

NWLS Board of Trustees
January 18, 2020
10:00 A.M.
Online

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:00 am.

Present: Online: Vivian Markley (Douglas County), Kathryn McKenzie (Douglas County), Jeff Burke (Vilas County), Opal Roberts (Iron County), Buzz Byrne (Burnett County), Heather Daoust (Mail-A-Book), Courtney Dietsche (Douglas County), Ron Leino (Douglas County), Connie Cogger (Bayfield County), Sandy Mackie (Washburn County), Samuel Pomush (Douglas County), Susan Hendrickson (Douglas County), Laura Rachford (Burnett County), Sherry Machones (Director), Michelle Gostomski (Office Manager), Jackee Johnson (ILS Administrator), Molly Lank Jones (Hayward Library).

Absent: Jim Bassett (Sawyer County), Clarence Campbell (Ashland County), Dian Delong (Sawyer County), Jocelyn Ford (Washburn County), Donna Knuckey (Winter Public Library), Jim Crandall (Bayfield County), Joyce 'Pep' Kebasa (Ashland County).

2. Guest Comments

None.

3. Approval of the November 9, 2019, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Susan Hendrickson to approve the November 9, 2019, Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Election of Officers

Jeff Burke requested that Sherry Machones entertain nominations of officers. Connie Cogger moved, seconded by Susan Hendrickson, to nominate and approve the current slate of officers, Jeff Burke as President, Sandy Mackie as Vice-President, Clarence Campbell as Treasurer. Motion carried unanimously.

5. Approval of November and December 2019 NWLS Expenditures

Motion by Laura Rachford, second by Sandy Mackie to approve the November and December 2019 NWLS Expenditures. Motion carried unanimously.

6. Approval of December 31, 2019, Financial Statement and Budget Report – Pending Audit

Motion by Laura Rachford, second by Sandy Mackie to accept the December 31, 2019, Financial Statement and Budget Report. Kathryn McKenzie mentioned that our interest gained over the year was wonderful and inquired about the unspent portion of the professional collection line item, which Machones said fluctuates every year depending on demand. Several Board members discussed the travel line item and requested that increasing the 2020 budget line in

this area be added to the March agenda. Kathryn McKenzie also asked if NWLS saw a savings this year due to unfilled positions, which Machones confirmed. Motion carried unanimously.

7. Approval of the LEAN WI Information Technology Strategy Plan

Motion by Sandy Mackie, second by Connie Cogger to accept the LEAN WI Information Technology Plan. Kathryn McKenzie and Laura Rachford commented on how well written the plan was, and Sandy Mackie added that the systems did a fantastic job. Jeff Burke and Laura Rachford agreed that the plan was admirable and prudent. Laura Rachford also added that we are leading the future of technology in the state and it is nice to see rural systems take that role. Motion carried unanimously.

8. Approval of the NWLS Maintenance Specialist Job Description

Motion by Laura Rachford, second by Kathryn McKenzie to approve the Maintenance Specialist Job Description. Motion carried unanimously.

9. Discussion of the Douglas County Library Agreement

Jeff Burke provided background of the current situation with Douglas County. This past week NWLS received email correspondence from Douglas County Administration that NWLS would not be receiving the amount requested in 2020 but would only receive the amount requested in 2019. Machones responded to Douglas County Administration that the agreement the County Board signed is legally binding. Susan Hendrickson reported that she had spoken to Administration later in the week and the check for the difference is in the mail, so NWLS will be receiving the full amount requested.

10. Director's Report

Updates from member libraries:

- Winter: The Village of Winter in November discussed financial support of the library. The Village remained undecided on the amount and referred it to their December meeting. The minutes issued from the November meeting were falsified and reflected contrary information about financial support. DPI was consulted about how to proceed in regard to amending the Joint Library Agreement. Village of Winter has put on their next board agenda to approve \$100 financial support to the library.

Updates from the system:

- Continuing Education Updates:
 - The NWLS Winter Retreat was held on Friday, Dec. 13 in Seeley, WI. There were 18 attendees, mostly member librarians from NWLS. Angela Meyers, Coordinator of Youth and Inclusive Services at the Bridges Library System, spoke about library accessibility in the morning. Jamie spoke up customer service in the afternoon. The day was well received by everyone who attended. One evaluation said: "Both Angela and Jamie were fun and interesting! Thank you for a great workshop!"
 - The following workshops/webinars for 2019-2020 are scheduled and/or in the planning stages:

- [Wild Wisconsin Winter Web Conference](#) - Jan. 22-23, 2020
 - Marketing Plan
 - Customer Service Webinar Series (April 1, 8, 15; 1 pm)
- Ann Larson (Hayward) and I conducted a youth services workshop on December 16th. Discussion centered on past and future summer reading programs and the potential to open the NWLS Youth Services Consultant Position up to staff at member libraries.
- Lean WI Updates: Northern Waters Library Service Onboarding
 - Progress continues. The technology managers from IFLS, NWLS, and WVLS have a meeting scheduled for January 17, 2020 specifically to plan out processes for Active Directory Joins and Unifi networking equipment deployments. Staff from all partner systems will be involved in field visits or remote support roles.
- Sawyer County: The Sawyer County Library Plan was reviewed and revised to update the Library offerings as well as to reflect the new stakeholders for the Winter Public Library as of January 1, 2019. Last week the Administration Committee approved that the Plan be sent to the full County Board. It was passed on January 16th.

Updates from the Director:

- I facilitated a staff training day here at NWLS on November 12th focusing on communication.
- On November 14th DPI led a meeting with Public Library System Directors. Many things were discussed that this Board will be working on revising/updating in the future, including the Board By-Laws and the Resource Library Contract.
- On January 9th, I was involved in a violent hit and run car accident in Madison. I only had minor issues from it and will be following up with physical therapy. I appreciate everyone's support and patience with me.
- We will be having a NWLS Board special meeting on February 15th at 10:00 am to pass the annual report.
- PLSR: The new Project Coordinator position has been posted with a deadline of 1/26: http://wisc.jobs/public/job_view.asp?annoid=100961&jobid=100475&org=255&class=09472&index=true.
- Updates on the situation between WVLS and Marathon County: The December 16 MCPL Board meeting agenda included a line item regarding the Task Force. Task Force meetings will be scheduled one hour prior to MCPL Board meetings, January-June 2020. The first meeting of the Task Force will be held on January 27, 2020 at 11:00 a.m. followed by the MCPL Board meeting at noon.
WVLS had requested appointment to the Task Force however an invitation from the MCPL Board has not been granted. Also, names of additional appointments are not known at this time. At the November MCPL board meeting it was suggested that someone from another public library system (not WVLS or SCLS) might provide consultation, but on December 16 a DPI representative was potentially mentioned in that role.
- NWLS Events:

- November 12: Staff In-Service, Sawyer County Budget Meeting
- November 13: WLA Fall Conference 2020 meeting
- November 14: DPI's Meeting with Public Library System Directors, Merlin & Director's Meetings
- November 15: LD&L, LD&L Subcommittee Meeting
- November 18: DPI CE Meeting
- November 19: IDEA Team Meeting
- November 25: DPI PLSR Activities Meeting
- November 28-29: NWLS Closed
- December 6: WLA Board Meeting
- December 13: NWLS Winter Retreat
- December 17-18: WLA Fall Conference 2020 meeting
- December 24-25: NWLS Closed
- December 31-January 1: NWLS Closed
- January 9: WLA Board Retreat
- January 10: WLA Volunteer Orientation
- January 13: ALA ASGCLA Meeting
- January 14: WLA LGBTQ SIG Leadership Meeting
- January 16: Sawyer Co. Board Meeting, Hayward
- January 17: LAWDS Planning for Northeast Wisconsin Meeting
- Events upcoming:
 - January 22-23: 2020 Wild Wisconsin Winter Web Conference
 - January 24-28: ALA Midwinter Conference in Philadelphia
 - January 28: Merlin Strategic Planning Meeting
 - February 10-12: NWLS Audit
 - February 10: SRLAAW Meeting, Madison
 - February 11: WLA's Library Legislative Day, Madison
 - February 14: WLA Board Meeting, Madison
 - February 17: WLA Fall Conference Planning Meeting, NWLS Closed
 - February 21: WLA WISL Meeting, Amery
 - February 27: Merlin and Director's Meetings
 - March 11: Children's Book Fest 2020, Rhinelander

9. Adjourn

Kathryn McKenzie moved to adjourn the meeting at 10:54 a.m. Buzz Byrne seconded.

Respectfully submitted,

Sherry Machones, Director