

NWLS Board of Trustees
May 18, 2019
12:00 P.M.
NWLS HQ

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 12:03 pm.

Present: Connie Cogger (Bayfield County), Sandy Mackie (Washburn County), Samuel Pomush (Douglas County), Ron Leino (Douglas County), Jocelyn Ford (Washburn County), Jeff Burke (Vilas County), Clarence Campbell (Ashland County), Jim Crandall (Bayfield County), Vivian Markley (Douglas County), Susan Hendrickson (Douglas County), Opal Roberts (Iron County), Buzz Byrne (Burnett County), Kathryn McKenzie (Douglas County), Courtney Dietsche (Douglas County~ online), Sherry Machones (Director), Michelle Gostomski (Business Manager), Benjamin Whytsell (Network Support Specialist), Heather Daoust (Mail-A-Book~ online).

Absent: Donna Knuckey (Winter Public Library), Dian Delong (Sawyer County), Laura Rachford (Burnett County), Jim Bassett (Sawyer County), Joyce 'Pep' Kebasa (Ashland County).

2. Guest Comments

None.

3. 2018 Annual Audit Presentation

Kim Shult from the auditing firm Baker and Tilly gave a summary of the 2018 audit.

4. Approval of the Assignment of the Reserve Fund

Motion by Buzz Byrne, second by Opal Roberts to approve the Director of NWLS to assign the fund balance for these purposes: for future sick/vacation payouts, a two-month cash flow, and the rest for capital improvements. Motion carried unanimously.

5. Approval of the March 17, 2019, Board of Trustees Meeting Minutes

Motion by Susan Hendrickson, second by Samuel Pomush to approve the March 17, 2019 Board of Trustees Meeting Minutes. Motion carried unanimously.

6. Approval of March and April 2019 NWLS Expenditures

Motion by Jocelyn Ford, second by Kathryn McKenzie to approve the March and April 2019 NWLS Expenditures. Motion carried unanimously.

7. Approval of April 30, 2019, Financial Statement and Budget Report

Motion by Samuel Pomush, second by Susan Hendrickson to accept the April 30, 2019, Financial Statement and Budget Report. Motion carried unanimously.

8. Approval of the Member County Appropriation Request

Sherry Machones gave background on the last request for a one percent increase, as well as the history of a ten-year freeze before that. Questions were raised about the formula that governs this request. Machones reminded the Board of the history that was presented two years ago. Machones voiced concerns over losing the \$5,000 LSTA delivery grant this year and losing another \$5,000 of it next year. Motion by Susan Hendrickson, second by Ron Leino to approve a 1% increase to the county appropriation requests. Motion carried unanimously.

9. Director's Report

Updates from member libraries:

- Superior Telegram's article on Gale Courses:
<https://www.superiortelegram.com/news/education/4601539-northern-wisconsin-library-cards-open-virtual-classroom-doors>
- Several of the Library Directors in our system attended the WAPL conference.

Updates from the system:

- The IDEA (Inclusivity, Diversity, Equity, and Access) Team met in March and discussed their charge and objectives. They will be meeting on May 23rd to discuss continuing education opportunities for both NWLS and WVLS in 2020.
- Staff conferences: Jackee attended the IUG conference this week, Anne-Marie attended her first ever conference at WAPL.

Updates from the Director:

- I visited the Bayfield Public Library in March to give a refresher on how circulation impacts city and county funding.
- I visited the Red Cliff Library and met with the Education Director Jared Blanche about the process of becoming a state recognized public library and the possibilities of joining the Merlin Consortium.
- I gave a new Director orientation to Sara Klemann at Eagle River.
- UW Madison iSchool students visited NWLS in April to learn about systems and assist the Red Cliff Library.
- PLSR: COLAND met on May 10th to finalize the listening session responses to the final PLSR report. DPI is now in charge of any implementation of the report.
- Delivery Pilot Project: I met with IFLS, WVLS, and SCLS about establishing a northern SCLS hub in Wausau. This hub would alleviate current issues that we have with SCLS's sub-contractor Waltco. After discussion, IFLS and WVLS felt that it was best to wait for the PLSR recommendation to be implemented.
- Technology: (see LEAN WI Projects Summary). Benjamin Whytsell's last day at NWLS is May 31st. *President Jeff Burke thanked Benjamin for his service.*
- DPI:
 - System Compliance updates: the LEAN Partnership will be working on a new Technology Plan due by January 1st; an updated Sawyer County Plan will be needed soon to reflect the changes in Winter.
 - Cindy Fesemyer will start on May 28 as the Adult and Community Services Consultant.

- Bill Herman, Technology Consultant on the Instructional Technology Services Team, will retire effective May 24, 2019. He has provided technology support for Broadband and E-Rate, as well as coordination support for system technology projects and public library TEACH grants. There are a few other staff that will assist in the future, but there is no plan for when or if this position will be filled.
- DPI will request quotes from accounting firms to develop a Financial Management Reference Guide for public library systems, shaped by DPI recommendations in conjunction with a workgroup including representatives from the System Office Managers and Bookkeepers Association of Wisconsin (SOMBAAW). Standard chart-of-accounts and accounting practices will be outlined to provide more consistency in financial reporting. In a second phase, recommendations for handling territory changes in systems can be outlined and added.
- LAWDS (Libraries Activating Workforce Development Skills) Project: This is a Federal IMLS 3 Year Grant overseen by DWD, WLA, and DPI. These are the listed goals:
 - Develop a strategy for forming Library Mentor Network (LMN) relationships between Wisconsin public library systems and their member libraries and the Workforce Development system to enhance services at all local libraries
 - 100% of all Workforce Development Training Modules will be provided to the public library systems and their member libraries, and improvements of partnerships and collaboration will be documented
 - 80% of participants in training will experience an increase in skills and confidence in their ability to apply the skills in the libraries
 - 100% of LMN members will interact at least two times a year
- State Budget:
 - Joint Finance Committee hearings and the Governor's listening sessions were held around the state in April. LD&L committee members have participated in both events. Several LD&L working committees have been formed on various topics: County funding and issues workgroup, LD&L committee and terms, and state aid funding formula.
 - The Governor's Budget included a boost in funding for public library systems (\$2,500,000 in fiscal year 2019-20 and \$4,000,000 in fiscal year 2020-21), as well as cost to continue funding maintaining Badgerlink and Newsline for the Blind (\$345,800 in fiscal year 2020-21), and the library service contracts between DPI and the Cooperative Children's Book Center, Wisconsin Talking Book and Braille Library, Milwaukee Public Library and UW-Madison (\$133,200 in fiscal year 2019-20 and \$168,100 in fiscal year 2020-21). The Governor's budget proposal also moves the Recollection Wisconsin digital archives program, currently maintained on a grant-by-grant basis, under the state funded WISELearn portal to ensure that the state's history moves sustainably into the future. The budget process is now to the Joint Finance Committee, which will release their budget version. We expect the request for the boost in funding for public library systems to be included.
- Conferences attended: WAPL, Toward One Wisconsin, CEO Symposium, 2019 Arbuthnot Honor Lecture

- Meetings attended: PLSR listening session, SRLAAW, DPI Youth Services/Continuing Education/Inclusive Services Consultants, Digitization Collaboration project, ALA, ASGCLA Board, WLA Board, WLA Trustees, WLA LD&L Committee, Merlin & Directors, WVLS all Directors.
- I will be getting bids for capital improvements: new carpeting, a key card security system, and new room dividers.
- I am looking for volunteers from the NWLS Board and member library directors to serve on the NWLS Strategic Plan committee.
- Our July meeting will be in person at 10 am so we can have the WLA LD&L cross county funding committee give their presentation that was scheduled for last November.

10. Adjourn

Susan Hendrickson moved to adjourn the meeting at 1:40 p.m. Samuel Pomush seconded.

Respectfully submitted,

Sherry Machones, Director