

NWLS Board of Trustees  
December 4, 2021  
10:00 A.M.  
Online

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

Jeff Burke called the meeting to order at 10:01 am.

**Present:** Vivian Markley (Douglas County), Dian DeLong (Sawyer County), Ron Leino (Douglas County), Jeff Burke (Vilas County), Laura Rachford (Burnett County), Connie Cogger (Bayfield County), Susan Hendrickson (Douglas County), Kathryn McKenzie (Douglas County), Buzz Byrne (Burnett County), Samuel Pomush (Douglas County), Courtney Dietsche (Douglas County) (arrived at 10:12), Jim Crandall (Bayfield County), Linda Featherly (Washburn County), Sherry Machones (Director), Michelle Gostomski (Office Manager), Sarah Wargin (System Support Specialist), Donna Knuckey (Winter Public Library).

**Absent:** Dale Olson (Sawyer County), Opal Roberts (Iron County), Joyce Pep Kebasa (Ashland County), Clarence Campbell (Ashland County), Jocelyn Ford (Washburn County).

### **2. Guest Comments**

None.

### **3. Approval of the September 25, 2021, Board of Trustees Meeting Minutes**

Motion to amend the minutes, adding the word 'additional' before the 2% pay increase to the Director salary made by Jim Crandall, second by Susan Hendrickson. Motion carried unanimously. Motion Samuel Pomush by, second by Buzz Byrne to approve the September 25, 2021, Board of Trustees Meeting Minutes as amended. Motion carried unanimously.

### **4. Approval of September and October 2021 NWLS Expenditures**

Motion by Susan Hendrickson, second by Samuel Pomush to approve the September and October 2021 NWLS Expenditures. Motion carried unanimously.

### **5. Approval of October 31, 2021, Financial Statement and Budget Report**

Motion by Susan Hendrickson, second by Buzz Byrne to accept the October 31, 2021, Financial Statement and Budget Report. Motion carried unanimously.

### **6. Approval of 2022 Meeting Dates**

Susan Hendrickson motioned, seconded by Buzz Byrne to approve the tentative 2022 Meeting Dates as presented. Motion carried unanimously.

### **7. Approval of Revised Holiday Policy**

Motion by Susan Hendrickson, seconded by Kathryn McKenzie to approve adding an additional four federal holidays as presented. Motion carried unanimously.

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

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

- Thanks to Enbridge grant funds, Mellen is renovating the land around the library.

- Mercer is one of fifteen libraries in Wisconsin to receive Library Marketing Plan Mini-Grants, as part of a project supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.
- Lynett Yoerg is the new Director at the Grantsburg Public Library.
- Lac du Flambeau received a IMLS ARPA grant of \$49,000 allowing them to increase staff hours, have a community garden, and host zoom classes.
- The Larsen Family Public Library in Webster got a donation of \$2,000 for a matching grant, hoping to pay off the debt from the building project by the end of the year. Patti Meyer, the Director, has had to take a leave of absence. The Board has named an interim director and volunteers and Board members are helping with library operations.
- After a tense budget process this year, Sawyer County passed increases to each of their three libraries. Hayward's increase only came after a private donor pledged \$10,000 each year if the County would match the amount.

### Updates from the system:

- Technology Update:
  - Dell bulk order is 89% completed. Waiting for backordered items.
  - Continue training library staff on the network\computer changes that have been made with the migration to the RDC.
  - Help tickets have been steady. From 9/15/21-10/2/21 we had a total of 239 tickets.
  - We continue working with ILS Exploration Workgroup and looking at potential other ILS vendors.
  - 10/19/21 Working with WPLC Technology Collaboration Operations Committee with possible state-wide systems buy of Deep Freeze licensing (software that locks down library PCs) and antivirus suite. A state-wide data dashboard for all libraries in the state was revisited and discussed.
  - 12/6/12-12/10/12 Tony will be attending an online course Administering System Center Configuration Manager for CE.
  - Our 3rd bulk recycling pickup for old electronic equipment for disposal was 11/3/21.
  - LEANWI Partnership Updates –
    - Library Location migrations to WiscNet RDC (WiscNet Regional Data Center) -
      - Tony is spending most of his time preparing for migrations.
        - Creating computers and usernames in Active Directory.
        - Create common and private folder shares for each location.
          - Setting security permissions for each location.
        - Finishing router configurations.
        - Figuring the best route to migrate away from old antivirus and Deep Freeze (PC lockdown software) servers to the new in RDC.
      - Locations migrated since last NWLS Board Meeting:
        - 9/30/21 - Larsen Family (Webster) Public Library
        - 10/5/21 - Shell Lake Public Library
        - 10/7/21 - Grantsburg Public Library
        - 10/21/21 - Madeline Island (La Pointe) Public Library
        - 10/29/21 - Walter E. Olson (Eagle River) Memorial Library
        - During WLA Conference - Vaughn (Ashland) Public Library

- Locations Left:
      - TBD - Sherman & Ruth Weiss (Hayward) Community Library
      - TBD – Superior Public Library
      - TBD – Ruth B. Tice (Winter) Public Library
    - Technology Grants –
      - CARES Act for Wisconsin Libraries
        - A total amount of \$39, 570.92 will start being distributed back to NWLS libraries for reimbursement of supplies, services, and staff time during COVID-19.
      - Emergency Connectivity Fund (ECF)
        - Applied for 110 Dell notebooks combined for the LEANWI Partnership.
        - Applied for 240 mobile wireless devices/plans using the Kajeet service combined for the LEANWI Partnership.
      - American Rescue Plan Act
        - Looking at the option of buying a mobile print service called Princh, for all three systems on multiple year terms for member libraries. We would receive multiple library and yearly discounts. More to come.
- Inclusive Services Update:
  - I shared an Inclusive Services Update with member libraries in October and November.
  - The October update encouraged libraries to apply for the competitive ARPA funds as all three categories feature inclusive services. It also introduced libraries to the statewide assistive technology support that is available through educational partnerships. Continuing education options were promoted, including the Toward One Wisconsin Conference that had moved virtually.
  - I attended the Toward One Wisconsin Conference and was amazed at the programming options. Unfortunately, I could not get to all of them as there were so many. Following are some of the sessions I attended: “Culturally Responsive and Trauma-Informed Discipline,” “Support Our Transgender and Gender Non-Conforming Population,” “Fostering Inclusivity in an Age of Polarization,” “Civic Health of Wisconsin: Engagement and Access for All,” and “Use a Book: Conversations About Equity and Justice Using Children's and Young Adult Literature.” The keynotes gave us a lot to think about, starting with the opening keynote topic: “What is it going to take? A frank conversation about cultivating an inclusive Wisconsin.” Library colleagues were invited to contact me if they wanted more information shared at the conference.
  - The November update featured a commentary on cultural appropriation when celebrating Native American Heritage Month and Thanksgiving. Helpful resources shared included an anti-racism toolkit that organizations may use and an ALA Intellectual Freedom Blog on the trend of book challenges. Many articles were shared included news of the New York Public Library going fine free, the FCC's Lifeline program, and Madison Public Library's native storyteller in residence. A slew of upcoming continuing education offerings was provided, as were a long list of upcoming diverse holidays for the month.
- **Updates from the Director:**
  - Jackee and I will be working on giving the new Director at the Grantsburg Library an orientation.
  - We have been approached by the Grantsburg School District and the Red Cliff Library to join our NWLN Consortium. We are in the beginning stages of gathering cost estimations and timeline.

- ARPA grant awards will be announced at the end of November. Over \$6 million was requested, and DPI has \$2.2 million to disperse so it is a competitive process. NWLS applied for 4 different grants, with different partners (IFLS, WVLS, Wisconsin Humanities).
- Celebrating Public Library System Directors: During a recent weekly meeting of staff from WI DPI Division for Libraries and Technology, and public library system directors, Public Library Administration Consultant Shannon Schultz shared a slide presentation that expressed the DLT team’s gratitude to each system director. The slide presentation, “Celebrating our System Directors! A Heartfelt Expression of Our Gratitude” is shared [here](#).
- To celebrate this year’s Wisconsin Science Festival, I connected NWLS libraries with Festival representatives to bring STEAM Kits to library patrons. The Wisconsin Science Festival was celebrated across the state from October 21-24. Superior, Hayward, and Spooner were the three chosen by the Festival’s organizers to participate this year.
- WLA Conference:
  - IFLS Library System Director Named WLA/DEMCO Librarian of the Year. John Thompson, fellow colleague and IFLS Library System Director since 2007, has been selected as the 2021 WLA/Demco Librarian of the Year.
  - Jamie Matczak will be 2023 WLA Conference Chair! Kris Turner, 2023 Wisconsin Library Association (WLA) President and Associate Director of Public Services at the University of Wisconsin Law Library, asked Jamie Matczak to serve as the 2023 WLA Conference Committee Chair, and she said yes!
  - NWLS libraries were well represented at the conference:
    - Sherry ‘s panel presentation “Librarians At The Movies”
    - Gina and Jackee gave two presentations: “Inclusive Cataloging - It's Time to Break Some Rules!” and “20 New Ideas for Community Outreach” (featuring our libraries!)
    - Matczak gave one presentation “Providing Great Customer Service (During a Pandemic)”
    - NWLS offered several scholarships to attend and we attendees from Superior, Granstburg, Cable, Hayward, Eagle River, Lac du Flambeau, Ashland, Spooner, Shell Lake.
    - As President I had many opportunities to give speeches and keynotes and I could not have asked for a better conference during a pandemic.
- The NWLS annual audit is scheduled for the week of February 7<sup>th</sup>.
- The last two months have been absolutely insane with budget meetings, conferences, and scheduling changes with vacations and personal matters for everyone here at NWLS. I appreciate your concern, understanding, and willingness to adjust our Board meeting date. A detailed list of activities will appear again in January.

## 9. Adjourn

Motion by Susan Hendrickson, second by Samuel Pomush to adjourn the meeting at 10:56 a.m. Motion carried unanimously.

Respectfully submitted,

Sherry Machones, Director