

NWLS Board of Trustees

November 12, 2022

10:00 A.M.

Virtual

1. Call to Order/Roll Call

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

Present: Jeff Burke (Vilas County), Laura Rachford (Burnett 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), Ron Leino (Douglas County), Linda Featherly (Washburn County), Jocelyn Ford (Washburn County), Kathryn McKenzie (Douglas County), Donna Knuckey (Library Representative from Winter), Michelle Gostomski (Business Manager), Sarah Wargin (System Support Specialist), Sherry Machones (Director)

Absent: John Righeimer (Sawyer County), Connie Cogger (Bayfield County), Courtney Dietsche (Douglas County), Clarence Campbell (Ashland County)

2. Guest Comments

None.

3. Approval of the September 17, 2022, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Sue Hendrickson to approve the September 17, 2022 Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of September and October 2022 NWLS Expenditures

Motion by Laura Rachford, second by Jim Crandall to approve the September and October 2022 NWLS Expenditures.

5. Approval of the October 31st 2022 Financial Statement and Budget Report

Motion by Jocelyn Ford, second by Laura Rachford to approve the October 31st Financial Statement and Budget Report. Discussion was had about the end of 2022 budget estimate for delivery, which Gostomski projected to be over by \$25,000 due to gas price increases throughout the year. Machones stated that member libraries only pay for delivery when they receive a third day of service per week, with that third day costing \$600 per year. Most member libraries only receive two days, leaving the system to pay for all delivery costs for those libraries. Motion carried unanimously.

6. Approval of the Board of Trustees 2023 Meeting Dates

Board accepted the meeting dates as proposed by consensus.

7. Approval of Boiler Replacement

Motion by Buzz Byrne, second by Sue Hendrickson to approve boiler replacement. Decided upon option number two from Blakeman Plumbing & Heating: Viessmann Vitodens W-100 along with the additions of Variable Honeywell T10 WIFI Option and variable speed pump option as recommended by the installer. Funds to be taken from the reserve fund. Motion carried unanimously.

8. Director's Report

Updates from member libraries:

- The Shell Lake Public Library is still searching for a new Director. Chris Seaton is assisting the library 10 hours a week until the end of December.
- Phelps Public Library was nominated for WLA Innovative Programming Award for Books for Kids in Wisconsin's Hospitals - summer readers earn \$511 for 87 books donated to Marshfield Children's Hospital.
- Ann Larson, Assistant Director of the Sherman and Ruth Weiss Public Library in Hayward, received the Paralibrarian of the Year Award at the WLA conference last week!
- Angie Bodzislaw, Director of the Spooner Public Library, received the Librarian of the Year Award at the WLA Conference last week!
- Libraries facing potential budget cuts this year: Manitowish Waters, Hayward (10K), Grantsburg (24k)

Updates from the system:

- Continuing Education Update:
 - The Reluctant Library Advocate: Fall Webinar Series, November 9, 15, and December 7.
 - Wild Wisconsin Winter Web Conference: January 25-26, 2023. There are Opening and Closing Sessions, as well as tracks in Marketing, Management, Sustainability, and R&RA. There are 14 sessions total.
 - New Digital Bytes:
 - **Navigating the Legal Reference Interview**
In this Digital Byte, Carol Hassler from the Wisconsin State Law Library, talks about handling legal reference questions. This is part one of a five-part series. [Watch](#)
 - **Discovering Legal Resources**
In this Digital Byte, Carol Hassler from the Wisconsin State Law Library, talks about quick tips on legal research. This is part two of a five-part series. [Watch](#)
 - **Access to Justice**
In this Digital Byte, Elizabeth Manriquez from the UW-Wisconsin Law School Library talks about the Justice Gap, who it effects, and how libraries can assist. This is part three of a five-part series. [Watch](#)
- ILS Update:
 - NWLS Staff are making weekly visits to Red Cliff to assist them with preparing to go live in our ILS in December.
 - NICE (Northern Wisconsin ILS Consortium Exploration):
 - NWLS and WVLS applied for an LSTA Grant to fund this project. NWLS and WVLS staff requested multiple project proposals from consultants and selected WiLS as

- a consultant to assist with the exploration project. WiLS Staff Melody Clark, Melissa McLimans and Kim Kiesewetter will be working closely with staff from NWLS and WVLS throughout the exploration process.
- An Exploration Team has been formed, and met for the first time on October 25, 2022 to discuss project goals/outcomes and project timeline. Regular meetings are scheduled for the third Tuesday of each month from 8:30 - 10:30 a.m.
 - Phase I: Development of Foundational Principles (November-December 2022)
 - The development and approval of a process communication plan
 - The development and approval of shared principles for the process
 - The start of information gathering, focused on past ILS merger efforts, to inform this process
 - Phase II: Information gathering (December 2022 - April 2023)
 - Review of past efforts to merge ILS consortia including Project WIN
 - Review of ILS budgets
 - Research into other consortium and shared ILS mergers
 - Stakeholder survey
 - Focus group meetings
 - Identify key themes from the data and information gathered
 - Phase III: Report Creation (May 2023 through June 2023)
 - This phase will focus on the development of a final report that will identify concerns and barriers to a merged ILS, benefits of a merged integrated library system, and the conditions that make a merged ILS desirable.
 - LSTA Cooperative Cataloging Project
 - NWLS staff held an initial meeting with the WiLS consultants, Melody and Kim, to discuss the timeline of survey and focus groups. We will be working on an accelerated timeline since the grant approval came later than expected. Targeted survey launch will be mid-November. This project will result in a final report outlining findings related to public library cataloging, with the potential to include academic libraries.
 - The overarching goals of the project include:
 - Making cataloging data cleaner utilizing standards to support library catalog users having a more consistent experience discovering materials.
 - Making cataloging materials more consistent through the development of baseline best practices and/or standards.
 - Preparing for the potential future of a shared discovery layer.
 - Inclusive subjects: Questions on the survey and follow up focus groups will help us establish mapping of inclusive subject headings to standardize the use of alternative vocabularies where deficiencies exist in Library of Congress Subject Headings.
 - Native content creators: NWLS staff have made contact with librarians at Hennepin County (MN) who created a pilot program to improve name authority records for Native content creators. We will work on partnerships with these librarians as well as the Wisconsin NACO Funnel and the Wisconsin Historical Society to further the accessibility of Native American content in our catalogs.
 - Technology Update:
 - NWLS has the Technical Support position open.
 - Helpdesk tickets : 9/8/22-11/8/22 we had a total of 245 tickets.
 - Multi-Factor Authentication (MFA) has been deployed.

- A small group of users still need to be enabled yet.
- LEANWI Partnership has decided to move away from Faronics Antivirus console because of the rising costs.
 - Replacing it with Microsoft SCEP (System Center Endpoint Protection) Antivirus and combining licensing between the systems for cost savings.
 - Moving all NWLS PCs before November 22nd license expiration date.
- Future Projects:
 - Server services updates for 2023:
 - Sierra 5.5 Upgrade
 - Pharos Time Management
 - Windows 11 Upgrades
- LEANWI Partnership Updates –
 - Windows ConfigManager Update has been completed. (Remote management of Windows PCs)
 - 3rd party applications update service will be added to this same server. The new product called PatchMyPC provides automatic nightly updates to system PCs for 3rd party applications (ex. Google Chrome, Java Plugins, Adobe Reader, etc.) This will replace our current NWLS PDQ server license that we currently have in place.
 - 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: Had a meeting with WiscNet engineering team about this on 11/7/22.

Updates from the Director:

- DPI has not named a new Assistant State Superintendent yet.
- The three counties that make up the Arrowhead Library System and the Lakeshores Library System approved their merger and the newly merged system, Prairie Lakes Library System (PLLS), will take effect on January 1, 2023.
- Highlights from the WLA Conference:
 - I have accepted the position of WLA Parliamentarian.
 - I was asked to give the opening welcome and acknowledgement.
 - I presented at two sessions: WI Libraries Talk About Race: What's Next? and At The Movies With Librarians
 - Gina and Jackee presented: Technical Services Section Think Tank Panel Discussion
 - NWLS gave scholarships to Teresa (Bayfield), Addie (Drummond), Sara (Eagle River), Ann & Molly (Hayward), Jennie (Mellen), Emilie (Sayner), Angie, Kerry & Audrey (Spooner), Leslie Mehle (Superior) and Sherill (Webster).
 - The keynote and luncheon speakers were exceptional this year. New York Times bestselling author Jason Reynolds talked about the importance of intimacy, humility, gratitude, and listening in connecting with other people. Former Lieutenant Governor Barbara Lawton empowered us to stand up tall as a women in leadership positions.

NWLS Past Events for staff:

- September 20: Ashland Memory Cafe; DPI and System Director Meeting; Cultivating a Great Relationship with Your Municipal Clerk webinar; Overcoming the Email Avalanche webinar; DPI

Inclusive Services Meeting; Preparing Yourself for YA Book Challenges webinar; Making Your Images Ready for the Web webinar

- September 21: Canva for Teachers & Librarians webinar; Social Justice in Cataloging webinar; What's on the Technology Horizon webinar
- September 22: NWLN and Director Meetings; WLA Leadership Chat; WPLC Technology Backup Steering Committee
- September 23: LD&L Committee
- September 26: WLA IF SIG
- September 26-28: Library Advocacy and Funding Conference
- September 27: Effective Grant Research webinar; DPI and System Director Meeting; DPI ILL Coordinators' Meeting; LAWDS Meeting
- September 28: WLA IS SIG; WLA Organizational Manual Meeting; Re-Envisioning LIS webinar
- September 29: PLSR Delivery Meeting; Graphic Design Crash Course webinar
- September 30: SOMBAW Meeting; New Director Orientation in Hurley
- October 4: Washburn County Budget Hearing; WPLC Meeting
- October 5: Ashland and Bayfield County Dementia and Caregiver Network Meeting; IDEA Team Advisory Group Logistics Meeting
- October 6: New Director Orientation in Presque Isle
- October 10: Bayfield Memory Cafe
- October 11: DPI and System Director Meeting; Practicing Inclusivity Webinar; NWLN Marketing Workgroup;
- October 14: WILIUG Meeting
- October 17: WLA Mentorship Meeting
- October 18: DPI and System Director Meeting; WLA LDI Meeting; Staying Together Meeting
- October 19: Inclusive Communication Webinar
- October 20: What's new in Sierra 5.5 Webinar; Updating Your Collection: Selecting & Deselecting Materials with Native Content Webinar
- October 24: WLA IF SIG; WPLC Board Meeting
- October 25: NICE ILS Consortium Exploration Meeting; DPI and System Director Meeting; LAWDS; WLA IDEA Team Meeting
- October 26: WLA Organizational Manual Meeting
- October 27: WLA IDEA Team Meeting; PLSR Delivery Meeting
- October 28: ALA Core Circulation & Access Services Committee
- October 31: WLA IDEA Team Meeting
- November 1: SRLAAW; WLA Board Meeting
- November 1-4: WLA Annual Conference
- November 7: IDEA Team Advisory Group Meeting; WiscNet Transition for NWLS Meeting
- November 8: DPI and System Director Meeting
- November 9: WLA TSS Meeting; Reluctant Library Advocate webinar
- November 10: Eagle River Strategic Planning

9. Adjourn

Motion by Kathryn McKenzie to adjourn the meeting at 11:03 am, second by Sam Pomush. Motion carried unanimously.

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

