

NWLS Board of Trustees

May 16, 2020

12:00 P.M.

Online

1. Call to Order/Roll Call

Sandy Mackie called the meeting to order at 12:00 pm.

Present: Connie Cogger (Bayfield County), Sandy Mackie (Washburn County), Samuel Pomush (Douglas County), Ron Leino (Douglas County), Dian Delong (Sawyer County), Jocelyn Ford (Washburn County), Laura Rachford (Burnett County), Clarence Campbell (Ashland County), Susan Hendrickson (Douglas County), Buzz Byrne (Burnett County), Opal Roberts (Iron County), Kathryn McKenzie (Douglas County), Courtney Dietsche (Douglas County), Vivian Markley (Douglas County), Donna Knuckey (Winter Public Library), Sherry Machones (Director), Michelle Gostomski (Business Manager), Heather Daoust (Mail A Book), Kim Shult (Auditor).

Absent: Jim Crandall (Bayfield County), Jeff Burke (Vilas County), Jim Bassett (Sawyer County), Joyce Kebasa (Ashland County).

2. Guest Comments

None.

3. 2019 Annual Audit Presentation

Kim Shult from the auditing firm Baker and Tilly gave a summary of the 2019 audit. Motion made by Buzz Byrne, second by Jocelyn Ford to approve the 2019 audit. Motion carried unanimously.

4. Approval of the Assignment of the Reserve Fund

Motion by Laura Rachford, second by Buzz Byrne 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 14, 2020, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Jocelyn Ford to approve the March 14, 2020, Board of Trustees Meeting Minutes. Motion carried unanimously.

6. Approval of March and April 2020 NWLS Expenditures

Motion by Laura Rachford, second by Ron Leino to approve the March and April 2020 NWLS Expenditures. Motion carried unanimously.

7. Approval of April 30, 2020, Financial Statement and Budget Report

Motion by Susan Hendrickson, second by Samuel Pomush to accept the April 30, 2020, Financial Statement and Budget Report. Motion carried unanimously.

8. Approval of Member County Appropriation Request

Sherry Machones presented a request for a one percent increase or a freeze from last year's request, as well as the historical trends. Machones voiced concerns over asking for more money during the pandemic when revenues are down but also cautioned that if we were to freeze the request, that NWLS would have to make up that loss somewhere else, and we may lose money in different sectors. Sandy Mackie voiced her concerns and recommended to increase the request from last year. Motion by Laura Rachford, second by Susan Hendrickson to freeze the county appropriation requests at last year levels. Motion passed on a roll call vote 8 to 6.

9. Director's Report

Updates from member libraries:

- Donna Knuckey stated "that as a library director, the NWLS team has been invaluable."
- Angie from the Spooner Memorial Library will be featured on WPR this coming Tuesday morning talking about curbside service in libraries. Angie was also a panelist on the DPI webinar about curbside services.
- Both the City of Washburn and Bayfield have been notified of major cuts to funding for this fall that will likely impact their libraries.

Updates from the system:

- ALA transitioned their Annual Conference in June to a virtual one and is offering a deeply discounted rate of \$60. Since WAPL was cancelled, we have decided to offer 12 scholarships to the ALA virtual conference.
- This spring NWLS partnered with IFLS and WVLS to purchase library supplies in bulk. Staff at IFLS coordinated the purchases and the supplies will be shipped to libraries when courier service resumes.
- NWLS began weekly online directors' discussions during COVID-19 outbreak to share ideas and support, as well as issuing daily (now 3x a week) email updates on COVID items of interest.
- ILS Update: Johnson is working with other Sierra ILS admins in the state to figure out best practices for offering curbside and planning for phased reopening of libraries. The forced shutdown gave the Discovery Layer Committee time to view live demos of three discovery layer options. Thank you to Chris Seaton (Shell Lake), Teresa Schmidt (Mercer), Ann Larson (Hayward), Linda Olson (Superior), and Stacey Adams (LOL) for sharing their time and talents on the committee. Johnson expertly negotiated a lower price for our system with the chosen vendor and is leading a group of other Library Systems in the state that are interested in new discovery layers. NWLS staff have joined IFLS cataloging and bibliographic list servs for updates regarding cataloging vocabulary.
- LEAN WI: Moved over NWLS staff files to new domain in RDC. Migrated NWLS file server to RDC. Have several new servers located at RDC up and running to start with NWLS system migration. Norvado has installed their fiber access to the NWLS headquarters back server room in April, which could be used as a secondary connection in the future for backup ISP.

- IT:
 - Eric Kontny, our IT Intern, is now officially a full-time staff member, having graduated from his college program this week. Welcome Eric!
 - Setup and supporting 37 remote desktop connections for NWLS member library staff to connect to library computers from home
 - Setup BlueJeans web conferencing accounts at no cost for libraries to use for their board meetings
 - Completed all networking projects at Frank B. Koller Memorial Library.
 - Unboxed, configured, and labeled 30 core network switches for all locations.
 - Unboxed, configured, and labeled 22 wireless access points for locations not using Unifi wireless equipment.
 - Configured 90% of the new Pharos server for migration.
 - Currently configuring new Faronics Anti-Virus server for migration.
 - Gathering input for LSTA Connectivity Grant and will be applying for additional wireless access points to extend the library wireless signal to parking lot areas.
 - PLA and Microsoft WiFi Access Micro Grant Program: Gathering needed pricing and quotes for libraries that qualify.
 - IMLS CARES Act Grants for Museums and Libraries was just released, starting to investigate this.
- Continuing Education Updates: Here are just a few of the many CE opportunities that NWLS has helped provide during this time:
 - When the Library Makes Mistakes
 - Dealing with Hostile and Potentially Dangerous Library Users
 - The Ethics of Library Customer Service

Updates from the Director:

- DPI Update: DPI has been incredibly helpful during this time. The federal government grants and funding have been put to good use for our libraries: Beanstack, a new statewide online reading challenge platform and mobile app to support summer library programming in 2020 and beyond; \$250,000 to the Wisconsin Public Library Consortium (WPLC) in order to increase online offerings during the pandemic.
 - Currently there are three writing teams convened by DPI to assist the Governor and all libraries in Wisconsin on how to open libraries safely. I was asked to be on the Administration Guidelines writing team. We are hoping to have a first edition to be ready by next Friday
 - There will be a virtual version of the PLSR summit in the fall.
 - Wisconsin's Library Services and Technology Act (LSTA) grant is still governed by statutory maintenance of efforts (MOE) rules that make Wisconsin's continued fiscal support for library services critical.
- NWLS Headquarters finished the work on the walls to the maintenance room right before the shut down. No other quotes or inspections have been done since.
- Staff are currently taking classes during this time: SQL Training from Innovative (Kriskovich and Johnson), Leadership in the time of Crisis (Machones). Many staff at NWLS and member libraries are participating in continuing education webinars daily and

we have seen a big increase in classes being taken through our subscription to Gale Courses.

- As ALA ASGCLA Division President, I was informed that my Division has to be completely dissolved by September. I am working with the new Executive Director of ALA, Tracie Hall, to 'rehome' everyone in our Division to other entities within ALA. The dissolution of ASGCLA will be voted on by Council at the virtual conference in June.
- State Superintendent Carolyn Stanford Taylor announced her decision not to run in the 2021 election for state superintendent of public instruction. Gov. Tony Evers appointed Superintendent Stanford Taylor to the office in January 2019, and her term ends July 2021.
- Monarch Library System Interim Director Jennifer Chamberlain has accepted the position of Director at WiLS. In the past, Jennifer Chamberlain was the Library Director in Boulder Junction.
- NWLS Past Events: (everything is entirely online)
 - March 17: DPI System Director Meeting; LAWDS Meeting
 - March 18: Last day NWLS office open; ALA SCOE Council Meeting
 - March 20: WLA LD&L Meeting; Sierra ILS Admins Meeting
 - March 23: Staying Together: Covid Director Discussion
 - March 24: DPI and System Director Meeting
 - March 25: NWLS Strategic Plan Meeting; ALA Chapter Covid Meeting
 - March 31: DPI and System Director Meeting; Youth Services System Consultants Meeting; Staying Together: Covid Director Discussion; ILS Discover Layer Demo
 - April 1: ALA ASGCLA Board Meeting
 - April 2: ILS Discover Layer Demo
 - April 3: WLA Board Meeting
 - April 6: Youth Services System Consultants Meeting; NWLS Staff Meeting
 - April 7: DPI and System Director Meeting; Staying Together: Covid Director Discussion
 - April 9: LEAN WI System Director Meeting; ILS Discover Layer Demo
 - April 14: ALA Chapter Councilor Meeting; Staying Together: Covid Director Discussion
 - April 16: NWLS Staff Meeting; SRLAAW Meeting
 - April 17: DPI State of the State Meeting; WLA LD&L Meeting
 - April 18: WVLS Board Meeting
 - April 20: NWLS Staff Meeting; Staying Together: Covid Director Discussion
 - April 21: DPI and System Director Meeting; NWLS Staff Meeting; LAWDS Meeting
 - April 22: Staying Together: Covid Director Discussion; ASGCLA Dissolution Meeting
 - April 24: ALA Chapter Councilor Meeting; Meeting with Superior
 - April 27: WLA Finance Meeting; ASGCLA Board Meeting
 - April 28: DPI and System Director Meeting; Staying Together: Covid Director Discussion; ILS Discovery Layer Committee Meeting
 - April 29: NWLS Staff Meeting; Wisconsin Public Library Consortium Board meeting

- April 30: ILS Discovery Layer Discussion
- May 5: DPI and System Director Meeting; Youth Services System Consultants Meeting; Staying Together: Covid Director Discussion
- May 7: Merlin and Director's Meetings; WISCAT Meeting; DPI Webinar on Reopening
- May 8: ASGCLA Dissolution Meeting; ALA Chapter Councilor Meeting
- May 11: ASGCLA Dissolution Meeting
- May 12: DPI and System Director Meeting; Staying Together: Covid Director Discussion
- May 13: ASGCLA Dissolution Meeting
- May 14: DPI Reopening Administration Team Meeting
- May 15: WLA LD&L Meeting; ASGCLA Dissolution Meeting
- May 16: WVLS Board Meeting
- Events upcoming: Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.

10. Adjourn

Kathryn McKenzie moved to adjourn the meeting at 1:10 p.m. Susan Hendrickson seconded.

Respectfully submitted,

Sherry Machones, Director