County** - Peggy Pasker; **La Crosse Public Library** – Kathy Ivey; **La Crosse County Library** – Larry Pohja.

Public: None.

WRLS staff: Kristen Anderson (Director), David Kranz (ILS/ILL Consultant).

3. Approval of agenda

Motion to approve agenda as presented,

1st by Larry Pohja

2nd by Mary VonRuden

Motion carried.

4. Approval of minutes from the Nov. 29, 2023, meeting

Motion to approve the minutes from the Nov. 29, 2023, meeting as presented,

1st by Mary VonRuden

2nd by Larry Pohja

Motion carried.

5. Reports

5.1 Budget update & approval of bills

Director Anderson discussed the financial statement showing 2023 end-of-year expenses and revenues compared to budget, with a caveat that final numbers may change as accounting work to close the year is completed. She noted interest earnings were high in 2023. Personnel expenses were lower than budgeted due to staff turnover. Vehicle expenses were up in 2023, as well as memberships and dues. The Databases expense line appears exceeded because CreativeBug renewal was paid in 2023 instead of 2024. Anderson added that the costs of the 2022 audit work will be paid in 2024 using carryover from 2023. The board noted that 2023 revenues came in at 103% of budget, expenses at 99%.

Motion to approve the bills,

1st by Sara Peloquin

2nd by Mary VonRuden

Motion carried.

5.2 Director's report:

- a) Library Legislative Day – Anderson and WRLS Collaborative Consultant Kelli Miller attended Library Legislative Day in Madison on Feb. 6 along with several representatives from WRLS member libraries. Rep. Tony Kurtz received a library supporter award from the Wisconsin Library Association at the event. This is a non-budget year for the state, but it is important to express gratitude for past support and share news of libraries with our legislators.
- b) Annual report season – All public libraries must submit a report to the Dept. of Public Instruction annually within 60 days of the start of the year. This year, library annual reports are due by Feb. 29. WRLS helps libraries complete these reports and facilitates their submission. Reports must be approved by library boards and signed by the library director and board president. Anderson said a few of this cycle's library reports have already been completed, signed, and turned in to WRLS.

5.3 Public comments or topics for discussion at future meetings.

A board member commented that the board meeting notification email had said people are welcome to attend but that attendance is not required. Anderson said that particular email message had been intended for library directors, not for WRLS board members.

A board member asked whether any other board members feel a review of board member commitments as trustees would be useful. It could possibly be done as part of a future meeting. Two additional members expressed interest.

A board member suggested implementing a year-end wrap-up of staff educational and professional development activities and the value to the organization, especially anything learned that was implemented.

An update on ILS migration was requested. Anderson said the ILS/ILL Consultant has been working with Polaris migration team staff to prepare data. The migration timeline will be talked about with WRLSWEB libraries at a WRLSWEB Network Advisory Council (NAC) meeting Feb. 8. Training by vendor-provided trainers is scheduled for several dates during four weeks in August, venues being arranged at locations throughout the system region. There will be brainstorming about what libraries can do during periods of reduced services during the ILS migration.

6. Old Business

None.

7. New Business

7.1 WRLS 2023 Annual Report

The WRLS 2023 system annual report was shared for review and approval.

Motion to accept the WRLS 2023 annual report and authorize the board president to sign it,

1st by Larry Pohja

2nd by Sarah Peloquin

Motion carried.

7.2 Audit

The 2022 audit report had been shared with board members earlier in the day, and Ivey suggested that, if more time to digest it is needed, board action can be postponed until the next meeting. Anderson said the audit is “unqualified,” which is the best status. A board member asked that action on the audit report be postponed to the next board meeting. Ivey asked that board members send any questions to her. No motion or formal action taken.

7.3 Job Description: Project & Grant Manager

Job description provided in board packet for review and possible approval. There was discussion about the scope of the role and the salary.

Motion to approve the Project & Grant Manager position description,

1st by Mary VonRuden

2nd by Larry Pohja

Motion carried.

7.4 Budget Adjustment 2023: Move interest income

Anderson noted the 2023 interest income and recommended moving \$30,746 from the 2023 operating budget into the Vehicle Replacement Fund. She recommended moving \$500 in interest from the Gifts account line to the OverDrive ebook Advantage line.

Motion to make the budget adjustments as proposed,

1st by Larry Pohja

2nd by Sarah Peloquin

Motion carried.

7.5 Vehicles: New delivery van purchase in 2024

A price quote in hand for a new Ford Transit van and exterior wrap was shared. Anderson asked the board for approval of the purchase at a price not to exceed a specified amount. She said right now vehicles move too quickly off the car dealer lots to be able to wait for board approvals after a specific vehicle is identified for purchase. She expects to place the order in a few months.

Motion to approve expending up to \$60,000 for purchase of a new or used delivery van,

1st by Larry Pohja

2nd by Sarah Peloquin

Motion carried.

7.6 Election of Officers

For election of WRLS Board officers, control of the meeting was turned over to Anderson. She shared that Kathy Ivey (President), Sue Adams (Vice President), and June Pellowski (Secretary) had expressed willingness to continue in their roles. Any additional nominations from the floor were sought; no additional nominations were presented.

Motion to accept slate of officers as presented,

1st by Larry Pohja

2nd by Sarah Peloquin

Motion carried.

7.7 Appointment of Personnel Committee

Ivey reappointed Peggy Pasker and Clara Johnson to the Personnel Committee.

7.8 Next meeting: anticipated date April 3, 2024.

8. Adjournment

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

David Kranz

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