NWLS Board of Trustees

March 13, 2022

10:00 A.M.

Online

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

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

**Present**: Connie Cogger (Bayfield County), Samuel Pomush (Douglas County), Ron Leino (Douglas County), Jeff Burke (Vilas County), Clarence Campbell (Ashland County), Jim Crandall (Bayfield County), Susan Hendrickson (Douglas County), Kathryn McKenzie (Douglas County), Linda Featherly (Washburn County), Courtney Dietsche (Douglas County), Dian Delong (Sawyer County), Jocelyn Ford (Washburn County), Buzz Byrne (Burnett County), Donna Knuckey (Winter Public Library), Sherry Machones (Director), Michelle Gostomski (Business Manager), Sarah Wargin (System Support Specialist), Jeffrey Hobbs (LEAN Technical Support).

**Absent**: Laura Rachford (Burnett County), Opal Roberts (Iron County).

**2. Guest Comments**

None.

**3. Approval of the January 15, 2022 Board of Trustees Meeting Minutes**

Motion by Samuel Pomush, second by Buzz Byrne to approve the January 15, 2022 Board of Trustees Meeting Minutes. Motion carried unanimously.

**4. Approval of January and February 2022 NWLS Expenditures and Financial Report**

Motion by Jocelyn Ford, second by Samuel Pomush to approve the January and February 2022NWLS Expenditures and Financial Report. Motion carried unanimously.

**5. Approval of Raising Capitalization Threshold to $5000**

Motion by Buzz Byrne, second by Jim Crandall to approve raising the capitalization threshold to $5000. Motion carried unanimously.

**6. Approval of the NWLS 2021 Annual Report**

Motion by Kathryn McKenzie, second by Susan Hendrickson to approve the NWLS 2021 Annual Report with corrections. Motion carried unanimously.

**7. Approval of the Authorized Signatory of the NWLS 2021 Annual Report**

Motion by Susan Hendrickson, second by Linda Featherly to approve Clarence Campbell as the NWLS 2021 Annual Report signatory. Motion carried unanimously.

**8. Approval of the NWLN Privacy and Confidentiality Policy**

Motion by Buzz Byrne, second by Jocelyn Ford to approve the NWLN Privacy and Confidentiality Policy. Motion carried unanimously.

**9. Director’s Report**

**Updates from member libraries:**

* A group of seven Northwoods libraries has been selected to receive one of 200 nationwide library grants for the American Library Association’s American Rescue Plan: Humanities Grants for Libraries opportunity. Libraries in Boulder Junction, Lac du Flambeau, Manitowish Waters, Mercer, Minocqua, Presque Isle, and Winchester will use the funding to support their annual Northwoods Book Festival author event series. The competitive award comes with a $10,000 grant that will help deliver excellent programs and services related to culture, history, literature, and other humanities subjects. The theme for the 2022 Northwoods Book Festival is “Open Books, Open Minds,” and the libraries will invite authors to share their life experiences with us. Events will be scheduled from June through August.

**Updates from the system:**

* ILS Update:
  + ILS Exploration Workgroup - This group has been meeting regularly and has viewed high level demos for 4 potential ILS products. An RFI was sent to two of those vendors in early March to request more details on pricing and cost.
  + Centralized Cataloging: As of March 16, the Centralized Cataloging team is editing every bib record that is added to the database.
  + Digital Services Workgroup - This group is working on potential recommendations about system provided digital services based on the results of the Summer 2021 patron survey. In the meantime, individual libraries are beginning to offer digital services like Hoopla and Kanopy on their own. We are helping with the implementation.
  + Marketing Workgroup - Leslie from the Superior Library has agreed to act as chair of the group. The current plan is to choose strategic campaigns quarterly and to offer consistent messaging and marketing tools for those activities.
  + Jackee and Gina are holding office hours monthly to provide training on a variety of topics
* Technology Update:
  + Microsoft Office licensing agreement has been combined with LEANWI partners moving forward.
  + Helpdesk tickets. From 1/12/22-3/2/22 we had a total of 306 tickets.
  + Sierra Upgrade to 5.4 was successful on 2/27/22 without issues.
  + All library PCs that meet the hardware requirements to be upgraded to Windows 10 have been completed.
  + We continue working with ILS Exploration Workgroup and looking at other potential ILS vendors.
  + Library Dell bulk order for spring is underway.
  + LEANWI Partnership Updates –
    - Library Location migrations to WiscNet RDC (WiscNet Regional Data Center) –
      * Final library migration has been completed!
      * Will need to move a few things inhouse at NWLS. Migration of current servers that are still in use to the RDC.
      * We are coordinating with RDC, IFLS, WVLS, TEACH, BadgerNet, and WiscNet on moving NWLS headend Internet connection to RDC location. Combining these connections will allow NWLS to save $4,500 because of no need to purchase the routing device that is end-of-life required by WiscNet.
    - LEANWI partners are working on a mobile and remote printing solution for member libraries using LSTA grant funds. This service would be covered for a 5-year term. This allows patrons to print using mobile devices or send print jobs from home to a library printer. Looking at completing this project at the end of April.
    - A possible 2023 project - new router replacement models to be covered by future LSTA funds for each NWLS library
  + Technology Grants –
    - 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. Update: Still waiting to hear back on this
* Inclusive Services Update:
  + I shared an Inclusive Services Update with member libraries in January, February, and March.
  + The January update covered National Braille Literacy Month. It also introduced three new inclusivity training videos from the Department of Public Instruction. Continuing education options were promoted, as well as the American Library Association Youth Media Awards.
  + The February update featured the long-awaited Libraries Talk About Race professional development series that I have been working on for a year. Other helpful resources shared included a children in trauma bibliography and ALA Q&A resource addressing challenges to problematic authors.
  + The March update covered Women’s History Month with state and national resources for librarians. It also covered a national report on digital equity, the Libraries and Veterans National Forum Toolkit, and the ALA statement on supporting the Ukrainian library community. A slew of continuing education offerings was shared along with a variety of topical inclusive articles.

**Updates from the Director:**

* I was unable to run for ALA Executive Board this year due to being out with covid.
* Legislative Events: I attended Wisconsin’s Library Legislative Day in early February. Gina Rae from our staff, Spooner Director Angie Bodzislaw, and Mercer Director Teresa Schmidt all attended from our area. I also covered legislators in shared WVLS territory in lieu of WVLS staff being able to attend. Everyone that attended received a Certificate of Commendation from Governor Evers and had their picture taken with him. During Library Legislative Day the Wisconsin Counties Association was also holding their legislative days and I had the chance to talk at length with some of NWLS’ County Administrators and County Board members. A few weeks later I attended Superior Days with Sam and Sue. It was a wonderful experience and very important since so few people we able to make the trip because of weather. This is the first year that Superior Days did not occur on the same days as Library Legislative Day. To round out the month, I was chosen by ALA as one of two Wisconsin state representatives to meet with federal legislators about IMLS funding. Assistant State Superintendent, Tessa Michaelson Schmidt and I met with Tammy Baldwin ad Mark Pocan’s staff last week.
* The last two months have been absolutely insane with annual reports, sickness, and death. I appreciate your concern, understanding, and kind words that you shared with me over this time. A detailed list of activities will appear again in May.

**10. Adjourn**

Samuel Pomush moved to adjourn the meeting at 10:51 a.m. Jeff Burke seconded.

Respectfully submitted,

Sherry Machones, Director