**WiLS Board Meeting**
Monday, July 20

**Present**

Peg Billing (Tomahawk SD)
Sylvia Contreras (Edgewood College)Lee Konrad (UW-Madison)Kelly Kroes (WISPALS/Gateway Tech)
Catherine Lavallee-Welch (UW-La Crosse)
Melissa Matz (Elmbrook SD)
Stef Morrill (WiLS)Steve Platteter (Arrowhead Lib Sys)
Tasha Saecker (Appleton Public Library)
Andrea Schmitz (Verona SD)
Kristin Vogel (St. Norbert College)
Heather Winter (Milwaukee Art Museum)

 **Not present**Mark Arend (Winnefox Library System), Martha Berninger (DPI/RLLL)

**Guests**Jill Thomas, Lawrence University: Cooperative Purchasing Advisory Committee chair.
Scott Vrieze, Wisconsin Indianhead Technical College: Scott will be a new board member starting in September.

**Call to Order: Changes/Additions to the Agenda**Meeting was called to order at 10:03. There were no changes/additions to the agenda

**Welcomes & introductions**
We welcomed our new board members and introduced ourselves.

**Approval of May 2015 meeting notes**
S. Platteter moved approval of the minutes; T. Saecker seconded. Motion approved unanimously.

**Advisory Committee/workgroup updates**

*Cooperative Purchasing (CooPAC)*J. Thomas provided an update for CooPAC. The committee is doing work by email, and they will be getting more active in the coming months. S. Morrill and J. Thomas developed a plan to proceed with certain activities including reviewing ideal license term, reviewing membership on the committee, regional meetings activities, some changes to the new vendor process, and new trials/promotions/highlights process. The committee plans to have an informal meeting at the WLA conference.

*Experts Connection Workgroup*The group met and reviewed a background document, which S. Morrill will share with the board, along with notes from the meeting. The member lunch will focus on the topic of Experts Connection: what expert needs members will have in the next eighteen months, how experts should be vetted, and how/when libraries would expect to pay for these services.

**Treasurer’s report/Financial report for FY14/15**
T. Klement was unable to attend the meeting, so S. Morrill shared his report. Going into the final month, the financials are looking pretty good. Cooperative sales are looking to finish at record highs and all other revenue categories will hit or exceed budget projections. There is nothing unexpected in the expenses. Project revenues to book in June should put the projects in the black. All signs are pointing towards the year finishing up in the black as a whole. The balance sheet ratios are still strong as well.

**Director’s report: reminder of strategic directions and progress so far**S. Morrill reviewed the three strategic directions for 2015/16:

*Develop a new plan for WiLS events/educational opportunities*
With the help of a workgroup made up of staff and board members, we will review our current events and educational opportunities (including Peer Council, ILL Meeting, WiLSWorld and regional meetings) and consider how we alter that plan to better meet member’s educational needs and to provide more information and education around services we provide. This work will be done by a workgroup of the board and staff, and a report will be provided to the board in November. L. Konrad and P. Billing will participate on this workgroup.

*Explore adding a position with expertise in academic libraries for planning/consulting services*A recent survey of academic members indicated interest in planning and consulting services, though the survey was not detailed enough to give us a clear picture of the need. With input from our academic board members, we will create a process to learn more about the needs and aspirations of our academic community and how WiLS might fit into this picture. The outcome of this process may be an additional position with expertise in academic libraries to assist with consulting services. A report will be provided to the board in November. This work will be done by the WiLS staff, with assistance and guidance from the board, especially the academic board members. A report will be provided to the board in November. S. Morrill shared a plan for how WiLS staff would like to approach this work, and the board members offered feedback. They felt that the methodology would work. Targeting director/administrator level for this initial stage may get the best results. Most schools aren’t large enough to have a lot of administrative overhead. The administrators can identify the gaps they perceive in their organization and help to determine if targeted conversations for functional areas are needed as a next step.

*Research and develop a plan for collecting and sharing member information*
Our members have valuable experience that we would like to effectively collect and share. This strategic direction will result in a plan for better and more systematic mechanisms to collect the experiences of our members, particularly with new products, electronic resources, and experimental services, and to share that knowledge with the WiLS community. This work will be done by the WiLS staff, with a new plan shared with the board in February.

**Review of conflict of interest policy**
Each year, we review our conflict of interest policy and ask board members to sign it. S. Morrill explained how members should complete the conflict of interest part of the policy and asked that the documents be returned to her by the end of August.

**Action on replacements for board members**
Patrick Wilkinson and Kelly Kroes will be leaving the board. P. Wilkinson resigned as of this meeting, and Lee Konrad, UW-Madison, has agreed to complete his term. K. Kroes will be leaving the board on September 4, and Scott Vrieze from Wisconsin Indianhead Technical College, has agreed to complete her term.Our bylaws do not indicate a formal process for replacing board members. The board agreed to these new members by consent. We will consider a formal process as part of our next bylaws revision.
**Election of officers for 2014/15**
The Nominations Committee identified H. Winter as a willing candidate for the position of chair-elect. A. Schmitz moved to approve H. Winter as chair-elect; S. Platteter seconded. Motion passed unanimously.

**WiLSWorld update**S. Morrill thanked all of the board members who would be attending the conference and reviewed board roles for the day. There are 102 registrations, with 62 full attendees. The revenue for the event is down slightly, but attendance numbers are up. We have a tremendous growth in sponsorships this year, thanks to the hard work of Sara Gold.

**Discussion of and possible action on employee handbook/review of organizational chart**
WiLS has a somewhat informal employee handbook, which had not been reviewed since July 2013. WiLS staff reviewed and made some modifications to the handbook. The group did not have any questions or concerns about the handbook, as long as it was reviewed with the staff. S. Platteter moved approval of the handbook; P. Billing seconded. Motion passed unanimously.
**Discussion of board travel reimbursement and process**
At a previous meeting, the board had discussed simplifying the board travel reimbursement procedure so that board members who wanted reimbursement would receive it automatically without needing to complete a form each meeting. The group discussed this procedure and board members should let S. Morrill know if they want reimbursement by the end of August. Reimbursement will be provided automatically following board meetings for those who want it.

**2015/16 meeting dates**The board set their meeting schedule for the rest of the year:

* November 19: Milton
* February 26: Madison
* May 19: location TBD

P. Billing moved adjournment. C. Lavallee-Welch seconded. Meeting adjourned at 10:55.