

NWLS Board of Trustees

July 10, 2021

10:00 A.M.

Hybrid

1. Call to Order/Roll Call

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

Present: Susan Hendrickson (Douglas County), Jocelyn Ford (Washburn 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 10:25*, Vivian Markley (Douglas County) *arrived at 10:15*, Jim Crandall (Bayfield County), Jeff Burke (Vilas County), Donna Knuckey (Winter Public Library), Sherry Machones (Director), Michelle Gostomski (Business Manager), Sarah May (ILL Support Specialist), Sarah Wargin (System Support Specialist)

Absent: Dale Olson (Sawyer County), Connie Cogger (Bayfield County), Joyce Kabasa (Ashland County).

2. Guest Comments

None.

3. Approval of the May 15, 2021, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Dian Delong to approve the May 15, 2021, Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of May and June 2021 NWLS Expenditures and the June 30, 2021, Financial Statement and Budget Report

Motion by Susan Hendrickson, second by Buzz Byrne to approve the May and June 2021 NWLS Expenditures and the June 30, 2021, Financial Statement and Budget Report. Machones and Gostomski gave an overview of building current infrastructure projects. Motion carried unanimously.

5. Allocation of 2020 Budget Surplus

Machones presented a plan to spend \$51,391 (total 2020 budget surplus). The main focus of the surplus would fall to IT and Library Enhancements with the remaining focus being on NWLS staff recognition. Machones stated that the last time the Board approved budget monies to bring staff wages to statewide comparables was in September of 2017. Over the past two years, two staff members have taken on additional duties, with one being moved into a managerial role. DPI data shows that NWLS staff wages are average to low amongst the systems. Machones stated that this would just be for NWLS staff and not the Director. Machones also gave information about other systems and their current hiring challenges. Clarence Campbell and Jim

Crandall voiced concern about increases to staff wages and how that will impact future budgets. Motion by Susan Hendrickson, second by Samuel Pomush to approve the proposal for the allocation of the 2020 Budget Surplus. Motion carried unanimously.

6. Director's Report

Updates from member libraries:

- Cari Hutton has been hired as the Land O' Lakes Public Library Director. She is currently the Director in Phelps.
- MaryAnn Nicholls has been hired as the Hurley Public Library Director. Previously she was a teacher for 30+ years.

Updates from the system:

- Technology Update:
 - Tony attended a Dell Road Map meeting on new hardware release dates and the shortages in device components. We are hoping this will not be an issue in the Fall for our bulk computer order.
 - He is training library staff on the network\computer changes that have been made with the migration to the RDC.
 - Help tickets have been busy. From 5/15/21-6/23/21 we had a total of 137 tickets.
 - Microsoft released a Windows Update that has been breaking all Star receipt printers in member libraries. IT has been remoting into each affected workstation to apply a fix.
 - We upgraded to Sierra 5.3
 - LEANWI Partnership Updates –
Library Location migrations to WiscNet RDC (WiscNet Regional Data Center) :
 - Washburn migration date: 5/5/21
 - Drummond migration date: 5/17/21
 - Mellen migration date: 5/27/21
 - Bayfield migration date: 6/7/21
 - Hurley migration date: 6/10/21
 - Mercer migration date: 6/21/21
 - Presque Isle migration date: 6/22/21
 - Winchester, Lake Nebagamon, Solon Springs, Grantsburg migration date: TBD
 - Technology Grants
 - 2020 LSTA Sparsity Aids
 - We are communicating with LEANWI Partnership on where these funds can be allocated
 - Emergency Connectivity Funds -Very complicated and problematic for libraries
 - \$400 towards notebook (must keep records for 10 Years)
 - \$250 towards hotspot hardware (can't be used towards service)
- Continuing Education:
 - Aug. 23-27: [Wisconsin Trustee Training Week](#)

- Tech Days (Virtual): Scheduled for September 15-16, 2021
- WVLS Director's Retreat: Scheduled for October 15, 2021

Updates from the Director:

- Our delivery provider, Action Logistics, has sold his NWLS portion of the business to one of his current contractors that provide service to our system. Todd Miller owns Seaside Enterprises, LLC and his family currently runs 2 of our 3 routes. Todd will be managing our delivery until the official contract term ends with Action (December 2021) and we have a new contract being negotiated with Seaside, and will cover NWLS from 2022-2024.
- Sue Heskin and I have been revising the Resource Library Contract and two new contracts for service (Youth Services Consultant and Centralized Cataloging). I would expect the Resource Library Contract to be finalized and passed by the SPL Board in August. The two new contracts will hopefully be ready for votes by both Boards in September.
- WVLS Update – After the removal of MCPL leadership, we haven't heard any movement on the status of the resource library situation.
- WLA Update:
 - Legislative Update: The 2021-2023 State Budget passed by the Wisconsin Legislature and signed by Governor Evers on July 8 reflects bipartisan support for an important investment in public library services. It includes an additional \$2.5 million in 2021-2022 and \$4 million in 2022-2023 state aid for regional public library systems which will enhance the foundational infrastructure delivering additional resources to local libraries and their communities. During Joint Finance Committee (JFC) deliberations on May 27, its members recommended legislative support for Governor Evers' request to augment the critical ongoing investment in public library services in the areas of technology, workforce development and lifelong learning supported by legislators on both sides of the aisle.
 - I will be managing the Association until mid-August when the new Executive Director starts!
- Sarah W and I have been researching the county appropriation formula for NWLS, as requested by Jim Crandall at our May meeting, and will be presenting our findings in September.
- I will be working with the Phelps Library Board during the hiring process.
- I will be doing new Director Orientations at Hurley and Bayfield this month.
- I have begun my new three-year term as ALA Councilor at Large.
- We did some renovations to the hardware in the NWLS bathrooms and have plans to replace the faucet in the kitchen next. We also had to fortify the trusses in the attic.
- We had an all day NWLS Staff Retreat and workshop. It was the first time Gina had been at headquarters since being hired!

NWLS Past Events for staff:

- May 17: Sherry's Office Hours; Resource Library Contract Meeting; Civic Health Initiative Meeting

- May 18: DPI and System Director Meeting; State Inclusive Services Meeting; Gina & Jackee Office Hours; LEAN WI meeting; Meeting with Michigan UP libraries regarding delivery services
- May 19: LAWDS meeting; IDEA LSTA CE meeting; Outdoor Movie Workgroup
- May 20: Patron Survey Meeting; Network and Director Meetings; WLA Nomination Committee; Handling Mask Issues Webinar
- May 21: WLA President Meeting
- May 24: Survey Webinar; IDEA LSTA CE meeting; WLA Executive Committee; Sherry's Office Hours
- May 25: DPI and System Director Meeting; Rural Libraries Summit; LAWDS meeting; NWLS Director Discussion
- May 26: Rural Libraries Summit; DPI ILL Meeting; Emergency Broadband Funding Webinar; Spooner Strategic Planning
- May 27: SSCS Conference
- June 1: Emergency Connectivity Fund Meeting; DPI and System Director Meeting; WiLS Webinar; Pika Meeting; Civic Health of Wisconsin Meeting
- June 2: DPI Funding Formula Meeting; WLA Fall Conference Meeting; Recollection Wisconsin Funding Meeting
- June 3: Re-Weaving the Culture Through Inclusive Culture Norms Webinar
- June 4: ECF Records Retention DPI Meeting; WLA President Meeting
- June 7: Centralized Cataloging Meeting; WLA Executive Committee; Wisconsin Civic Health Committee; Sherry's Office Hours; ALA Council Meeting
- June 8: DPI and System Director Meeting; NWLS Director Discussion; New Sierra Features Webinar; ALA Council Meeting
- June 9: Staff Retreat
- June 10: WPLC Board Meeting
- June 11: Patron Survey Meeting; WLA Board Meeting; LSLS Conference
- June 14: Sherry's Office Hours; WLA Executive Director Interviews
- June 15: DPI and System Director Meeting; State Youth Services Meeting; LD&L Meeting; WVLS Director Discussion; ALA Council Microaggression Webinar
- June 16: Dell Meeting; SRLAAW; ECF Meeting; ALA Meeting
- June 17: IDEA Team Meeting; ECF Meeting; WLA Nominating Committee; Consulting on Monarch Library System Director Search
- June 18: WLA Executive Director Interviews; Delivery Meeting
- June 21: Sherry's Office Hours
- June 22: DPI and System Director Meeting; Everylibrary Meeting; LD&L Budget Wrap Up Meeting; LAWDS Meeting; NWLS Director Discussion
- June 23: WLA Executive Committee; Meeting with Eagle River; ALA Council Forum
- June 24-29: ALA Annual Conference (virtual)
- June 24: Centralized Catalog Meeting; Fights Webinar
- June 28: Centralized Catalog Meeting
- June 29: DPI and System Director Meeting

- June 30: WLA Executive Director Interviews – In-person, Madison
- July 5: WLA Executive Director Hiring Meeting
- July 6: NWLS Director Discussion; WLA Executive Director Hiring Meeting
- July 7: Centralized Catalog Meeting; Decolonizing the Catalog Webinar; WLA Executive Committee; WLA Executive Director Hiring Meeting
- July 8: WPLC Technology Operations Committee; Phelps Library Board Meeting
- July 9: Civic Health Check-in; ALA RRT Membership Meeting

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

13. Adjourn

A few announcements before adjournment:

- Jocelyn Ford notified the Board that the memorial dedication of a gazebo in Sandie Mackie's memory will be on July 17th at 2 pm at the Spooner Public Library.
- Jeff Burke requested that Board members return their Director Evaluations to him as soon as possible.

Susan Hendrickson moved to adjourn the meeting at 11:27 a.m. Samuel Pomush seconded.

Respectfully submitted,

Sherry Machones, Director