

NWLS Board of Trustees

September 25, 2021

10:00 A.M.

Online

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:00 am.

Present: Jocelyn Ford (Washburn County), Linda Featherly (Washburn County), 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), Jim Crandall (Bayfield County), Buzz Byrne (Burnett County), Opal Roberts (Iron County), Donna Knuckey (Winter Public Library), Sherry Machones (Director), Michelle Gostomski (Office Manager), Sarah Wargin (System Support Specialist).

Absent: Samuel Pomush (Douglas County), Clarence Campbell (Ashland County), Joyce Pep Kabasa (Ashland County), Courtney Dietsche (Douglas County),

2. Guest Comments

None.

3. Approval of the July 10, 2021, Board of Trustees Meeting Minutes

Motion by Buzz Byrne, second by Susan Hendrickson to approve the July 10, 2021, Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of July and August 2021 NWLS Expenditures

Motion by Laura Rachford, second by Connie Cogger to approve the July and August 2021 NWLS Expenditures. Motion carried unanimously.

5. Approval of August 31, 2021, Financial Statement and Budget Report

Motion by Laura Rachford, second by Kathryn McKenzie to accept the August 31, 2021, Financial Statement and Budget Report. Motion carried unanimously.

6. Discussion of the History and Funding Formula of County Appropriations

Wargin presented the history of the NWLS Bookmobile and Mail-A-Book program; programs that influenced the funding formula from the Counties served by NWLS. The earliest verifiable mention of County payments is from March 1976, when Ashland and Sawyer Counties had not fulfilled their share of the 1975 budget. Between 1980 and 1981, the funding formula changed three times. At a committee meeting on November 8, 1980, the board stopped the annual increase in appropriations to NWLS from member counties. On January 24, 1981, the board "...authorizes the NWLS Director and President to negotiate service agreements for expanded bookmobile and mail-a-book services with interested NWLS member counties at actual cost..." (p. 184). By May 16, 1981, a new formula was created for the 1982 County Appropriation formula. The formula now was to be based on the county's average appropriation to NWLS over the past three years as well as the county's percentage of the total NWLS extension population. This would remain the funding formula until the year 2000; an increase by a certain percentage has been the funding norm since that year. In 2000 the bookmobile ended, at which point book distribution pivoted to a focus on Mail-A-Book. The board decided to credit the counties for the sale of the bookmobile. The formula never was readjusted after

the credit. In 2000, the total of county appropriations was \$205,932; twenty years later it only totals \$209,454. Machones and Gostomski presented what current actual costs are for service to all counties (\$664,240) and a new, more equitable formula which would ask \$465,816 from NWLS Counties.

7. Discussion of 2022 NWLS Budget

Machones gave an overview of the changes from 2021 presented in the proposed budget.

8. Closed Session

Jim Crandall motioned, seconded by Buzz Byrne 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, Director evaluation. Motion unanimously carried on a roll call vote.

9. Return to Open Session and Consideration of 2022 NWLS Budget

Susan Hendrickson motioned, seconded by Linda Featherly to come out of closed session. Motion carried unanimously on a roll call vote. Motion by Jim Crandall, second by Kathryn McKenzie to amend the 2022 budget with an additional increase to the Director's salary by 2% due to performance and equity. Motion carried on a roll call vote with Roberts and Hendrickson voting against. Motion by Laura Rachford, seconded by Jocelyn Ford to approve the 2022 NWLS Budget as amended. Motion carried on a roll call vote with Roberts voting against.

10. Approval of the Resource Sharing Coordinator Job Description

Motion by Susan Hendrickson, second by Laura Rachford to approve the Resource Sharing Coordinator Job Description. Motion carried unanimously.

11. Approval of the 2022 Plan of Service

Motion by Jim Crandall, second by Kathryn McKenzie to approve the NWLS 2022 Plan of Service. Motion carried unanimously.

12. Approval of the 2022 Member Library Agreements

Motion by Buzz Byrne, second by Jim Crandall to approve the 2022 Member Library Agreements. Motion carried unanimously.

13. Approval of the 2022 County Service Agreements

Motion by Buzz Byrne, second by Susan Hendrickson to approve the 2022 County Service Agreements. Motion carried unanimously.

14. Approval of the 2022 Resource Library Agreement

Motion by Susan Hendrickson, second by Jim Crandall to approve the 2022 Resource Library Agreement. Motion carried unanimously.

15. Approval of the 2022 MOU For Youth Services

Motion by Kathryn McKenzie, second by Ron Leino to approve the 2022 MOU for Youth Services with Superior Public Library. Motion carried unanimously.

16. Approval of the 2022 MOU for Centralized Cataloging

Motion by Susan Hendrickson, second by Jocelyn Ford to approve the 2022 MOU for centralized Cataloging with Superior Public Library. Motion carried unanimously.

17. Director's Report

Updates from member libraries:

- Kaye Petts has been hired as the Director in Phelps.
- Sara Christopherson has left the position of Director at the Grantsburg Public Library.
- Bayfield Public Library held a ribbon cutting to celebrate the completion of their brownstone restoration project and had State Senator Janet Bewley speak.
- The Larsen Family Public Library in Webster held a 30th Anniversary event and had State Representative Nick Milroy read Governor Evers' proclamation.

Updates from the system:

- ILS Update:
 - We will likely start implementing the cataloging utility, SkyRiver, towards the end of the month and hopefully begin training on use in October.
 - We have the ILS exploration workgroup ready to meet.
 - The NWLN funding formula committee has begun research into other library system consortium formulas.
 - Library card sign-up month has a lot of activity with the help of the marketing workgroup and volunteers creating social media posts.
- Technology Update:
 - 8/15/21 Starting the Dell bulk order earlier this year after getting word on system shortages and estimated longer ship times.
 - Continue training library staff on the network\computer changes that have been made with the migration to the RDC.
 - Help tickets have been busy. From 7/10/21-9/14/21 we had a total of 247 tickets.
 - 8/18/21 Attended Tech-a-Talka Meeting (IT staff in other Wisconsin Systems)
 - Working with other systems IT and directly with Dell representative to revise our state-wide pricing premier dashboard.
 - Updates on the state-wide Back-up Collaboration
 - Working with ILS Exploration Workgroup and looking at potential other ILS vendors.
 - 7/8/21 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.
 - Extended our current 3-year subscription that was expiring in 10/29/21 for an additional year to align with this project or merge with LEANWI.
 - LEANWI Partnership Updates –
 - 7/22/21 Upgraded WiscNet ISP service from 1Gbps to 10Gbps. This service will be the new WiscNet connection for NWLS libraries that have been migrated.
 - Library Location migrations to WiscNet RDC (WiscNet Regional Data Center) -
 - Spending most of my 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. Technology Grants

- Locations migrated since last BOT Meeting:
 - 7/12/21 - Winchester Public Library
 - 7/13/21 - Joan Salmen (Solon Springs) Memorial Library
 - 7/13/21 - Imogene McGrath (Lake Nebagamon) Memorial Library
 - 7/21/21 - Spooner Memorial Library
 - 7/28/21 - Forest Lodge (Cable) Public Library
 - 8/6/21 - LCO Community College Library
 - 8/10/21 - Evelyn Goldberg Briggs (Iron River) Memorial Library
 - 8/17/21 - Ben Guthrie (Lac du Flambeau) Public Library
 - 9/8/21 - Eleanor Ellis (Phelps) Public Library
 - 9/8/21 - Land O' Lakes Public Library
 - 9/23/21 - Frank B. Koller (Manitowish Waters) Memorial Library
 - 9/23/21 - Plum Lake (Sayner) Public Library
 - 9/22/21 - Boulder Junction Public Library
- CE Update:
 - [Tech Days](#) (Virtual): September 15-16, 2021
 - [Staff Empowerment Series](#): Sept. 22, 29; Oct. 6
 - [WLA Conference](#): November 16-19

Updates from the Director:

- I will be working with the Grantsburg Library Board during the hiring process.
- I had new Director Orientations at Phelps and Land O Lakes this month.
- Jackee and I have met with WVLS Director Marla Sepnafski and ILS Administrator Katie Zimmermann about collaboration opportunities regarding the future of ILS's.
- I will be on vacation the weeks of September 27th, October 18th, and November 8th.
- I am a member of two newly formed sub-groups of the DPI Delivery Workgroup. This subgroup's work will support implementation elements of the Public Library System Redesign (PLSR) statewide delivery model to create greater efficiencies in statewide delivery. These subgroups will be active over the next several months.
- NWLS Staff to present at the WLA Conference: Sherry was notified that her presentation "Librarians At The Movies" was accepted and will be given on Thursday, November 18 at 3:30, and Gina and Jackee were notified that their presentation "Inclusive Cataloging - It's Time to Break Some Rules!" was accepted and will be given on Friday, November 19 at 11.

NWLS Past Events for staff: (everything is entirely online)

- July 12: Damaged Items Policy Workgroup; Sherry's Office Hours
- July 13: LD&L Leadership Meeting; DPI and System Director Meeting
- July 14: DPI ARPA Technology Meeting; IDEA LSTA CE Meeting
- July 15: LD&L DPI Meeting; Spooner Strategic Planning; DPI ARPA Digital Services Meeting; WLA Nomination Committee
- July 19: Marketing Committee; Burnett County Library Planning Committee
- July 20: : DPI and System Director Meeting; DPI Inclusive Services Meeting; IDEA LSTA CE Meeting; NWLS Director Discussion
- July 21: DPI ILL Meeting; Staff Evaluation
- July 22: Hurley Director Orientation; DPI LD&L Funding Formula Meeting
- July 23: Strategic Plan Meeting; LD&L Meeting; Drummond Meeting
- July 26: Meeting with WVLS Director; NWLN Budget Meeting; Staff Evaluation; Sherry's Office Hours

- July 27: NWLN Budget Meeting; DPI and System Director Meeting; Staff Evaluation; LAWDS Meeting
- July 28: Sierra Webinar; Cataloging and Classification Research
- July 29: Michelle's Office Hours
- July 30: Mentorship Meeting; Director Orientation in Bayfield
- August 2: Sherry's Office Hours
- August 3: DPI and System Director Meeting; DPI WISCAT Meeting; NWLS Director Discussion
- August 4: DPI LSTA Focus Group; Library Search Strategies Webinar
- August 5: Cataloging Training with Hurley
- August 6: WLA Board Meeting
- August 9: Damaged Items Meeting; Digital Services Survey Results; WPLC Board Meeting; Sherry's Office Hours
- August 10: Digital Services Survey Results; DPI and System Director Meeting; Combatting Workplace Injustice in Public Libraries Webinar; LD&L DPI Funding Formula Committee
- August 11: Training WLA Executive Director; Badgernet Webinar; Gina & Jackee Office Hours; Ecard training with Hayward; Compassion Resilience Meeting
- August 12: Delivery Meeting; WISL Meeting; Ryan Dowd Webinar; YSS Meeting
- August 13: Inclusive Cataloging Meeting with LCO
- August 16: WLA DPI Meeting; Marketing Committee
- August 17: DPI Youth Services Meeting
- August 18: Tech-a-talka Meeting; WVLS LAC Meeting
- August 19: NWLN and Directors Meetings; WLA Nominating Committee; Bayfield Library Planning Committee
- August 20: SRLAAW
- August 23: ALA Consortium Management Group Meeting; Wisconsin Library Ecosystem Webinar; ILS Discussion; Sherry's Office Hours
- August 24: DPI and System Director Meeting; LAWDS
- August 25: DPI ILL Meeting; Budget Meeting; WPLC Technology Steering Committee; Dell Meeting
- August 26: Michelle's Office Hours; Fine Free Meeting with Phelps; Library Ethics 101 Webinar; WLA & DPI Meeting
- August 27: Library Legislative Day 2022 Planning; Resource Library Planning Meeting; Iron County Library Plan Meeting
- August 30: WLA Conference Committee – In-person, Green Bay; NWLN Executive Committee;
- August 31: DPI and System Director Meeting; IDEA LSTA CE Meeting; NWLS Director Discussion
- September 1: New Director Orientation in Phelps & Land O Lakes
- September 2: NWLN Meeting
- September 3: Staff Evaluation
- September 7: Tech-a-talka Dell meeting; TLC KarlX meeting; Pika Meeting
- September 8: NWLS Website Consultation; Vaccines & Variants for Employers Webinar; ALA PPO and WLA meeting
- September 9: Michelle Office Hours; Wisconsin Partners Meeting; Ryan Dowd Webinar; Cataloging Webinar
- September 10: WLA Board Meeting; Bayfield Ribbon Cutting
- September 11: Webster 30th Anniversary
- September 13: NWLN Funding Formula Committee; Staff Evaluation
- September 14: DPI and System Director Meeting; WiLS Webinar

- September 15: Tech Days Webinars Day 1; WVLS & NWLS ILS Collaboration Meeting; RFP's for Library Software Webinar
- September 16: Tech Days Webinars Day 2; ALA Chapter Webinar; WLA Nomination Committee
- September 17: Wisconsin Civic Health Initiative Meeting
- September 20: Burnett County Library Planning Committee;
- September 21: DPI and System Director Meeting; DPI Inclusive Services Meeting; ECF Roundtable; NWLS Director Discussion
- September 22: Compassion Resilience Webinar
- September 23: ILS Exploration Committee
- September 24: LD&L Committee; WLA President and Executive Director Meeting
- Events upcoming: Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.
 - Events upcoming: Due to the rapidly changing environment, it seems futile to try list all the possible meetings forthcoming.

18. Adjourn

Motion by Kathryn McKenzie, second by Susan Hendrickson to adjourn the meeting at 12:23 p.m.
Motion carried unanimously.

Respectfully submitted,

Sherry Machones, Director