

NWLS Board of Trustees

July 16, 2023

10:00 A.M.

Hybrid

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:06 am.

Present: President: Jeff Burke (Vilas County), Vice President: Jocelyn Ford (Washburn County), Jim Crandall (Bayfield County), Sue Hendrickson, (Douglas County), Ron Leino (Douglas County), Dian Delong (Sawyer County), Richard Logan (Vilas County), Linda Featherly (Washburn County), Clarence Campbell (Ashland County), Connie Cogger (Bayfield County), Donna Knuckey (Library Representative from Winter), Michelle Gostomski (Business Manager), Sherry Machones (Director)

Absent: Treasurer: Buzz Byrne (Burnett County), Laura Rachford (Burnett County), Courtney Dietsche (Douglas County), Samuel Pomush (Douglas County), Kathryn McKenzie (Douglas County), John Righeimer (Sawyer County).

2. Guest Comments

None.

3. Approval of the July 22, 2023, Board of Trustees Meeting Minutes

Motion by Sue Hendrickson, second by Jocelyn Ford to approve the July 22, 2023 Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of July and August 2023 NWLS Expenditures and Financial Report

Motion by Sue Hendrickson, second by Jim Crandall to approve the July and August 2023 NWLS Expenditures. Motion carried unanimously.

5. Approval of the August 2023 Financial Statement and Budget Report

Motion by Jocelyn Ford, second by Ron Leino to approve the August 2023 Financial Statement and Budget Report. Motion carried unanimously.

6. Discussion of the 2024 NWLS Budget

Machones and Gostomski gave a presentation of the 2024 line item budget.

7. 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 Dian Delong to go into closed session. Motion carried unanimously on a roll call vote.

8. Return to Open Session and Approval of 2024 NWLS Amended Budget

Motion by Jim Crandall, second by Sue Hendrickson to return to open session. Motion carried unanimously. Motion made by Jim Crandall, second by Dian Delong to amend the 2024 NWLS Budget to include a 6% cost of living increase for NWLS staff (not including the NWLS Director) and an 3% cost of living increase for the NWLS Director. Motion carried unanimously on a roll call vote.

9. Approval of 2024 Member Library Agreements

Motion by Sue Hendrickson, second by Clarence Campbell to approve the 2024 Member Library Agreements. Motion carried unanimously.

10. Approval of 2024 County Service Agreements

Motion by Jocelyn Ford, second by Dian Delong to approve the 2024 County Service Agreements. Motion carried unanimously.

11. Approval of Superior Public Library 2024 Resource Library Agreement

Motion by Connie Cogger, second by Sue Hendrickson to approve the Superior Public Library 2024 Resource Agreement. Motion carried unanimously.

12. Approval of Superior Public Library 2024 Youth Services Agreement

Motion by Ron Leino, second by Jocelyn Ford to approve the Superior Public Library 2024 Youth Services Agreement. Motion carried unanimously.

13. Approval of Superior Public Library 2024 Contractual Services Agreement

Motion by Jim Crandall, second by Linda Featherly to approve the Superior Public Library 2024 Contractual Services Agreement. Motion carried unanimously.

14. Approval of 2024 Adult Services Agreement

Motion by Clarence Campbell, second by Sue Hendrickson to approve the 2024 Adult Services Agreement. Motion carried unanimously.

15. Approval of 2024 Plan of Service

Motion by Connie Cogger, second by Sue Hendrickson to approve the 2024 Plan of Service. Motion carried unanimously.

16. Facility Assessment Committee Report

Jeff Burke described the process of evaluating the commercial real estate evaluation and presented the report from Akrivis Real Estate Valuation Services.

17. Director's Report

Updates from member libraries:

- Joseph Miller has left his position as Director of the Hurley Public Library and former Library Assistant Leone Sobrack will be the new Director.
- The Forest Lodge Library in Cable has made an offer to one of the candidates for the Director position.
- [Ashland to vote on loans for library improvements.](#)
- The Evelyn Goldberg Briggs Memorial Library in Iron River is currently under assault from a concerned citizens group.
 - [Group seeks book ban at Iron River library](#)
 - [Iron River residents issue new call to ban books](#)
 - <https://www.wpr.org/banned-books-nationwide-wisconsin-libraries-see-efforts-remove-library>
 - <https://pbswisconsin.org/news-item/louise-robbins-on-impacts-of-book-ban-clashes-on-communities/>

Updates from the system:

- Continuing Education Update:
 - Past events: [Tech Days 2023](#) September 12 and 13, [Wisconsin Libraries Buildings and Spaces Project](#), [Trustee Training Week 2023](#)
 - [WLA WAAL/TSS Conference](#): A joint virtual conference of the Wisconsin Association of Academic Libraries (WAAL) and the Wisconsin Library Association Technical Services Section (TSS) took place on Friday August 4. Our own Jackee Johnson was on the conference committee and NWLS hosted several of the zoom sessions. Sessions included meeting the needs of community, copyright and AI, improving discovery, library of things collections, clean data, and inclusive metadata.
 - [Future Events: Workforce development workshop 10/19 in Hayward, WLA Conference held in Middleton October 24-27](#)
- ILS Update:
 - [NICE \(Northern Wisconsin ILS Consortium Exploration\) Project Update](#)
- Technology Update:
 - Helpdesk tickets: From 7/14/23-9/6/23, we had a total of 253 tickets.
 - Fall Dell Bulk Order has started.
 - Working on a bulk toner order for NWLS libraries.
 - Purchased new Ubiquiti EdgeRouters with LSTA funds. Will start configuring and exchanging member libraries current routers purchased in 2018. Update: Halfway completed on new library EdgeRouter deployments.
 - Working with AT&T and TEACH on connecting member libraries to the new BadgerNet circuits. Looks to be pushed towards fall, with their efforts to get school districts converted over summer. Update: Libraries are starting to be scheduled. The first 3 were on 9/8.
 - Library Bandwidth Increases – Will be working with TEACH on increasing bandwidth for locations that are in need of it. Will be working on this after migrations.
 - LEAN WI Partnership Updates:
 - Implemented new applications:
 - PatchMyPC – Updates 3rd party applications updates such as Google Chrome, Adobe Reader, etc. Update: Still working on this.

- Snipe-IT – IT asset management software. Allows all members of the LEANWI IT department to see device inventory across all three networks. Update: NWLS and IFLS have been entered. Working with WVLS staff while getting their information entered.
 - Continued promotion of InfoSec IQ Security Training.
 - Renewed with LEANWI funds, this provides library staff with security awareness training. Update: On hold at the moment. Busy with the router and BadgerNet changes
 - Reviewing new Princh mobile printing solutions.
 - Met with their sales team on their new product Princh Copy & Scan, which is a photocopier management product. Update: Still in communication with Kajeet on contract.
 - Reviewing mobile hotspot options with current Kajeet’s agreement coming to an end 12/2023.
 - 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.
 - Update: IFLS has made changes to their external IP address block. On hold until BadgerNet migrations for our 3 systems have been completed by the end of our current contract date of 12/31/23.
 - With this change, I have contacted all our database vendors to add the necessary IP changes.
 - Internet facing ILS servers external IP addresses will then be changed.
 - Monitor network traffic to make sure the NWLS headend is no longer being used.
 - Continuing with the decommission of NWLS WiscNet headend ISP.
- Inclusive Services
 - Inclusive Services Updates were published in August and September and distributed to member libraries in WVLS and Northern Waters Library Service. The [August Update](#) shared resources on DPLA's [Banned Book Club](#), designing age-inclusive websites, and shared continuing education opportunities about social service apps, AI and vision loss, disability inclusion, and LGBTQ inclusive trusteeship. The [September Update](#) showcased two recent professional journals that featured topics on equity, diversity, inclusion, and social justice, continuing education opportunities including free fall ASL online classes from the Oklahoma School for the Deaf, and additional articles on book challenges, storytelling workshops for those incarcerated, the American Indian Annual Summer Institute in Red Cliff, and space design for the deaf community.
 - Wisconsin Libraries Talk About Race: Thanks to a 2022-2023 LSTA grant through the Institute of Museum and Library Services, a group of Wisconsin consultants, including myself, held a series of webinars and facilitator-led workshops in May and June to support diversity, equity, and inclusion (DEI) efforts in libraries and communities called

Wisconsin Libraries Talk About Race. In June, in-person workshops on "Becoming an Active Ally" were held at the Waunakee Public Library on June 15, and at the L.E. Phillips Memorial Library in Eau Claire on June 16. The training began with a general discussion of allyship practices within organizations and wider communities, before moving into a specific focus on allyship practices that are supportive of BIPOC and LGBTQIA2S+ people. Thanks to continued LSTA funding in 2023-2024, this group of Wisconsin consultants will again plan a series of webinars and workshops to continue the Wisconsin Libraries Talk About Race initiative. Now in its third year, I will serve as the project's lead. A call for volunteers to assist with this initiative will occur this month. Watch for new webinars, workshops, and other opportunities to occur in 2024.

Updates from the Director:

- The Governor's [Council on Library and Network Development](#) (COLAND) visited Bayfield and held their bimonthly meeting there. Our Assistant State Superintendent, Dr. Darrell Williams, was also in attendance.
I was in attendance and was asked to give a presentation on intellectual freedom challenges across the nation, as I am Wisconsin's public library representative on the American Library Association's State Intellectual Freedom Network. From this presentation I was asked to speak to the current library school students at UW Madison on October 10th.
 - The Council on Library and Network Development (COLAND) recently submitted its [Biennial Report on the Value of Library Services, Statistical Report, Challenges, Opportunities, and Recommendations](#) and to State Superintendent of Public Instruction Dr. Jill Underly and members of the WI Department of Public Instruction Team. The report recommends:
 - Support affordable statewide broadband and digital equity.
 - Support adequate staffing at libraries.
 - Maintain or increase current staff retention rates for all libraries.
 - Encourage youth to consider the field of library science.
 - Protect intellectual freedom and the Freedom to Read.
 - Reduce barriers to licensing/certification for librarians, especially those which disproportionately affect underrepresented groups.
 - Continue to advocate for state aid to libraries at a level that will maintain or increase potential impact.
 - Ensure library facilities and buildings are well maintained, provide sufficient space and are capable of meeting the needs of their customers.
- LEAN WI Systems on Track to Hire a Shared Position: LEAN WI partner systems – IFLS Library System, NWLS and Wisconsin Valley Library Service – are planning to collectively hire and share a full-time Technology Support Consultant. This unique position will provide support to over 100 libraries across the northern half of the state in such service areas as website development and support, digitization processes, and projects involving data visualization and analysis. The position will be posted in late September, with interviews planned in mid-November.
- Wisconsin Public Library Consortium (WPLC):
 - System Directors as well as WPLC Board members are invited to attend the WPLC Visioning Session in October.
 - A DPI update that management of statewide delivery will transition to WPLC and that a proposal to create an ongoing statewide delivery steering committee is in the works. DPI

is preparing information to share for the October visioning session's breakout discussion on delivery.

- Current legislative activities:
 - Sen. Quinn is investigating legislation regarding minors use of the library. WLA LD&L leadership and I will be meeting with him in Madison within the next two weeks.
 - [Assembly Bill 15](#) An Act to amend 119.04 (1); and to create 43.75 and 118.073 of the statutes; Relating to: pupil or minor access to harmful material in public libraries and to harmful material or offensive material in public schools.
 - [AB-308](#) **Obscene Materials** Protection from prosecution for employees of libraries and educational institutions possessing obscene materials.
 - [AB-309](#) **Obscene Material Purchase** Prohibiting the use of common school fund income distributions for the purchase of obscene material.
- [Wisconsin Public Library Staff Compensation Summary Report](#):

A final report on the Public Library Staff Compensation Survey is now available. The purpose of the report is to provide staff salaries and position classification information to help library boards determine appropriate compensation to attract and retain the best possible employees for local public library positions. The survey is part of a Library Services Technology Act-funded library staff compensation study coordinated by the System and Resource Library Administrators Association of Wisconsin (SRLAAW) and conducted by Carlson Dettmann Consulting. The Compensation Survey supports the Wisconsin Department of Public Instruction's 2023-2027 LSTA goal to support the recruitment and retention of library staff, including administrative, professional, and support roles, reflecting their diverse communities. The complete report and toolkit are available at <https://www.srlaaw.org/compensation-study>. Highlights from the report include:

 - Participation: The survey engaged 305 participants (or 80% of public libraries in Wisconsin), predominantly from the Western, Southeast, and Northern regions.
 - Data Collection: Participants were asked to review a list of 46 survey job titles and descriptions, and to provide their pay range, annual work hours, benefit eligibility, paid leave eligibility, and MLS requirements.
 - Total Rewards: Participating libraries commonly provide benefits such as Wisconsin Retirement System (WRS) participation, health insurance, bereavement/funeral leave, and dental insurance.
 - Compensation: Statewide, Library Directors earn an average of \$27.56-\$31.37 hourly. Compensation often correlates with population size; municipalities exceeding 50,000 residents pay \$49.73-\$66.73 hourly.
- NWLS County Library Plans: Ashland, Vilas, and Washburn Counties have been revised. They are now in the process of being sent to their County Boards for approval.
 - Washburn County passage scheduled for September 26th.
- WLA Leadership Development Institute: The seven-month long program I have led will have its final session and graduation ceremony on October 24th at the WLA fall conference. Also, at the fall conference I will be presenting 'At the Movies with Librarians' as well as serving as the associations parliamentarian. I will also be leading the Past Presidents program.
- I have been working with the Forest Lodge Library's Search committee for several months on the director search process and with the Director on the library's challenge/reconsideration policy. When the new Director is in place, I will be assisting the Library Board and the Katie Flowers Endowment Board in revisiting the original facilities assessment I prepared for them and working with their new proposal for a smaller design.

UPCOMING EVENTS / MEETINGS

- September 16 - NWLS Board of Trustees meeting
- September 18 – ALA SIFnet meeting
- September 19 - DPI-hosted meeting of System Directors
- September 19 - DPI-hosted meeting of System Inclusive Services Consultants
- September 19 – NICE Project meeting
- September 19 – Cooperative Cataloging meeting
- September 20 – NWLS ILS Exploration meeting
- September 21 - WVLS/IFLS/NWLS Website Office Hour
- September 21 - WVLS/IFLS/NWLS Website Beyond the Basics Training
- September 21 – NWLN/Directors meeting
- September 21 – WLA LD&L meeting
- September 21 – WLA Leadership Committee meeting
- September 25 – WLA Leadership Development Institute committee meeting
- September 26 – The Library Workforce Connection (LWC) meeting
- September 26 - DPI-hosted meeting of System Directors
- September 26 – Washburn County Board of Supervisors meeting
- September 27 – DPI-hosted meeting of System Continuing Education Consultants
- September 27 - WLA Leadership Development Institute session
- September 29 – Wisconsin Libraries Talk About Race meeting
- October 1 – 7 - BANNED BOOKS WEEK
- October 3 - DPI-hosted meeting of System Directors
- October 4 – New Director Orientation; Hurley
- October 4 – NWLS ILS Exploration meeting
- October 4 – Washburn County Budget Hearing
- October 9 – NWLS CLOSED INDIGENOUS PEOPLES DAY
- October 10 - DPI-hosted meeting of System Directors
- October 10 – UW Madison iSchool presentation
- October 10 – WVLS/IFLS/NWLS Website Office Hours
- October 11 – NWLS Youth Services virtual meetup
- October 11 – Vilas County Executive Committee
- October 11 – Douglas County Library Planning Committee
- October 15 – 21 - NATIONAL FRIENDS OF LIBRARIES WEEK.
- October 16 – WPLC Visioning Session; Stevens Point
- October 17 - DPI-hosted meeting of System Directors
- October 17 - NICE Project meeting
- October 17 – Cooperative Cataloging meeting
- October 17 - DPI-hosted meeting of System Youth Services Consultants
- October 19 - WVLS/IFLS/NWLS Website Office Hour
- October 19 – Workforce Development Collaboration Workshop; Hayward
- October 20 – Wisconsin Libraries Talk About Race meeting
- October 20 – American Indian Library Association meeting
- October 23 – WPLC (Wisconsin Public Library Consortium) Board meeting
- October 24 - The Library Workforce Connection (LWC) meeting
- October 24-27 – WLA Annual Conference; Middleton
- October 31 - DPI-hosted meeting of System Directors
- November 1 – NWLS ILS Exploration meeting
- November 1 – WLA TSS meeting
- November 7 - DPI-hosted meeting of System Directors

- November 1 – WPLC Joint Technology & Steering Committee meeting
- November 9 – WPLC Technology Steering Committee
- November 10 – NWLS CLOSED VETERANS DAY
- November 14 - DPI-hosted meeting of System Directors
- November 15 – NWLS ILS Exploration meeting
- November 16 – NWLN/Directors meeting
- November 17 - WLA LD&L meeting
- November 17 – American Indian Library Association meeting
- November 17 – Wisconsin Libraries Talk About Race meeting
- November 18 - NWLS Board of Trustees meeting
- December 6 – NWLS Youth Services in person meet up; Hayward

18. Adjourn

Motion by Sue Hendrickson, second by Jocelyn Ford to adjourn the meeting at 12:13 pm. Motion carried unanimously.

Respectfully submitted by Sherry Machones, Director