

NWLS Board of Trustees

January 14, 2023

10:00 A.M.

Virtual

1. Call to Order/Roll Call

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

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

Absent: John Righeimer (Sawyer County)

2. Guest Comments

None.

3. Approval of the November 12, 2022, Board of Trustees Meeting Minutes

Motion by Buzz Byrne, second by Jocelyn Ford to approve the November 12, 2022 Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Election of Officers

Jeff Burke requested that Michelle Gostomski entertain nominations of officers. Motion by Connie Cogger, second by Buzz Byrne to re-elect Jeff Burke as President, Jocelyn Ford as Vice-President, and Clarence Campbell as Treasurer. Motion carried unanimously.

5. Approval of November and December 2022 NWLS Expenditures

Motion by Kathryn McKenzie, second by Laura Rachford to approve the November and December 2022 NWLS Expenditures. Motion carried unanimously.

6. Approval of December 31, 2022 Financial Statement and Budget Report – Pending Audit

Motion by Sue Hendrickson, second by Linda Featherly to approve the December 31, 2022 Financial Statement and Budget Report. Motion carried unanimously.

7. Approval of the Intersystem Agreement with Prairie Lakes Library System

Motion by Sue Hendrickson, second by Samuel Pomush to approve the Intersystem Agreement with Prairie Lakes Library System. Motion carried unanimously.

8. Approval of Resignation Vacation Pay Out Policy

Motion by Sue Hendrickson, second by Samuel Pomush to approve the Resignation Vacation Pay Out Policy. Motion carried unanimously.

9. Director's Report

Updates from member libraries:

- The Shell Lake Public Library has a new library director, Dawn Dunsmoor.

Updates from the system:

- Continuing Education Update:
 - [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.
 - WLA Conference 2023 – “Don’t Stop Believing” Our CE Consultant Jamie Matczak will serve as the Chair for the 2023 Wisconsin Library Association Conference that will be held at the Madison Marriott West in Middleton on Tuesday, October 24 - Friday, October 27, 2023. The theme is “Don’t Stop Believing.”
- ILS Update:
 - Red Cliff went live in our ILS in December and now is on our delivery route.
 - NICE (Northern Wisconsin ILS Consortium Exploration) Project
 - The NICE Team met on Tuesday, December 20th to continue editing the upcoming stakeholder survey. Minutes can be found [here](#). The Team also reviewed initial reports about past collaboration efforts in Project WIN and information on similar successful ILS mergers. More details will be shared on the [NICE Libraries website](#) when the reports are complete.
 - Cooperative Cataloging
 - ILS administrators throughout the state responded to the survey created to improve discovery of library collections and resources for Wisconsin patrons. The next step in this process is to create focus groups to eliminate redundancies & unify technical services processes.
 - The centralized cataloging team created 11,411 new bibliographic records for the shared catalog in 2022.
- Technology Update:
 - NWLS has the Technical Support position open.
 - Helpdesk tickets : 11/9/22-1/9/23 we had a total of 213 tickets.
 - Multi-Factor Authentication (MFA) has been deployed.
 - Prep for the annual report is finished.
 - Currently preparing the pricing for the spring bulk computer order.
 - Future Projects:
 - Server services updates for 2023:
 - Sierra 5.6 Upgrade (April)
 - Upgrade any Windows 2012 servers before EOL in October.

- LEANWI Partnership Updates –
 - 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. This has become a bit more complex of an issue as it may interfere with all NWLS,IFLS, and WVLS libraries network traffic flow. Having follow up meetings with WiscNet engineering team about this.

Updates from the Director:

- Digital Services:
 - Due to concerns about offensive content and misinformation within Hoopla’s collection*, the digital services committee met on January 4th and would like to recommend not implementing Hoopla. Instead, the committee recommends providing the following databases with their annual estimates. Any funds in excess of \$21500 to be used to enhance the NWLS Advantage account to reduce hold times on popular items in Libby. *If you’d like to review our Hoopla content concerns, the discussion at our last Director’s meeting starts at 1:16:56 [in this recording](#).
 - The recommended databases (with their annual estimates) are:
 - [Kanopy](#) (est. \$9000)
 - [CreativeBug](#) (est. \$4900)
 - [Transparent Languages](#) (est. \$1000)
 - [New York Times](#) plus NYTimes [Cooking](#) (est. \$5234)
- DPI has named a new Assistant State Superintendent: Dr. Darrell L. Williams is the new Assistant State Superintendent for the Division for Libraries and Technology. He is scheduled to begin his role on January 17th. Previously, Governor Tony Evers appointed Dr. Williams as the Administrator of the Division of Wisconsin Emergency Management (WEM). Prior to his appointment, Dr. Williams served as the Interim Superintendent of Schools in Beloit, WI where he worked collaboratively to implement the District-Wide Early Childhood Literacy Initiative and the Dolly Parton Imagination Library Initiative to improve literacy skills and increase student achievement in Rock County. He also previously served as “Turn Around” Principal in Milwaukee Public Schools.
- Library Legislative Day: The Wisconsin Library Association’s 2023 Library Legislative Day will be held on Tuesday, February 7, 2023. A morning briefing will be held at the Madison Public Library followed by afternoon visits with legislators at the Capital. Because 2023 is a state budget-producing year, NWLS would like to have at least one representative from each county participating.
- NEW in 2023! Public Library Trustees to Have Access to Statewide Training! Wisconsin public library trustees will have access to statewide training from [United for Libraries](#): Association of Library Trustees, Advocates, Friends and Foundations. As a division of the American Library Association, United for Libraries is a national network of enthusiastic library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. Content will include short videos, online courses, tip sheets and more. Watch for more information soon!

NWLS Past Events for staff:

- November 14: WPLC Technology Steering Committee; ALA Bylaws Revision Discussion; WI Civic Health Meeting

- November 15: NICE Project; IUG East; Ashland Memory Cafe; DPI and System Director Meeting; DPI Inclusive Services Meeting; Badgerlink Training; Hoopla webinar; IDEA Team Advisory Group Meeting; Sawyer County Budget Meeting
- November 16: Marketing workgroup; WLA LDI Committee
- November 17: NWLN & Director Meeting
- November 18: DPI ILL Coordinators' Meeting; WLA LD&L Committee; IDEA Team Meeting
- November 21: NICE Project: Website
- November 22: Hoopla webinar; LAWDS Meeting
- November 29: DPI and System Director Meeting; WI Civic Health Meeting; Hoopla webinar; IDEA Team Advisory
- Group Meeting; Walking in Community webinar
- November 30: Centralized Cataloging Evaluation
- December 1: EFT training; Wiscnet Security webinar; PLSR Delivery meeting; Spooner Award Celebration
- December 2: Digital Services Committee; WiLS webinar; WLA LDI Committee
- December 3: Cable Director Celebration
- December 5: IDEA Team Meeting
- December 6: DPI and System Director Meeting; WPLC CDC; Badgerlink Training; IDEA Team Advisory Group Meeting
- December 7: WPLC Collection Development meeting; Ashland and Bayfield County Dementia Network meeting
- December 8: WLA Leadership chat; Eagle River PL Strategic Planning; WLA TSS Leadership meeting; WPLC Backup Committee; WLA LDI Committee
- December 9: Inclusive Services Orientation with MCPL
- December 12: User Centered Cataloging webinar; WLA Mentorship Committee
- December 13: DPI and System Director Meeting; IDEA Team Meeting; WLA LDI Committee
- December 14: WISCAT meeting; How to prepare for LX Starter webinar; Marketing workgroup
- December 15: Move to FOLIO webinar; WLA LDI Committee
- December 16: Migration Webinar; WLA Board meeting; Civic Health of WI Committee; IDEA Team Meeting
- December 19: DPI ACP Grant meeting
- December 20: NICE Project; DPI and System Director Meeting; Staying Together
- December 21: WLA LDI Script meeting; BIPOC Summit meeting
- December 22: Cooperative Cataloging meeting; WLA LDI Committee
- December 29: WLA LDI Committee
- January 4: WLA TSS meeting; Digital Services Committee
- January 5: Inclusive Services Orientation for Crandon PL; WLA LDI Committee
- January 10: DPI and System Director Meeting; Centralized Cataloging meeting; WLA Leadership Committee Mentorship training
- January 11: Youth Services Annual Meeting; Marketing workgroup
- January 12: Cooperative Cataloging meeting; Linked Data webinar; PLSR Delivery meeting; WPLC Technology Operations Committee; ALA Core volunteer fair; WLA LDI Committee
- January 13: IDEA Team Meeting; WLA Leadership Retreat

10. Adjourn

Motion by Sue Hendrickson to adjourn the meeting at 10:42 am, second by Sam Pomush. Motion carried unanimously.

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