

NWLS Board of Trustees  
September 26, 2020  
10:00 A.M.  
Online

### **1. Call to Order/Roll Call**

Jeff Burke called the meeting to order at 10:03 am.

**Present:** Jocelyn Ford (Washburn County), Vivian Markley (Douglas County), Dian Delong (Sawyer County), Ron Leino (Douglas County), Jeff Burke (Vilas County), Laura Rachford (Burnett County), Clarence Campbell (Ashland County) (*arrived at 10:07*), Connie Cogger (Bayfield County), Susan Hendrickson (Douglas County), Samuel Pomush (Douglas County), Kathryn McKenzie (Douglas County), Sherry Machones (Director), Michelle Gostomski (Office Manager), Heather Daoust (Mail-A-Book), Tony Kriskovich (IT Administrator).

**Absent:** Courtney Dietsche (Douglas County), Jim Crandall (Bayfield County), Buzz Byrne (Burnett County), Opal Roberts (Iron County), Donna Knuckey (Winter Public Library).

### **2. Guest Comments**

None.

### **3. Approval of the July 11, 2020, Board of Trustees Meeting Minutes**

Motion by Samuel Pomush, second by Jocelyn Ford to approve the July 11, 2020, Board of Trustees Meeting Minutes. Motion carried unanimously.

### **4. Approval of July and August 2020 NWLS Expenditures**

Motion by Kathryn McKenzie, second by Susan Hendrickson to approve the July and August 2020 NWLS Expenditures. Motion carried unanimously.

### **5. Approval of August 31, 2020, Financial Statement and Budget Report**

Motion by Susan Hendrickson, second by Kathryn McKenzie to accept the August 31, 2020, Financial Statement and Budget Report. Motion carried unanimously.

### **6. Discussion of 2021 NWLS Budget**

Motion by Kathryn McKenzie, second by Jocelyn Ford to discuss the 2021 NWLS Budget. Motion carried unanimously. Machones informed the Board of the potential loss of county funding for 2021 and health premium costs rising by almost 21 percent. Three potential budget scenarios were presented based on full county funding, half county funding, and no county funding.

### **7. Closed Session**

Kathryn McKenzie motioned, seconded by Susan Hendrickson to go into closed session pursuant to Wisconsin State Statute 19.85 (1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility.” Evaluation of employee benefits and pay scale.

#### **8. Return to Open Session and Consideration of 2021 NWLS Budget**

Samuel Pomush motioned, seconded by Jocelyn Ford to come out of closed session. Motion carried unanimously. Motion by Connie Cogger, seconded by Kathryn McKenzie to approve the preliminary 2021 NWLS Budget with full county funding to be submitted for the 2021 Plan of Service. Motion carried unanimously.

#### **9. Approval of the 2020-2022 NWLS Strategic Plan**

Motion by Susan Hendrickson, second by Samuel Pomush to approve the NWLS 2020-2022 Strategic Plan. Motion carried unanimously.

#### **10. Approval of the 2021 Plan of Service**

Motion by Susan Hendrickson, second by Jocelyn Ford to approve the NWLS 2021 Plan of Service. Motion carried unanimously

#### **11. Approval of the 2021 Member Library Agreements**

Motion by Susan Hendrickson, second by Jocelyn Ford to approve the 2021 Member Library Agreements. Motion carried unanimously.

#### **12. Approval of the 2021 County Service Agreements**

Motion by Kathryn McKenzie, second by Connie Cogger to approve the 2021 County Service Agreements. Motion carried unanimously.

#### **13. Approval of the 2021 Resource Library Agreement**

Motion by Samuel Pomush, second by Jocelyn Ford to approve the 2021 Resource Library Agreement. Motion carried unanimously.

#### **14. Director’s Report**

##### **Updates from member libraries:**

- The libraries in Winter and Bayfield received grants from the Wisconsin Humanities Council in their second round of Covid assistance.

##### **Updates from the system:**

- ILS Update:
  - The Merlin Consortium voted to purchase a discovery layer service for the online catalog, Pika. Implementation will begin in 2021 and be deployed within six months.
  - Our ILS, Sierra, will be upgraded within the next month.
  - Staff are working on being more efficient with time in transit and utilizing the cataloging request spreadsheet and are working diligently to make progress on the Merlin strategic plan.
- Technology Update:
  - Tony Kriskovich welcomed a new baby boy, Nolan, in July.

- Grants:
  - FY19 LSTA – Technology – Connectivity With undesignated monies remaining in the FY19 LSTA allocation to Wisconsin, DPI made available \$6,250 per library system to assist with COVID response related communications and connectivity expenses. LEAN WI partners filed a joint application aggregating our suballocations for a total of \$18,750, which was designated to a combination of already expended projects and procurement of new wireless access points to support expansion of Wi-Fi coverage in member libraries.
  - FY19 LSTA – Technology – Cybersecurity With undesignated monies remaining in the FY19 LSTA allocation to Wisconsin, DPI coordinated a licensing procurement project with InfosecIQ, leveraging an existing contract that vendor holds with the State of Wisconsin to establish three years of Cybersecurity Testing and Training services. Monies were made available to library systems to cover variable user counts. LEAN WI partners applied for this grant to cover approximately 970 potential users among our 100+ library member and system organizations.
  - FY19/20 CARES Act Grants to States (G2S) – COVID Response Support In June, LEAN WI partners submitted a joint application to DPI for \$158,257 based on the Wisconsin Libraries CARES Act Distribution Allocation Tables established by DPI. Two WVLS and four NWLS libraries indicated a desire to self-manage local projects with their respective allocations. During the week of 9/14, LEAN WI partners will review the original application and establish plans for supporting the six passthrough projects and joint projects for the rest of the libraries.
  - FY20 LSTA – Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid In August, DPI notified Library Systems of the opening of the FY20 LSTA application window. LEAN WI partners are preparing the initial draft of an application aligning with the LEAN WI 2021 budget plan to be submitted by the Sept 30, 2020 application deadline. At this time, LEAN WI partners are planning to apply for \$23,190 to be used for Faronics licensing alignment and subscription renewal and \$20,000 to be used for core network transport equipment expansion.
- Statewide Technology Collaborations - Library System technology peers held their regular meeting (remotely) in August. The Statewide Backup collaboration project was discussed along with website hosting and content support services and cybersecurity. SCLS has amended original MOU drafting presented last year and shared two MOUs recently for review. One is for all systems interested in participating in the Statewide Backup Collaboration project and the other is for LEAN WI partners and SCLS in respect to a separate though related joint storage platform project. LEAN WI partners are reviewing these amended MOUs to ensure clarity of intent and similarity of interpretation of all parts prior to adopting an Understanding with other Library Systems.

- CE Update:
  - Virtual ARSL Conference - The Wisconsin Department of Public Instruction (DPI) is offering scholarships to staff who work in public libraries with municipal populations less than 25,000 people to attend this year's Association of Rural and Small Libraries Conference. The 2020 ARSL Conference will be held September 28-October 2. Scholarships will be distributed by means of LSTA subaward grants to library systems, and NWLS staff will be coordinating these scholarships on behalf of its members.
  - (Virtual) Tech Days Tech Days 2020, a virtual webinar series that will run from September 23-24, will feature the four sessions below. This event is sponsored by all 16 public library systems with support from DPI and funding from the Institute of Museum and Library Services.
  - Building & Maintaining Customer Relationships (webinar series) Wisconsin Valley Library Service, Northern Waters Library Service, and the Southwest Wisconsin Library System are excited to announce an October Webinar Series called "Building & Maintaining Customer Relationships." This series will help promote the value of libraries through marketing, effective management and successful advocacy. The presenter for all three webinars is Library Consultant Pat Wagner. The webinars will be recorded, and they are worth 1 contact hour for library certification.
    - Introduction to Marketing: It's More Than Emails, Newsletters, and Social Media Tuesday, Oct. 6; 1 p.m.
    - Library Engagement: What Your Community Needs and How to Respond Tuesday, Oct. 13; 1 p.m.
    - Advocacy: Promoting the Value of Your Library Wednesday, October 21; 1 p.m.
- Inclusive Services Update:
  - I shared an update with member libraries at the end of August. The update offered news on the Wisconsin Department of Transportation ADA Transition Plan that libraries could share with the public and showcased the enhanced search feature of the Cooperative Children's Book Center's (CCBC) website which includes diversity statistics. The update also mentioned upcoming virtual inclusive continuing education opportunities like the "Lead the Way" and "Toward One Wisconsin" conferences that will be held in November, and a whole host of inclusive offerings from the National Library of Medicine.

#### **Updates from the Director:**

- We had Campbell Construction finish the repair work on the siding that was scheduled for March of this year.
- Milwaukee Public Library Deputy Director Joan Johnson has been appointed by Mayor Tom Barrett to be the City Librarian for the library. She replaces Paula A. Kiely, who retired August 28.
- Kimberly Young has been hired to lead the Monarch Library System headquartered in Sheboygan. She replaces Jennifer Chamberlain, who left the position in June to become the Director of WiLS.

- WVLS Update - On September 3, the MCPL Director reported to the Marathon County Board's Extension Education & Economic Development Committee that "final analysis and vote for the Task Force recommendation to the MCPL Board will take place at the November 16, 2020 meeting." WI Statute 43.18 outlines the process for a county withdrawing from a library system. The earliest date Marathon County could withdraw is January 2022, following adoption by 2/3 vote of a resolution by the Marathon County Board of Supervisors at least 6 months prior to the close of the system's fiscal year.
- WLA Update:
  - Elections for new officers have been changed for 2021 to ensure stability of the association. Units that have a slate of officers ready for an election will occur as scheduled. I will remain as President and ALA Councilor for 2021.
  - Wisconsin Humanities Council Resilient Communities Initiative - The Wisconsin Library Association has endorsed the Wisconsin Humanities Council (WHC) Resilient Communities Initiative. The proposal is based on a prototype project implemented with WHC federal grant funds between 2012-2019 during which UW-Milwaukee professor Dr. Arijit Sen brought a field school approach to 6 different neighborhoods in Milwaukee (Sherman Park) as well as Merrill, Wisconsin. Dr. Sen worked with residents to collect stories of place and heritage, as well as of the potential and aspirations of those who live there, including students, community volunteers and local history experts. This initiative would pair young community members with librarians to engage in and secure the future of their communities.
- DPI Update:
  - PLSR Update – Presentation on the direction COLAND is pursuing was part of trustee training day: <https://vimeo.com/451945440>
  - I have been appointed to three DPI workgroups – PLSR Delivery, Inclusiveness and Library Neutrality, PLSR Collaborations.
- NWLS Past Events for staff: (everything is entirely online)
  - July 13: WISL Meeting
  - July 14: DPI and System Director Meeting; WVLS Director Discussion; NWLS Covid Director Discussion
  - July 15: WLA Planning Meeting; ALA Chapter Meeting
  - July 16: ALA Rainbow Roundtable Meeting; eRecords and Findability Webinar
  - July 20: ILL State Coordinator Meeting; ALA ASGCLA Board Meeting
  - July 21: DPI and System Director Meeting; WVLS Director Discussion; LAWDS Meeting; NWLS Covid Director Discussion
  - July 22: Libraries Build Business Webinar
  - July 23: Youth Services State Consultant Meeting; System Delivery Manager Meeting; ALA ASGCLA Awards Ceremony
  - July 24: LD&L Meeting
  - July 27: PLSR Delivery Consultation
  - July 28: DPI and System Director Meeting; Tech Tools for Reopening Libraries Webinar; NWLS Covid Director Discussion

- July 29: Virtual Remote Access Tools Webinars; WPLC Board Meeting; WISCAT Meeting
- August 3: RDA Forum
- August 4: DPI and System Director Meeting; WVLS Director Discussion; REALM Webinar; NWLS Covid Director Discussion
- August 5: HR in Libraries During COVID Webinar
- August 6: System Delivery Manager Meeting; ALA Executive Director Meeting
- August 7: WLA Board Meeting
- August 10: WPLC Board Meeting
- August 11: DPI and System Director Meeting; Rotary Meeting; WVLS Director Discussion; NWLS Covid Director Discussion
- August 12: NWLS Strategic Planning Workgroup; Library Information Systems Webinar; Healing Reading Trauma Webinar; ASGCLA Board Meeting
- August 13: WVLS Directors Meeting; Rural Broadband Access Discussion with Sen. Baldwin; DPI Certification Consultant Meeting; How to Deal with Problem Behaviors Related to COVID Webinar
- August 14: NWLS Strategic Plan Workgroup
- August 15: WVLS Board Meeting
- August 17: NWLS Strategic Plan Workgroup; LEAN WI Budget Planning
- August 18: DPI and System Director Meeting; LAWDS Meeting; Delivery Issues Meeting with Action Logistics
- August 19: Tech-a-talka Conference; State Youth Services Consultants Meeting; Diverse Books Toolkit Webinar
- August 20: Merlin and Directors Meeting; State Delivery Manager Meeting; Bayfield Library Planning Committee Meeting
- August 21: SRLAAW Meeting
- August 24: NWLS Quarantine Survey Workgroup
- August 25: DPI and System Director Meeting; WVLS Director Discussion; NWLS Covid Director Discussion
- August 26: Partnerships to Prepare Libraries Webinar
- August 27: State Delivery Manager Meeting; ALA Webinar; ALA ASGCLA Board Meeting; WISL Board Meeting
- August 28: PLSR Collaboration Workgroup Meeting; ALA Council SCOE Forum
- August 31: Phelps School Delivery Discussion;
- September 1: DPI and System Director Meeting; NWLS Covid Director Discussion
- September 3: WhoFi Demo
- September 8: DPI and System Director Meeting; Leadership in the Time of COVID Discussion; WISCAT Meeting; Bib Standards Committee Meeting
- September 9: InfoSec IQ Implementation Meeting
- September 10: Sawyer County Administration Budget Meeting; State System Delivery Manager Meeting; Help Scout Webinar
- September 11: WLA Board Meeting; ALA Council SCOE Forum
- September 14-16: Library Advocacy and Funding Conference

- September 14: DPI Inclusivity Workgroup; State System Youth Services Consultant Meeting; LD&L Consultation; Tech Grants & Projects Discussion;
- September 15: DPI and System Director Meeting; DPI & WLA Discussion on Library Workforce Stability; LAWDS; NWLS Covid Director Discussion
- September 16: InfoSec IQ Implementation Meeting; Douglas County Library Planning Committee; Sierra SCAT Tables Webinar; NWLS ILS Staff Office Hours; NWLS Marketing Team Meeting;
- September 17: Vilas County Finance Committee Budget Meeting; Inclusive Services Training with Minocqua Director; Webinar on Unwanted Attention in Libraries
- September 18: ALA Executive Director Meeting; ALA Council Fall Meeting
- September 19: WVLS Board Meeting
- September 21: New Director Orientation (Grantsburg); State Inclusive Services Consultant Meeting; ASGCLA Board Meeting;
- September 22: DPI and System Director Meeting; 1918 Pandemic Webinar; NWLS Covid Director Discussion; Pika Implementation Discussion
- September 23: Tech Days Webinars; Accessibility Conference
- September 24: Tech Days Webinars; PLSR Delivery Workgroup Meeting; BerniePortal Webinar
- September 25: SOMBAW; LD&L Meeting; ALA Council SCOE Forum
- Events upcoming: Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.

## **15. Adjourn**

Motion by Samuel Pomush, second by Susan Hendrickson to adjourn the meeting at 12:32 p.m.  
Motion carried unanimously.

Respectfully submitted,

Sherry Machones, Director