

INDIANHEAD FEDERATED LIBRARY SYSTEM  
**Board of Trustees**  
March 22, 2017

**MINUTES**

The Board of Trustees of the Indianhead Federated Library System met on Wednesday, March 22, 2017 at Indianhead Federated Library System, 1538 Truax Boulevard, Eau Claire, Wisconsin. Mike Norman called the meeting to order at 12:32 pm.

**QUORUM AND CERTIFICATION OF COMPLIANCE  
WITH OPEN MEETINGS LAW:**

Joanne Gardner established that a quorum was present and certified that the meeting had been properly noticed in compliance with the open meeting law.

**BOARD MEMBERS PRESENT:**

**Judy Achterhof** (St. Croix County); **Steve Anderson** (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Pat Eggert** (Dunn County); **Robert Eierman** (Eau Claire County); **Mary Fayerweather** (Pepin County); **Marilyn Holte** (Chippewa County); **Chuck Hull** (Chippewa County); **Mildred Larson** (Eau Claire County); **Lyle Lieftring** (Rusk County); **Ron McLaughlin** (Price County); **Robert Mercord** (Pierce County); **Mike Norman** (Pierce County); **Louie Okey** (Barron County); **Jackie Pavelski** (Eau Claire County); **Linda Thompson** (Barron County); **Jim Tripp** (Dunn County).

**BOARD MEMBERS ABSENT:**

**Vacancy** (Polk County).

**OTHERS PRESENT:**

**John Thompson** (Director); **Juli Button** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder).

**APPROVE AGENDA:**

**MOTION #07<sup>(17)</sup>:** To approve the March 22, 2017 Agenda as presented. Anderson/Brue  
**RESULT:** Carried.

**CITIZEN COMMENTS:**

There were no citizen comments.

**ANNOUNCEMENTS/CORRESPONDENCE/INTRODUCTIONS:**

A certificate of appreciation was prepared for Jean Schlieve for her many years of service on the IFLS Board.

*(Hull arrived 12:33 pm.)*

Office Clerk, Paula Weber, is retiring at the end of March 2017. A card was routed for Board members to sign.

Norman noted that the IFLS board lost a fellow trustee. Warren Nelson passed away in early March. The obituary was provided. Norman asked the Board to pause to remember a friend and trustee.

#### **MINUTES:**

**MOTION #08**<sup>(17)</sup>: To approve the Board of Trustees minutes dated January 25, 2017 (Doc. #006-17). Daus/Brue  
**RESULT:** Carried.

#### **FINANCIAL REPORTS:**

**MOTION #09**<sup>(17)</sup>: To approve the December 2016 Check Register (Doc. #007-17). Pavelski/Daus  
**RESULT:** Carried.

Questions were asked about water damage costs; E-Commerce payouts; and telephone service costs.

*(Tripp arrived 12:42 pm.)*

**MOTION #10**<sup>(17)</sup>: To approve the January/February 2017 Check Registers (Doc. #008-17). Daus/Eierman  
**RESULT:** Carried.

Inquiries were made about: Innovative Interfaces costs; Library app called Boopsie; the buying pool with WiLS; and the online magazine subscription through Flipster.

*(Duerkop arrived 12:46 pm.)*

Button explained the different expenses and accounts. Some are deposit accounts where funds are drawn down on and others are for annual costs and pass-through costs.

**MOTION #11**<sup>(17)</sup>: To approve the December 2016 Financial Reports (Doc. #009-17). Holte/Okey  
**RESULT:** Carried.

Button noted that the auditors will report at the May Board meeting on IFLS financials for 2016.

Button stated that IFLS gained an additional \$22,196 in Equity in 2016. Additional funds were added to Reserves to bring reserved funds to \$423,768. Additional carryover funds were \$51,846.

In 2016, the roof was replaced due to wind damage and the parking lot was replaced. There may be the potential for siding and carpeting replacement from the additional funds although nothing is currently planned.

With the additional Reserves, we need to keep in mind that IFLS may lose LSTA money in 2017 and we will need \$35,000 for system technology.

Health insurance costs for 2017 were quite a bit less than budgeted. Because of changes in the health care options offered, more of the cost was shifted to the employees.

Page 20 provides a summary of the 2016 budget compared to actual costs.

**MOTION #12<sup>(17)</sup>:** To approve the January/February 2017 Financial Reports (Doc. #010-17). Daus/Brue  
**RESULT:** Carried.

Button noted that page 27 shows the budget to actual for January-February 2017. Interest Income is doing well.

### **IFLS INVESTMENT REPORT AND REVIEW OF INVESTMENT POLICY:**

Button reported that interest rates are improving. In 2016 IFLS made \$7,923 in interest income compared to \$3,810 in 2015.

A majority of IFLS funds are kept in the Select Investor Account at Bank Mutual. The interest rates are better and it is seamless for transfers because the checking account is with Bank Mutual as well. Currently there is only \$100,000 in the Pooled Investment Fund (PIF). The interest rate with the Select Investor Account is about .2% above the PIF.

The interest rate on the Select Investor Account was at .68% in December of 2016, .7% in January, and .8% in February. Interest Income in January/February of 2017 is \$1,000 more than it was during the same period in 2016.

**MOTION #13<sup>(17)</sup>:** To approve the IFLS Investment Policy (Doc. #011-17) and Investment Report. Okey/Pavelski  
**RESULT:** Carried.

### **DIRECTOR'S REPORT OF AGENDA ITEMS AND MONTHLY ACTIVITIES:**

Thompson met with the recently-hired Cadott director and gave her some ideas. She is finishing her degree with a Minor in Library Science.

Christina Jones, the Altoona director, will be leaving the library in May. Thompson will help review applications for hiring a new director.

The last month and a half, Thompson has been working with libraries on their annual reports as well as completing IFLS'.

Larson inquired about the importance of master's degrees when libraries are hiring. Thompson responded that any community over 6,000 would require a master's degree.

Each library board makes their own decision on who they hire and can depend on the available job market. Hiring is not always based on education, but rather how the person would fit in the community and other skills they bring to the position. Some libraries hire someone with not library experience, but instead with a specific skill set.

If the potential candidate does not have a master's degree, they are required to take four classes for certification. Classes can be taken online. Chippewa Valley Technical College is creating a library technology degree program which will be launched this fall.

Norman confirmed that county boards appoint the county library planning committees and all counties are required to have library planning committees. St. Croix County continues to meet and the committee includes several library directors and county board members. Achterhof is on that committee. They discuss issues libraries facing and the directors provide more board awareness.

The links for the county library plans should be accessible through each county's website.

#### **LIBRARY LEGISLATION UPDATE:**

The President's budget proposal is to eliminate the Institute of Museum and Library Services (IMLS) funding in the 2018 budget. IFLS would lose \$35,000 in system tech money. Additionally, a grant on mental health issues may not be funded.

Thompson provided a handout from Kurt Kiefer, the Assistant State Superintendent, on the impacts of zeroing out IMLS funding. IMLS provides Wisconsin with just under \$3 million annually to support services and assist schools and public libraries in meeting the needs of the state's citizens.

A group of library folks will be meeting to discuss the proposed elimination of IMLS services. Internally, Thompson is working on talking points and will sent to the Board and Library Directors at the end of the week.

The impact would really be felt statewide. IMLS is not the only agency that wouldn't be funded. The rationale may be that the areas slated to be cut could be done locally or not needed anymore. There are different priorities between the federal and state funding and the state and federal budget is out of sync.

The good news is that the Library Development and Legislative Committee is advocating for a small increase for systems. The Governor has proposed flat funding for system aids.

#### **IFLS ANNUAL REPORT AND STATEMENT OF COMPLIANCE:**

The final version of IFLS' Annual Report and Statement of Compliance for 2016 was provided in the Board meeting packet. The report provides a snapshot of what IFLS did in 2016. The plan requires formal action by the Board.

**MOTION #14**<sup>(17)</sup>: To approve the IFLS Annual Report and Statement of Compliance for 2016 (Doc. #013-17). L. Thompson/Eggert  
**RESULT:** Carried.

Thompson explained the mailing debacle in getting the system and member library reports to the Division for Libraries and Technology.

Appreciation was extended to Thompson and the staff on the report.

#### **MEMBER LIBRARY COMPLIANCE ISSUES:**

Thompson reported on the member library compliance issues. The Milltown Director did not file the paperwork for her director certification. It took several calls and emails to get the information submitted.

The Chetek Director provided the wrong expiration date on her certification. The required paperwork was filed.

Stanley library is back out of compliance. The Library Board chose not to check the box stating the library has exclusive control of funds. They did have a meeting with the auditor to help clarify the library finances within the city structure. Thompson did not create a compliance letter as it is hoped the discussion with the auditor will rectify the situation.

#### **SYSTEM EFFECTIVENESS STATEMENTS FROM MEMBER LIBRARIES:**

As part of libraries filing their annual report, they are given the opportunity to comment on system effectiveness on leadership. IFLS received no non-effective statements. Comments on positive feedback from the libraries was provided.

*(Break from 1:57 pm to 2:10 pm)*

*(Hull left at 2:00 pm)*

#### **UPDATE ON SYSTEM REDESIGN PROCESS:**

The Steering Committee will meet on Monday. They will lay the groundwork for communication with system staff in other systems and other groups. The Steering Committee will make a presentation in April to the SRLAAW group to provide an update and answer questions.

The Steering Committee intends to hold a retreat in July and communicate out to the library community; likely in September.

The Steering Committee has made presentations to COLAND and the State Superintendent about library issues. One outcome was to touch base more with the Counties Association about the process since systems are formed with counties. There will be a conference call in early April with the Counties Association and the League of Municipalities.

A presentation will be provided at the Wisconsin Association of Public Libraries (WAPL) Conference in Stevens Point. There will be a 1-1/2 hour session where there will be an update on the process.

The timeline is for the Steering Committee to make its recommendations by mid-2018 to the State Superintendent.

**AGREEMENT FOR RECIPROCAL BORROWING  
WITH WINNEFOX LIBRARY SYSTEM:**

Because Winnefox Library System updated their agreement with Monarch Library System, they chose to update their Reciprocal Borrowing agreements with all systems in Wisconsin. Wisconsin Statutes requires Reciprocal Borrowing agreements for all adjacent systems.

**MOTION #15<sup>(17)</sup>:** To approve the Agreement for Reciprocal Borrowing with Winnefox Library System (Doc. #015-17). Lieffring/Mercord  
**RESULT:** Carried.

**REPORT OF PERSONNEL COMMITTEE:**

The Personnel Committee met this morning. Anderson was reappointed as Chair. The committee looked at the director evaluation survey which is typically sent to three groups: library directors, IFLS Board, and IFLS Staff.

Thompson provided the committee with an abbreviated survey. After review, the committee voted to use the abbreviated survey to be sent to library directors in April. The committee will review the findings in May and decide if an abbreviated survey will be sent to the IFLS Board and IFLS Staff; and whether it would be done in 2017 or 2018.

**BOARD SUMMER MEETING/LIBRARY VISIT:**

Typically at the July Board meeting, the Board meets at a member library. Deer Park agreed to host the Board on July 26, 2017. It was noted it will be a good opportunity to view a vibrant library for a community of that size. Lunch arrangements will be made.

**REPORTS:**

**IFLS Staff Reports** – written reports were provided in the meeting packet.

**In-depth Staff Report** – Maureen Welch, has been the Reference and Interlibrary Loan coordinator at IFLS for 19 years. Welch recently hired a new delivery clerk and also oversees the delivery and interlibrary loan program. While Welch oversees delivery problems and damage reports, Gail Spindler (Interloan Associate) oversees the day-to-day operation of interloan requesting.

Welch handles the centralized lending-load leveling among our libraries and decentralized borrowing. Welch provides training for databases and buying Advantage Ebooks for the Wisconsin Digital Library collection. Welch also answers all OverDrive support questions.

It was noted by Pavelski that the Ebook collection is very popular. Welch noted that the buying pool was at \$1 million dollars and has now increased. Welch will plan to provide a short session on Ebooks following an upcoming Board meeting.

There was a round of applause for Welch.

**Board Reports-** The Wisconsin Association of Public Libraries (WAPL) conference will be held in Steven’s Point April 27-28<sup>th</sup>. This is a smaller conference focused on public libraries. IFLS can pay two board members \$125 each to attend.

An updated trustee list was provided in the meeting packet.

**ADJOURNMENT:**

Motion to adjourn at 2:47 pm by Lieffring/Pavelski

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Joanne Gardner, Recorder/Administrative Associate

These minutes of the Board of Trustees are approved:	<input type="checkbox"/> as printed.
	<input type="checkbox"/> with corrections noted.
_____ Presiding Officer	_____ Dated