

NWLS Board of Trustees

September 17, 2022

10:00 A.M.

Virtual

1. Call to Order/Roll Call

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

Present: Jeff Burke (Vilas County), Laura Rachford (Burnett County), Clarence Campbell, (Ashland County), Jim Crandall (Bayfield County), Dian Delong, (Sawyer County) Sue Hendrickson, (Douglas County) Samuel Pomush (Douglas County), Buzz Byrne (Burnett County), Opal Roberts (Iron County), Connie Cogger (Bayfield County,) Ron Leino (Douglas County), Linda Featherly (Washburn County), Courtney Dietsche (Douglas County), Kathryn McKenzie (Douglas County), Donna Knuckey (Library Representative from Winter), Michelle Gostomski (Business Manager), Sarah Wargin (System Support Specialist), Sherry Machones (Director)

Absent: Jocelyn Ford (Washburn County), John Righeimer (Sawyer County)

2. Guest Comments

None.

3. Approval of the July 9, 2022, Board of Trustees Meeting Minutes

Motion by Buzz Byrne, second by Laura Rachford to approve the July 9, 2022 Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of July and August 2022 NWLS Expenditures and August 2022 Financial Statement and Budget Report

Motion by Sue Hendrickson, second by Sam Pomush to approve the July and August 2022 NWLS Expenditures and the August 30th Financial Statement and Budget Report. Motion carried unanimously.

5. Approval of the 2023 NWLS Budget

Motion by Kathryn McKenzie, second by Sue Hendrickson to approve the 2023 NWLS Budget as presented. Motion carried unanimously.

6. 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 by Jim Crandall, second by Sue Hendrickson to go into closed session. Motion carried unanimously on a roll call vote.

7. Return to Open Session and Approval of 2023 NWLS Amended Budget

Motion by Sue Hendrickson, second by Kathryn McKenzie to return to open session. Motion carried unanimously on a roll call vote. Motion made by Sue Hendrickson, second by Kathryn McKenzie to amend the 2023 NWLS Budget to include a 5% salary increase for the NWLS Director. Motion carried on a roll call vote; Roberts, Rachford, Byrne, and DeLong voting against.

8. Approval of 2023 Member Library Agreements

Motion by Jim Crandall, second by Buzz Byrne to approve the 2023 Member Library Agreements. Motion carried unanimously.

9. Approval of 2023 County Service Agreements

Motion by Sue Hendrickson, second by Opal Roberts to approve the 2023 County Service Agreements. Motion carried unanimously.

10. Approval of Superior Public Library 2023 Resource Library Agreement

Motion by Sam Pomush, second by Sue Hendrickson to approve the Superior Public Library 2023 Resource Agreement. Motion carried unanimously.

11. Approval of Superior Public Library 2023 Youth Services Agreement

Motion by Kathryn McKenzie, second by Buzz Byrne to approve the Superior Public Library 2023 Youth Services Agreement. Motion carried unanimously.

12. Approval of Superior Public Library 2023 Contractual Services Agreement

Motion by Buzz Byrne, second by Linda Featherly to approve the Superior Public Library 2023 Contractual Services Agreement. Motion carried unanimously.

13. Approval of 2023 Adult Services Agreement

Motion by Jim Crandall, second by Dian DeLong to approve the 2023 Adult Services Agreement. Motion carried unanimously.

14. Approval of 2023-2025 NWLS Strategic Plan

Motion by Sue Hendrickson, second by Sam Pomush to approve the 2023-2025 NWLS Strategic Plan. Motion carried unanimously.

15. Approval of 2023 Plan of Service

Motion by Sue Hendrickson, second by Linda Featherly to approve the 2023 Plan of Service. Motion carried unanimously.

16. Director's Report

Updates from member libraries:

- Chris Seaton has resigned as the Shell Lake Public Library Director. She is assisting the library 9 hours a week as they search for a replacement.

Updates from the system:

- Continuing Education Update:
 - Wisconsin Trustee Training Week recordings are now on the website [here](#).
 - Tech Days 2022 Online Scheduled for September 20-21, 2022, four ninety-minute sessions will take place over two days. [Registration is open](#).
 - The Reluctant Library Advocate: [Fall Webinar Series](#), November 9, 15, and December 7.
 - New Digital Bytes:
 - [Tools for People with Disabilities](#) One in four people in the U.S. live with a disability. In this Digital Byte, Jamie Matczak talks about five mobile tools that could be helpful for this demographic.
 - [Breaking the Binary](#) In this Digital Byte, Sarah Wargin from Northern Waters Library Service discusses pronouns, gender identity, gender expression, and more.
 - [Finding Books By Grade Level](#) In this Digital Byte, Katie Zimmermann focuses on finding books at a particular reading level, and more specifically, how to search Aspen for books using Accelerated Reader book level and Accelerated Reader interest level filters.
- ILS Update:
 - We are steadily working out some longstanding issues with Shoutbomb and our ILS.
 - NWLS Staff will be making their second trip to Red Cliff to assist them with preparing to go live in our ILS. They have just under 500 items entered.
 - Gina and Jackee have been meeting regularly with our counterparts at WVLS for the Joint ILS Merger exploration grant. We should be able to hire the consulting agency soon.
 - Centralized Cataloging is still going well. To date 7000 items and 643 original records have been cataloged by centralized catalogers.
- Technology Update:
 - Helpdesk tickets: From 7/6/22-9/7/22 we had a total of 265 tickets.
 - Working with member library staff on getting Multi-Factor Authentication (MFA) deployed by Oct. 1st .
 - Providing live remote live training sessions.
 - Deleting old Microsoft 365 accounts that are no longer being used to prevent exploiting accessibility.
 - Attended Tech-a-Talk-a Meeting on 8/17/22 (All Wisconsin Library Systems IT Departments)
 - Great presentation by the Wisconsin DET Cybersecurity Response Team on creating and what to include in an Incident Response Plan.
 - Statewide backup and digitized product discussion.
 - Red Cliff has been connected remotely to access the internal Sierra App server.
 - Future Projects:
 - Server services updates for 2023:

- Antivirus Server
- 3rd Party Applications Update Service
- Sierra 5.5 Upgrade
- Pharos Time Management
- Windows 11 Upgrades
- Windows ConfigManager Upgrade (remote management of Windows PCs)
- LEANWI Partnership Updates –
 - Emergency Connectivity Funds (ECF) Kajeet Mobile Hotspots –
 - NWLS has distributed mobile hotspots to all member libraries that were interested.
 - NWLS provided webinar trainings, policy templates, and other materials to these libraries.
 - Mobile data services have been extended to 12/31/22 using American Rescue Plan Act (ARPA) funds.
 - Update: Libraries have started circulating these to their patrons.
 - Library Location migrations to WiscNet RDC (Regional Data Center) –
 - 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.
 - Update: Hoping to have completed by end of the year.

Updates from the Director:

- DPI has not named a new Assistant State Superintendent yet.
- The head of Grants at DPI has just announced she is leaving immediately.
- DPI has hired two general library consultants to fill two longstanding vacant positions. Both new consultants start on September 12.
- Two LSTA Grant Projects Receive Approval
 - A 2022 LSTA Grant, submitted by the Northern Waters Library System, will fund the development of a report on cataloging practices and opportunities for statewide standardization of records. Known as the Cooperative Cataloging Exploration Project, this project is a collaboration of seven public library systems.
 - Additional 2022 LSTA funds will support the WVLS grant application Joint ILS Consortium Exploration Project, a collaboration between the NWLS and WVLS.
- WiLS Ideas To Action Grant Project Receive Approval
 - An Advocacy Toolkit will provide staff and other stakeholders access to the tools they need to incorporate advocacy and relationship-building into their regular routines, making it easier for Northern Waters Library Service (NWLS) staff, member library staff, and other advocates to communicate the value of libraries and their library system to their communities.

17. Adjourn

Motion by Sam Pomush to adjourn the meeting at 11:40 am. Second by Connie Cogger. Motion carried unanimously.

Respectfully submitted by Sarah Wargin, System Support Specialist, and Sherry Machones, Director