NWLS Board of Trustees

July 11, 2020
10:06 A.M.
Online

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:06 am.

Present: Samuel Pomush (Douglas County), Ron Leino (Douglas County), Dian Delong (Sawyer County), Jocelyn Ford (Washburn County), Laura Rachford (Burnett County), Clarence Campbell (Ashland County), Buzz Byrne (Burnett County), Opal Roberts (Iron County), Kathryn McKenzie (Douglas County), Courtney Dietsche (Douglas County), Vivian Markley (Douglas County), Jim Crandall (Bayfield County), Jeff Burke (Vilas County), Jim Bassett (Sawyer County), Joyce Kebasa (Ashland County), Donna Knuckey (Winter Public Library), Sherry Machones (Director), Michelle Gostomski (Business Manager), Heather Daoust (Mail A Book), Jackee Johnson (ILS Administrator), Gina Rae (ILS & Database Support Specialist).

Absent: Connie Cogger (Bayfield County), Susan Hendrickson (Douglas County).

2. Guest Comments

None.

3. Approval of the May 16, 2020, Board of Trustees Meeting Minutes

Motion by Buzz Byrne, second by Kathryn McKenzie to approve the May 16, 2020, Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of May and June 2020 NWLS Expenditures

Motion by Samuel Pomush, second by Buzz Byrne to approve the May and June 2020 NWLS Expenditures. Motion carried unanimously.

5. Approval of June 30, 2020, Financial Statement and Budget Report

Motion by Jocelyn Ford, second by Kathryn McKenzie to accept the June 30, 2020, Financial Statement and Budget Report. Motion carried unanimously. Michelle Gostomski reported that we had received most of our revenue for the year and we are saving money from the lack of travel. Sherry Machones reported that our state aid for this year has been received but is concerned about next year's aid which might be impacted after the fall election. Machones said that libraries are recovery centers and will be vital to each community's success during and after the pandemic.

6. Election of Vice President

Jeff Burke led us in a moment of silence for Sandy Mackie. Motion by Jim Crandall, second by Ron Leino to nominate Jocelyn Ford and appoint her as Vice President. Motion carried unanimously.

7. Discussion of Annual Director Evaluation
Jeff Burke will send out the survey that has been used in the past to all Board members this week. After receiving responses, Jeff and Jocelyn will meet with Sherry.

8. Director's Report
Words of appreciation:
- *"Thank you for your leadership and for everything you do for the library community. You are such a thoughtful, mindful professional and I doubt you hear that enough.*" – Shannon Schultz, DPI to Sherry Machones
- *"I want to thank you for putting yourself out there in these leadership roles. I know this isn't certainly what you thought you were signing up for when you became WLA president. Though, of course, none of us foresaw that our careers at this point would be working hard and fighting to figure out how to preserve what we've all built together in our WI library community over the years*." Bruce Smith, DPI to Sherry Machones
- *"Thank you, Sherry! You are always so informative and helpful*!" Donna Knuckey, Winter Public Library to Sherry Machones

Updates from member libraries:
- The Sherman & Ruth Weiss Community Library in Hayward was one of 49 organizations awarded a grant in the first round of funding from the Wisconsin Humanities Council.
- Kristina Kelley-Johnson, Director of the Grantsburg Public Library, left her position to become the new Director at the Somerset Public Library, in the IFLS System. Interviews for a new Director should be completed over the next couple of weeks.
- PLA and Microsoft WiFi Access Micro Grant Program: Mercer was the only library that applied for this grant was approved. Unifi wireless mesh access points were purchased with these funds. It worked out great since they agreed to be test site for the setup and testing of these new style access points.

Updates from the system:
- In mid-May we parted ways with Anne Marie Itzin who held the position of Assistant Director/ILS Assistant. We immediately started the hiring process, beginning with rewriting the job description to fit what we currently need. We hired Gina Rae as our ILS & Database Support Specialist. She started on Monday, July 6th.
- NWLS is continuing weekly online directors' discussions during COVID-19 outbreak to share ideas and support, as well as issuing twice a week email updates on COVID items of interest.
- ILS Update:
  - Since our libraries are regularly open, our ILS is working as close to normal as possible. We have been working on clearing up the backlog of holds and are almost finished with it.
  - The Sierra backup project to move our Sierra database and application backups inhouse from III Cloud has been completed after delay from COVID-19. Full system backups have been verified for 30 days. This will save the Merlin Consortium an estimated $6,000 per year starting in the 2021 budget year.

- o Added 3 self-checkout computer stations in libraries using the buy one-get-one licensing special III was running for the month of June. Added an additional 6 user licenses for the cost of 3 to Sierra user logins using the same promotion.
- Technology Update:
  - o Meraki licensing was set to renewal July 11th and we still had 20 libraries running these wireless access points. To save these libraries money we swapped out the remaining 22 access points for license free Unifi access points.
  - o Finished ordering and deploying the computers from our spring computer order from delay from COVID-19.
  - o Lean WI Network Conversion Progress: Working on configuring Active Directory and PowerShell for our move over to the domain; Currently configuring new Faronics Anti-Virus server for migration; Testing new router configuration files for move from NWLS headend to WiscNet Regional Datacenter (RDC) headend in Eau Claire.
  - o LSTA Connectivity Grant was approved. Purchased Unifi wireless mesh access points for libraries that requested the need to extend wireless connectivity towards the outside perimeter of their buildings. Unboxed, configured, and labeled 23 wireless mess access points for locations. These have been configured inhouse and send out via delivery with setup instructions on 7/8/20.
  - o IMLS CARES Act for WI Grant: Has been applied for in collaboration with the LEAN WI partnership. Libraries are hoping to use these funds towards self-checkout stations, internal building wiring projects, and web conferencing technology.
- **CE Update:**
  - o Trustee Training Week is August 24-28! Webinars will be held each day from 12:00 noon - 1 p.m. Register for one or all of the webinars. If you're not able to attend live, the webinars will be recorded for later viewing. For more information and registration: https://www.wistrusteetraining.com/
  - o Tech Days will be held virtually on September 23rd & 24th.
  - o Our Digital Bites offerings were featured on the DPI blog this week.

Updates from the Director:
- **DPI Update:**
  - o DPI is continuing to meet with System Directors on a weekly basis.
  - o The Reopening Guidelines, which I assisted in writing, continue to be refined as we proceed through the pandemic. They were released on June 3rd.
  - o There will be a virtual version of the PLSR summit in the fall.
  - o There will be a PLSR update coming soon, as decisions on proceeding with the recommendations will be discussed at the COLAND meeting on July 10th.
- I attended the ALA Virtual Conference and served as the Wisconsin Chapter Councilor. The dissolution of ASGCLA, which I was the President of, was approved to be dissolved by September 1st.
- **NWLS Past Events: (everything is entirely online)**
  - o May 18: Unemployment Insurance Webinar; System Director Funding Meeting; ALA Chapter Meeting
  - o May 19: DPI and System Director Meeting; WVLS Director Discussion; LAWDS Meeting; Staying Together: Covid Director Discussion

- May 20: Sierra Training; WVLS and NWLS Discovery Layer Meeting
- May 21: System Delivery Manager Meeting; DPI Reopening Administration Team Meeting; ASGCLA Membership Meeting; Covid-19 and the Well Being of Library Workers Webinar; Managing Key Relationships During A Crisis Webinar
- May 26: DPI and System Director Meeting; WVLS Director Discussion; Staying Together: Covid Director Discussion
- May 27: IMLS CARES Act Webinar
- May 28: DPI Reopening Administration Team Meeting; Meeting with WLA Executive Director
- May 29: NWLS Staff Meeting; ASGCLA Dissolution Meeting
- June 1: DPI IMLS Meeting
- June 2: DPI and System Director Meeting; Rotary Meeting; WVLS Director Discussion; NWLS Staff Meeting; Staying Together: Covid Director Discussion
- June 3: ASGCLA Presidents Meeting; ASGCLA Dissolution Meeting
- June 4: DPI Reopening Guidelines Webinar; System Delivery Manager Meeting
- June 5: LD&L Webinar on Advocacy with Municipalities
- June 9: DPI and System Director Meeting; Rotary Meeting; WVLS Director Discussion; NWLS Staff Meeting; Staying Together: Covid Director Discussion
- June 11: ASGCLA Dissolution Meeting; ASGCLA Board Meeting; In-person Meeting with Action Logistics Regarding Delivery
- June 12: WLA Board Meeting
- June 15: WPLC Board Meeting; ASGCLA Dissolution Meeting
- June 16: DPI and System Director Meeting; Rotary Meeting; WVLS Director Discussion; NWLS Staff Meeting; LAWDS Meeting; Staying Together: Covid Director Discussion; SOMBAW
- June 17: Providing Services to Seniors During Covid Webinar; Practice Session for ALA Council; Sierra Statistics for Covid Training
- June 18: ALA Council Forum
- June 22: ALA Council Instruction Session and Membership Meeting; ALA Council Forum; WRS Training
- June 23: DPI and System Director Meeting; ALA Council Sessions 1&2; Staying Together: Covid Director Discussion
- June 24: ALA Virtual Conference Day 1; NWLS Staff Meeting
- June 25: ALA Virtual Conference Day 2; Pharos Webinar
- June 26: ALA Virtual Conference Day 3; ALA Council Forum
- June 27: ALA Council Session 3
- June 28: ALA Book Awards Ceremonies
- June 29: Tony Evers Event
- June 30: DPI and System Director Meeting; Rotary Meeting; ALA Chapter Meeting; Staying Together: Covid Director Discussion
- July 1: Advocacy Meeting with EveryLibrary
- July 7: DPI and System Director Meeting; Rotary Meeting; NWLS Staff Meeting; Staying Together: Covid Director Discussion
- July 8: EDI Conference Day 1; ASGCLA Presidents Meeting

- July 9: EDI Conference Day 2; System Delivery Manager Meeting; ALA Chapter Meeting
- July 10: EDI Conference Day 3; System ILL Consultant Meeting
- **Events upcoming:** Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.

9. Adjourn
Opal Roberts moved to adjourn the meeting at 10:33 a.m. Buzz Byrne seconded.

Respectfully submitted,

Sherry Machones, Director