

NWLS Board of Trustees

May 15, 2021

10:00 A.M.

Online

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:02 am.

Present: Connie Cogger (Bayfield County), Linda Featherly (Washburn County), Samuel Pomush (Douglas County), Ron Leino (Douglas County), Dian Delong (Sawyer 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) *arrived at 10:15*, Vivian Markley (Douglas County), Jim Crandall (Bayfield County) *arrived at 10:05*, Jeff Burke (Vilas County), Donna Knuckey (Winter Public Library), Sherry Machones (Director), Michelle Gostomski (Business Manager), Jackee Johnson (ILS Administrator) *left at 10:45*, Kim Shult (Auditor); Public members: Deb, Alice Johnson.

Absent: Dale Olson (Sawyer County), Susan Hendrickson (Douglas County), Jocelyn Ford (Washburn County), Joyce Kabasa (Ashland County).

2. Guest Comments

None.

3. 2020 Annual Audit Presentation

Kim Shult from the auditing firm Baker and Tilly gave a summary of the 2020 audit. Shult commended Gostomski and Machones for their outstanding preparation and diligence. Motion made by Buzz Byrne, second by Samuel Pomush to approve the 2020 audit. Motion carried unanimously.

4. Approval of the Assignment of the Reserve Fund

Motion by Jim Crandall, second by Opal Roberts 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. New Northern Waters Library Network Catalog Presentation

Jackee Johnson, ILS Administrator, demonstrated the new catalog for our libraries that went live on April 20, 2021.

6. Approval of the March 13, 2021, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Laura Rachford to approve the March 13, 2021, Board of Trustees Meeting Minutes. Motion carried unanimously.

7. Approval of March and April 2021 NWLS Expenditures and the April 30, 2021, Financial Statement and Budget Report

Motion by Laura Rachford, second by Buzz Byrne to approve the March and April 2021 NWLS Expenditures and the April 30, 2021, Financial Statement and Budget Report. Gostomski notified the Board that we had \$81,000 from the 2020 budget remaining, and that \$30,000 was transferred to the 2021 budget as planned. Machones asked the Board to consider allocating \$10,000 of the remaining \$50,000 to go toward performance evaluation wage increases and will be presenting a detailed proposal at the next meeting. Motion carried unanimously.

8. Approval of Revision to Supplemental Employment Handbook Policy

Motion by Samuel Pomush, second by Buzz Byrne to strike the second clause of the policy stating that employees cannot work for a member library. Motion carried unanimously.

9. Approval of System Support Specialist Position Description

Motion by Laura Rachford, second by Kathryn McKenzie to approve the System Support Specialist Position. Jeff Burke praised the NWLS staff in their ability to pivot and recruit quality candidates. Motion carried unanimously.

10. Approval of Member County Appropriation Request

Sherry Machones presented two options: a one percent increase or a freeze from last year's request, as well as the historical trends. Machones and Jeff Burke voiced concerns over freezing the request for a second year. Jim Crandall pointed out the savings the system had from 2020. Kathryn McKenzie motioned to increase the request from last year by one percent, and failed to get a second. Motion by Laura Rachford, second by Ron Leino to freeze the county appropriation requests at last year levels. Motion carried.

11. Approval of Business Manager to Approve Assurances

Machones gave the background of how this stems from a requirement from the Department of Public Instruction and their new grant portal. This would allow the Business Manager to apply, approve, and use grant funds on behalf of NWLS. Motion by Connie Cogger, second by Buzz Byrne to approve the Business Manager to Approve Assurances. Motion carried unanimously.

12. Director's Report

Updates from member libraries:

- Julie Zelten has retired from the Land O' Lakes Public Library.
- Lynne Pedri will be retiring from the Hurley Public Library in June.
- Teresa Weber has been hired as the Interim Library Director at the Bayfield Public Library.

Updates from the system:

- ILS Update:
 - The new catalog implementation went well. We will add new features over time like self-registration and materials management. We are offering training in our office hours on Browse categories and individualizing the library's catalog pages.
 - We will upgrade to Sierra 5.3 towards the end of May.

- Technology Update:
 - Tony has been training Jeffrey on the NWLS network and support, and taking him onsite to familiarize him with setting up the bulk spring computer order.
 - Total weight from our free system electronics recycling: 3,208 pounds recycled so far!
 - 4 more security cameras were installed at NWLS headquarters.
 - Sierra 5.3 Upgrade
 - We are still on track for installation date planned: May 22nd/23rd
 - Upgrade should resolve holds not clearing (a bug from 5.2).
 - A functionality for importing lists of barcode numbers without the need to translate them to item numbers will be added. This is a real timesaver for doing inventory uploads.
 - Marmot PIKA Implementation (new discovery layer)
 - All online catalog computers in NWLS system were changed to redirect them to new catalog websites.
 - LEANWI Partnership Updates –
 - Library Location migrations to WiscNet RDC (WiscNet Regional Data Center) are occurring.
 - Washburn migration date: 5/5/21
 - Drummond migration date: week of May 17th
 - Mellen, Hurley, Bayfield migration date: TBD
 - They have been working in Active Directory, creating folders and setting security permissions for each location.
 - Router configurations are nearly completed.
 - CARES Act for Wisconsin Libraries
 - Applications are starting to come in from our NWLS libraries and the team is answering questions.
- Inclusive Services Update:
 - I shared an Inclusive Services Update with member libraries in March and April. The March update shared links about the historical oppression that Wisconsin librarian Louise Butler Walker endured and what we can do to combat current racist library policies, and instructions on how to turn on automatic transcriptions in Zoom. The April update featured the IDEA Team’s first Digital Byte on inclusive terminology, which will be a series throughout the year. Also in April were articles on banned and challenged books, accessibility and disability resources, and indigenous connections. Both updates also shared several inclusive continuing education opportunities, articles, and upcoming diverse holidays. The next IDEA Team meeting is scheduled for May 13th.
 - Machones shared an email from Marla Sepnafski, WVLS Director, stating that I am doing a nice job on new director orientations. Also, Taylor Weinfurter, Youth Services Librarian for Marathon County Public Library sent this sentiment: “Sherry is great! I would definitely be interested in learning more from her. I know I reached out to her when I wanted to educate staff about getting away

from holiday programs (ie: Thanksgiving and Christmas) and she had some great insights. I think we could all learn a lot more from her :)”

- Continuing Education:
 - The following workshops/webinars for 2021 are scheduled and/or in the planning stages:
 - Tech Days (Virtual): Scheduled for September 15-16, 2021
 - WVLS Director’s Retreat: Scheduled for October 15, 2021
 - Wild Wisconsin Winter Web Conference: Jamie has begun working with Jean Anderson (SCLS) and Leah Langby (IFLS) on planning speakers for this annual state conference scheduled for January 26-27, 2022.
 - The Public Services Webinar Series was held on April 15, 22, and 29. The webinars on reopening libraries, diversifying collections and reader’s advisory were well received with live attendance at 72, 66 and 80. The post-webinar recordings and slides can be found on the WVLS Continuing Education webpage.
 - New Digital Bytes:
 - [Scheduling Facebook Posts on Your Mobile Device - Part 2:](#) Jamie talks about how to schedule Facebook posts on your mobile device using Facebook Business Suite.
 - [Sliders Accessibility and Mobile Friendly Design:](#) In this Digital Byte, Anne shares how to create a website slider with keeping accessibility in mind.
 - [Captioning Library Videos:](#) In this Digital Byte, Jamie talks about why it's important to caption library videos and offers some basic tips.
 - [Any IDEA?](#) In this Digital Byte, Laurie Ollhoff of the T.B. Scott Free Library (Merrill) talks about inclusivity, diversity, equity and accessibility and some common terminology. This is the first byte as part of a series created by the WVLS-NWLS IDEA Team.

Updates from the Director:

- WVLS and the IFLS Library System added Makerspace kits and equipment to lend to its libraries several years ago. When the Northern Waters Library Service joined LeanWI, it was a goal to add its Memory Kits into the current collection. Now that goal has been made a reality, as 61 NWLS Memory Kits to assist those with memory loss have been added to the collection.
- I have been in discussions with delivery providers to find a solution to our issues. I hope to bring back something at our next meeting.
- Sue Heskin and I will be meeting next week to revise the Resource Library Contract for next year.
- WVLS Update – MCPL indicated that they were going to talk with municipalities throughout the county later in the year. So, while MCPL is not able to leave WVLS by 2022, they plan for this to happen in 2023.
- WLA Update:
 - Legislative Update : I testified, along with the Director of the Mercer Public Library – Teresa Schmidt, at the JFC Hearing- April 21, 10am, Hodag Dome, Rhinelander. You can find the recording here: <http://somup.com/crf3lvFb7h>

- I am still managing the Association as we search for a new Executive Director. Hopefully, interviews will be completed by the end of May.
- I've been training Sarah May and getting her up to speed on mail-a-book and ILL processes at NWLS.
- Machones will send out a survey to determine whether our July NWLS Board of Trustees meeting will be held in-person versus online. Machones notified the Board that in September both Machones and Gostomski will have to attend virtual which would make the meeting virtual. Machones also stated that in November she will have to attend virtually.

NWLS Past Events:

- March 15: WLA Executive Committee; Memory Kit Meeting
- March 16: DPI and System Director Meeting; State Inclusive Services Meeting; NWLS Director Discussion
- March 17: Pika Meeting; LD&L Budget Meeting
- March 18: WAPL Marketing Meeting; Digital Services Committee; Canva Webinar; WLA Nominating Committee
- March 19: LD&L Meeting
- March 22-25: IUG Conference
- March 22: WVLS Inclusive Services Orientations for 2 new Directors
- March 23: DPI and System Director Meeting; LAWDS Meeting; NWLS Director Discussion
- March 24: ARPA webinar; ILL System Coordinators Meeting; ALA Chapter Briefing
- March 25: Youth Services Meeting
- March 26: Interviews for ILL Specialist; WLA Presidents Meeting
- March 29: SRLAAW; ILL Brainstorming; LEANWI MOU Meeting; Marketing Meeting; Deborah Kerr Town Hall
- March 30-April 1: Pika Training
- March 30: DPI and System Director Meeting; NWLS Director Discussion; Bayfield Director Search Committee
- March 31: WAPL Presidential Planning Meeting; Sherry's Open Office Hours; Spooner Strategic Planning; ALA Council; ILA President Meeting; Jill Underly Town Hall
- April 1: North LAWDS Meeting; ALA NLLD Training
- April 5: WPLC Advocacy Workgroup; LD&L NLLD Training; WAPL Meetings
- April 6: DPI and System Director Meeting; WPLC Technology Operations Committee; NLLD – Baldwin; NWLS Director Discussion
- April 7: NLLD- Poca; Pika Meeting
- April 8: WVLS LAC Meeting; State Delivery Meeting; Prejudice Webinar; Bayfield Director Interview
- April 9: WLA Board Meeting; WLA Presidents Meeting
- April 12: Marketing Meeting; WAPL Meeting
- April 13: DPI and System Director Meeting; NWLS Director Discussion; ILA President Meeting; ITSAS Virtual Advisory Committee
- April 14: Pika Meeting; Spooner Strategic Planning; Bayfield Director Interview
- April 15: Outstanding Library Promotions Webinar; WLA Nominating Committee
- April 16: Jackee & Gina Pika Open Office Hour

- April 19: LSTA CE Meeting; Sherry's Open Office Hours
- April 20: DPI and System Director Meeting; State Youth Services Meeting; Spooner Strategic Planning; NWLS Director Discussion
- April 21: Central Cataloging Meeting; Joint Finance Meeting in Rhinelander
- April 22: WAPL Meeting; Diversifying Your Small Library Collection Webinar
- April 23: State Certification Validators Meeting; WLA Presidents Meeting
- April 26: Youth Services Meeting; SRLAAW Transition Meeting; Sherry's Open Office Hours
- April 27: DPI and System Director Meeting; LAWDS Meeting; Director Discussion
- April 28: NWLS Strategic Planning; ARPA DPI Meeting; Pika Meeting; North LAWDS Meeting; Spooner Strategic Planning
- April 29-30: WAAL Conference
- April 29: WPLC Membership Meeting; Effective Surveys Webinar; ALA Council
- April 30: WLA SSCS Meeting; Phelps Meeting; WAPL
- May 3: Sherry Office Hours; Digital Service Meeting
- May 4-7 WAPL Conference
- May 4: ALA Council
- May 10: Sherry Office Hours; SOMBAW; State Youth Services Meeting; Covering Wisconsin Meeting
- May 11: DPI and System Director Meeting; WISCNET Connections; Compassion Resilience Follow-up; Marketing Meeting; Director Discussion
- May 12: Marketing Meeting; Spooner Strategic Planning
- May 13: NWLN Training; WISCAT Meeting; IDEA Team meeting; State Delivery Meeting
- May 14: LD&L Meeting; ALA Consulting Meeting

Events upcoming: Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.

13. Adjourn

Samuel Pomush moved to adjourn the meeting at 11:55 a.m. Opal Roberts seconded.

Respectfully submitted,

Sherry Machones, Director