

NWLS Board of Trustees  
November 21, 2020  
10:00 A.M.  
Online

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

Jeff Burke called the meeting to order at 10:01 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), Connie Cogger (Bayfield County) (Joined at 10:45), Susan Hendrickson (Douglas County), Kathryn McKenzie (Douglas County), Buzz Byrne (Burnett County), Opal Roberts (Iron County), Joyce Pep Kebasa (Ashland County) (unverified), Sherry Machones (Director), Michelle Gostomski (Office Manager), Heather Daoust (Mail-A-Book) (left at 10:30).

**Absent:** Dale Olson (Sawyer County), Samuel Pomush (Douglas County), Courtney Dietsche (Douglas County), Jim Crandall (Bayfield County), Donna Knuckey (Winter Public Library).

### **2. Guest Comments**

None.

### **3. Approval of the September 26, 2020, Board of Trustees Meeting Minutes**

Motion by Buzz Byrne, second by Susan Hendrickson to approve the September 26, 2020, Board of Trustees Meeting Minutes. Motion carried unanimously.

### **4. Approval of September and October 2020 NWLS Expenditures**

Motion by Laura Rachford, second by Kathryn McKenzie to approve the September and October 2020 NWLS Expenditures. Motion carried unanimously.

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

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

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

Motion by Susan Hendrickson, second by Ron Leino to approve the 2021 NWLS Revised Budget. Machones informed the Board of our full county funding for 2021 and Gostomski gave an overview of line items that had changed due to us receiving actual costs versus estimates that were presented in September. Machones pointed out the change in Cost Of Living (COL) going from 1.5% to 3%, afforded by the increase to the budget being over \$28,000 in the positive. Machones also commented that the COL would not cover the increased health insurance cost to employees. Gostomski gave an overview how our health insurance premiums are calculated and how that impacts employee paychecks. Opal Roberts suggested the removal of a percentage COL each year and it being replaced with a dollar amount, concerned with staff

equity. Gostomski suggested, and Machones agreed, that the Board could set aside a line item for merit increases to employee pay that Machones, as the Director, could award throughout the year. Machones reminded the Board of the separation of duties regarding employee salaries; the Board gets to set the amount of money allotted to line items and manages the Director directly. The Director is responsible for the management of the budget and setting the pay and managing the staff. Motion carried by a roll call vote 9-2.

## **7. Approval of 2021 Meeting Dates**

Susan Hendrickson motioned, seconded by Opal Roberts to approve the 2021 Meeting Dates as presented. Kathryn McKenzie wished that we would meet in person as soon as it was safe. Motion carried unanimously.

## **8. Director's Report**

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

- Washburn in just under two years raised \$348,000 for tuckpoint and brownstone repair in 2021.
- The Grantsburg Public Library was awarded a national grant through their local telephone company. The \$5000 award will be used to purchase a soundproof booth for meetings, calls, homework, telehealth, online gaming.
- The Superior Public Library will be going fine free on January 1<sup>st</sup>, 2021.
- Electors will be voting on November 30<sup>th</sup> on a new building purchase in Phelps that may be a new home for the library.
- The Webster Public Library has met their \$10,000 matching fundraising goal. The funds will be going to paying down the debt from their renovation in 2011.
- The Sayner Public Library has installed a storywalk in St. Germain on the popular trail by the school. Their Friends group has doubled the amount of sales for their poinsettia sale compared to last year.

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

- COVID Shutdown: In late October, NWLS had a staff member become exposed to Covid and expose all of our delivery drivers as well as all of the local staff members. All of us underwent a two-week quarantine and delivery was stopped for two weeks as well. Our staff member that was exposed is still not able to return to work. Gina and Sherry are picking up the workload from that position and Michelle is assisting with state delivery. In November, we had an additional staff member exposed to Covid. That person was not in the building and is currently quarantining.
- Library Compliance Update: In early November, NWLS was notified that there were several statute violations at Hurley. After consulting with DPI, I issued a formal letter to the Hurley Board and the Hurley City Council. The City Council held a closed session, and I was in attendance over the phone. The City agreed to a 6-month period for compliance. I hope to see positive movement toward compliance in December. If I do not, I will be requesting the Board sent a formal notice of a six-month plan of compliance that will also be given to DPI to ensure NWLS continues receiving state aid.

We have been informed by DPI that we will receive our next scheduled aid payment next week as scheduled.

- Gina assisted the Grantsburg Public Library with interviewing for a new staff position.
- NWLS has now developed a weekly newsletter for streamlined communication between us and our libraries. We have also started dedicated office hours for Jackee, Gina, and myself so that our members have direct access to us at regular intervals.
- ILS Update:
  - We are doing our best to keep all library hours and services updated on the library directory page.
  - All libraries have officially been switched over to the new itypes, imedia codes and location codes. We will have ongoing training on this and Gina and Jackee can help at anytime to update templates, create additional location codes, or move items that were placed incorrectly.
  - Our Sierra upgrade to 5.2 is on hold for the time being. There are a few other software updates that need to be done first to help the process go smoothly.
- Technology Update:
  - Infosec IQ Information Security Training campaigns has been started with NWLS and NWLS library system staff.
  - Experiencing delays with COVID19 getting new Dell orders out to member libraries. Tony has been setting up PCs at his house to the point of 98% complete. Library staff have done a great job with getting the computers setup onsite. Finish computers up using remote desktop software.
  - Working with libraries looking to deploy mobile printing solution company Princh. Princh allows libraries to provide contactless printing with patrons. This allows libraries with the option for patrons to pay by credit card and the ability to print without being connected to the libraries network.
  - In contact with Phelps on the possibility of moving BadgerNet circuit to new location. Also, looking into pricing for network rack and equipment pricing if move were to happen.
  - NWLS Library location migrations to RDC on hold because of COVID19 and being able to visit locations.
  - IMLS CARES Act for WI Grant (LEAN WI) - Have started working with LEAN WI members and libraries on qualifying technology spending. Contacting telecommunication companies on contracting infrastructure cabling for libraries that have shown interest.
  - TEACH Information Technology Infrastructure Grants - Offering help to any libraries that have shown interest in completing this application. Grant application due on 12/18/20.
- CE Update:
  - The following workshops/webinars for 2020-21 are scheduled and/or in the planning stages:
    - Serving All Adults: Dementia Friendly Business Training & Customer Service in the Library - Nov. 17
    - Youth Services Workshop, Dec. 3

- Wild Wisconsin Winter Web Conference - Jan. 27-28, 2021
  - Past Continuing Education:
    - The Building and Maintaining Customer Relationships Webinar Series - October 6, 13, 21 had an average of 114 live attendees over the three webinars. All of the webinars were well received, with 95% of the attendees ranking them high on a scale of effectiveness and usefulness in their library jobs.
    - Laura Solomon, the Web Services Manager for the Ohio Public Library Information Network, presented “Free Unique and Fun Tools To Help Keep You Sane.”
    - Virtual Tech Days 2020 was a success with over 1,100 attendees over the course of two days. Feedback on the virtual format and on the webinars was positive.
- Inclusive Services Update:
  - I shared an Inclusive Services Update with member libraries at the beginning of November. The update shared links and commentary about how to rethink the upcoming two-month holiday season under an inclusive lens. The update also shared several inclusive continuing education opportunities upcoming. Next meeting, I will have an overview of the recent Toward One Wisconsin Conference.
- **Updates from the Director:**
  - WVLS Update – We will have an answer about the potential MCPL withdrawal from WVLS by January of 2021. 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.
  - I am assisting the Spooner Public Library with their strategic planning process with WiLS. This process uses a model of education, training and expert coaching and support from WiLS.
  - WLA Update:
    - Biennial Budget – State Aid to Library Systems: Asking for FY22 2.5M increase, FY23 an additional 1.5M increase. Increased funding of the state’s public library systems creates more opportunities for shared efficiencies, helps local libraries innovate, and strengthens the ability of libraries to respond to urgent local needs.
    - I hosted and presented during the WLA Virtual One Day Conference last week.
    - Elections: I will remain as President for 2021 but not ALA Councilor.
  - DPI Update:
    - PLSR Update: [2020.11.13 COLAND PLSR Implementation Update](#); [Tracking Calendar](#)
    - Proposed COLAND subcommittees: Library development, Library cooperation, Network development
- NWLS Past Events for staff: (everything is entirely online)

- September 28 – October 2: Virtual Association of Rural and Small Libraries Conference
- September 28: Responding When COVID Comes to Your Library Webinar
- September 29: DPI and System Director Meeting
- October 5: Burnett Co. Library Planning Committee; NEIUG Meeting
- October 6: DPI and System Director Meeting; Library Journal Summit; Incorporating Critical Cataloging Into Your Work - Social Justice Initiatives; Introduction to Marketing Webinar; An Astrophysicist Confronts Data Webinar; Washburn County Budget Meeting
- October 7: Virtual Anti-loneliness Programs Webinar; LSTA Meeting; Marketing Team Meeting; Tableau Conference
- October 8: Sawyer Co. Administration Meeting; State Delivery Manager Meeting; Bib Standards Committee
- October 9: ALA Council SCOE Forum
- October 13: DPI and System Director Meeting; WLA LD&L Meeting; NWLS Covid Director Discussion; Library Engagement Webinar
- October 14: OLAC-Basic Video and Videogame Cataloging Webinar
- October 15: Ashland Co. Finance Meeting; PLSR Delivery Meeting; Sawyer Co. Budget Meeting; MA IUG; Office Hours with Gina & Jackee; OLAC-Ethical Cataloging Webinar
- October 16: In person contract negotiation with Action Logistics; OLAC-Cataloging Kits, 3D Materials & Board Games Webinar; Virtual Group Engagement Webinar
- October 20: Diversity, Equity and Inclusion in the Workplace Webinar; DPI and System Director Meeting; WVLS Director Discussion; NWLS Covid Director Discussion; LAWDS Meeting; Princh Product Demo; Intro to Sierra ASAA Webinar
- October 21: PLSR- Discuss Specific System Collaboration Projects; Advancing Your Library Agenda After Elections Webinar; Advocacy: Promoting the Value of Your Library Webinar
- October 22: The American Indian Youth Literature Awards Discussion; Moving from Dewey Decimal to BDC Webinar; COVID-19 Research and REALM Project Webinar; Power Platform Community Conference; WISL Christmas at Curbside Webinar; WISL Board Meeting
- October 23: WLA Board Meeting; WPLC Board Meeting; TEACH Infrastructure Grants Listening Session
- October 26: State and System Youth Services Meeting; Advancing Disability Awareness in Libraries Webinar
- October 27: DPI and System Director Meeting; NWLS Covid Director Discussion; New Features in Sierra 5.2 Webinar
- October 28: Sherry Open Office Hours; Marketing Team Meeting; Crisis Services Webinar
- October 29: ALA's State Ecosystem Task Force
- October 30: WLA Virtual Conference Run Through; OLA Technical services training; BestMARC discussion

- November 2: Spooner Strategic Planning Introduction; Infosec IQ - Program Planning
- November 3: DPI and System Director Meeting; WLA Board Meeting; WPLC Technology Collaboration Operations Committee
- November 4: Sherry Open Office Hours;
- November 5: Sawyer Co. Administration Meeting; Sawyer Co. Budget Meeting
- November 6: ALA Council SCOE Forum
- November 9: WLA Presentation Run Through; Marketing Team Meeting
- November 10: DPI and System Director Meeting; NWLS Covid Director Discussion; WVLS Director Discussion; Spooner Strategic Planning Introduction 2; City of Hurley Meeting; Sawyer Co. Budget Meeting
- November 11: WLA Virtual Conference and Fundraiser
- November 12-13: Toward One Wisconsin Conference
- November 12: Bib Standards Meeting
- November 13: LD&L Meeting
- November 16: Marketing Team Meeting
- November 17: DPI and System Director Meeting; Dealing with Information and Misinformation in Fiction Webinar
- November 18: Sherry Open Office Hours; NWLS Virtual Retreat Planning; LSTA Meeting
- November 19: Merlin and Directors Meeting
- November 20: ALA Council SCOE Forum
- Events upcoming: Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.

## **9. Adjourn**

Motion by Susan Hendrickson, second by Kathryn McKenzie to adjourn the meeting at 11:28 a.m. Motion carried unanimously.

Respectfully submitted,

Sherry Machones, Director