

NWLS Board of Trustees
May 14, 2022
10:00 A.M.
Hybrid

1. Call to Order/Roll Call

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

Present:

In person: Samuel Pomush (Douglas County), Clarence Campbell (Ashland County), Jeff Burke (Vilas County), Connie Cogger (Bayfield County), John Righeimer (Sawyer County), Dian Delong (Sawyer County)

Virtual: Buzz Byrne (Burnett County), Sue Hendrickson, (Douglas County), Ron Leino (Douglas County), Linda Featherly (Washburn County), Jim Crandall (Bayfield County), Jocelyn Ford (Washburn County), Kathryn McKenzie (Douglas County), Opal Roberts (Iron County), Jared Blanche (Guest), Kim Shult (Guest), Michelle Gostomski (Business Manager), Sarah Wargin (System Support Specialist), Sherry Machones (Director)

Not Present: Laura Rachford (Burnett County), Courtney Dietsche (Douglas County), Donna Knuckey (Library Representative from Winter)

2. Guest Comments

None.

3. Approval of 2021 Annual Audit and Presentation

Kimberly Shult from Baker Tilly gave a report.

4. Approval of Assignment of the Reserve Fund

Motion by Sue Hendrickson, second by Samuel Pomush to approve the Assignment of the Reserve Fund. Approval of 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.

Discussion of moving agenda item 9 (Discuss and Consider Red Cliff Tribal Library Request) up to agenda item 5. Motion by Sue Hendrickson, second by Samuel Pomush. Motion carried unanimously.

5. Approval of Red Cliff Tribal Library Letter of Intent to join Northern Waters Library Network

Jared Blanche explained request to join. Motion by Samuel Pomush, second by Connie Cogger. Motion carried unanimously.

6. Approval of the March 13, 2022, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Dian Delong to approve the March 13, 2022, Board of Trustees Meeting Minutes. Motion carried unanimously.

7. Approval of March and April 2022 NWLS Expenditures and April Financial Statement and Budget Report

Motion by Sue Hendrickson, second by Buzz Byrne to approve the March and April 2022 NWLS Expenditures. Motion carried unanimously.

8. Approval of Member County Appropriation Request

Discussion by Sherry. Board intends to raise County Appropriation by 1% each year (based on previous year) for the next 3 years. Motion by Sue Hendrickson, second by Buzz Byrne, to accept the Member County Appropriation Request. Motion carried unanimously.

9. Approval of 2022 LSTA Grant Applications – Improved Discovery Solutions

Discussion of Improved Discovery Solutions- Cooperative Cataloging grant by Sherry. Motion by Sue Hendrickson, second by Kathryn McKenzie, to accept the Cooperative Cataloging Grant Application. Motion carried unanimously.

Discussion of ILS Exploration Project by Sherry. Motion by Sue Hendrickson, second by Samuel Pomush, to accept the ILS Exploration Project. Motion carried unanimously.

10. Director's Report

Updates from member libraries:

- Shelly Knack, Director of the Presque Isle Public Library, will be the new Director of the Land O' Lakes Public Library in June.
- Lynett Yoerg will be continuing as the Director in Grantsburg.
- Sherill Summer is the new librarian at the Larsen Family Public Library in Webster.

Updates from the system:

Technology Update:

- The end of support for Microsoft Office 2013 will be (4/11/23), we are actively upgrading libraries running this version to newest Office 2021 version.
- Helpdesk tickets: From 3/3/22-5/5/22 we had a total of 282 tickets.
- Ecommerce vendor has changed to new PayPal Pay Flow Gateway for bill payment.
- Spring Dell order has been completed.
 - Working on secure wiping devices that are end of use.
 - Spring recycling pickup date to be scheduled soon.
- We are working towards consistency for standards and procedures across all NWLS public libraries technology.
- We continue working with the ILS (Integrated Library System) Exploration Workgroup and looking at potential other ILS vendors/system ILS mergers.
- LEANWI Partnership Updates –
 - Princh Printing Solution
 - Mobile and public PC printing services installations have been completed for libraries that have shown interest. This allows patrons to be able to print remotely and mobile from a patron owned device. This service also allows libraries to take credit cards as an option for payment.

- LSTA funds were used to cover the cost of this service to LEANWI libraries for 5-year terms.
 - Library Location migrations to WiscNet RDC (Regional Data Center)
 - The last in-house servers housed in the NWLS office have been migrated to RDC.
 - The wireless network equipment has been migrated to LEANWI controller.
 - We still need to coordinate 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.
 - Purchased 240 mobile wireless devices/plans with the Kajeet management service using ECF (Emergency Connectivity Fund) program. Each library, if interested, would receive at least two mobile hotspots each to be checked out for patron use. Currently working on procedures, policies, and documentation templates as well as configuring the devices/admin dashboard panels.
 - Researching new router replacement models to be covered by future LSTA funds for each NWLS library. A possible 2023 project.
- ILS Update:
 - We answered 47 ILS helpdesk tickets last month.
 - Since we started Centralized catalogers have cataloged over 3000 bib records.
 - In addition to working on ILS exploration and ILS merger grants, we are working hard on an Ideas in Action Grant, and assisting the NWLN Funding formula and Digital Services committees.
- Inclusive Services Update:
 - I shared an Inclusive Services Update with member libraries in April and May.
 - The April update highlighted the International Transgender Day of Visibility and included resources about digital equity, ALA accessibility grants for small and rural libraries, and a report on library broadband services during the pandemic. Inclusive continuing education opportunities were shared along with topical news stories and the monthly list of diverse holidays.
 - The May update highlighted Mental Health Awareness month and included resources from the WI State Superintendent on equity, diversity, and inclusion along with ALA's list of inclusive financial literacy books for youth, and a source for diverse presentation images. Inclusive continuing education opportunities were shared along with topical news stories and the monthly list of diverse holidays.
- Continuing Education Update:
 - The following webinars for 2022-23 are scheduled and/or in the planning stages:
 - Tech Days (Virtual): September 202-21
 - Wisconsin Trustee Training Week (Virtual): August 22-26

- 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 25-26, 2023.
- Digital Bytes: Several new Digital Bytes, short training sessions, have been recorded and made available online.
 - [Supporting & Representing Indigenous People in the Library](#): Angela Bodzislaw from Spooner Memorial Library and Laura Merchant from Lac Courte Oreilles Ojibwe College Extension discuss representing and supporting indigenous people in the library. This presentation includes topics of Land Acknowledgement, addressing historical trauma, cultural responsiveness, evaluating collections, and partnering with Indigenous organizations.
 - [Mote](#) is an audio content tool. How does it work and how can it be used in library collaboration?
 - [7 Tips for Unpleasant Conversations](#): Do you need to have an uncomfortable conversation and worry that it might not go well? In this Digital Byte, Jamie offers some helpful tips.
 - [Making a Mistake](#): Jamie talks about steps to take when we make a mistake at work.

Updates from the Director:

- Public Library Annual Reports – Compliance Issues and System Effectiveness: All NWLS public library annual reports were submitted to DPI by the March 1 statutory deadline. The NWLS audit of members' 2021 annual reports revealed no issues of noncompliance. Also, all NWLS public libraries indicated in the system effectiveness section of the annual report that NWLS provided effective leadership in 2021. DPI has now begun to verify submitted data with IMLS.
- We have officially hired Teresa Schmidt as our Adult Services Consultant.
- Our entire staff attended the Enhancing Your Workplace Culture webinar and will be using what we learned at our staff retreat this summer and in our strategic planning.
- I presented at the WAPL Conference on Thursday: At the Movies With Librarians.

9. Adjourn

Motion by Sam Pomush moved to adjourn the meeting at 12:01 p.m. Dian Delong seconded. Motion carried unanimously.

Respectfully submitted,

Sherry Machones, Director