

NWLS Board of Trustees

May 18, 2024

10:00 A.M.

Hybrid

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:02 am.

Present: President: Jeff Burke (Vilas County), Vice President: Jocelyn Ford (Washburn County), Treasurer: Clarence Campbell (Ashland County), Jim Crandall (Bayfield County), Connie Cogger (Bayfield County), Buzz Byrne (Burnett County), Samuel Pomush (Douglas County), Ron Leino (Douglas County), Roxanne Lutgen (Iron County), Dian Delong (Sawyer County), Steve Kariainen (Sawyer County), Richard Logan (Vilas County), Linda Featherly (Washburn County), Michelle Gostomski (Business Manager), Sherry Anderson (Director)

Virtual: Sue Hendrickson, (Douglas County)(*joined at 10:35*), Kathryn McKenzie (Douglas County), Courtney Dietsche (Douglas County)(*joined at 10:18*), Sheanne Hediger (Baker Tilly), Donna Knuckey (Library Representative from Winter)

Absent: Erin Fox (Burnett County)

2. Guest Comments

None.

3. Approval of 2023 Annual Audit Presentation

Motion by Samuel Pomush, second by Jim Crandall to approve the 2023 Annual Audit and Presentation. Motion carried unanimously.

4. Approval of Assignment of the Reserve Fund

Motion by Roxanne Lutgen, second by Ron Leino to approve the Assignment of the Reserve Fund. Motion carried unanimously. Approval of the Director of NWLS to assign the fund balance for these purposes: for future sick/vacation payouts, capital improvements and remaining reserve funds presented as unassigned. Motion carried unanimously.

5. Approval of the March 16, 2024, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Jocelyn Ford to approve the March 16, 2024 Board of Trustees Meeting Minutes. Motion carried unanimously.

6. Approval of March and April 2024 NWLS Expenditures and Financial Report

Motion by Buzz Byrne, second by Jocelyn Ford to approve the March and April 2024 NWLS Expenditures and Financial Report. Motion carried unanimously.

7. Approval of the Northern Waters Library Network (NWLN) Bylaws

Motion by Jocelyn Ford, seconded by Linda Featherly to approve the Northern Waters Library Network bylaws. Motion carried unanimously.

8. Approval of the Member County Appropriation Request

Motion by Clarence Campbell, second by Jocelyn Ford to increase the Member County Appropriation Request by 3%. Motion carried.

9. Director's Report

Updates from member libraries:

- Janelle Khol's Retirement Party will be from 12-4 at the Frank B Koller Memorial Library Director in Manitowish Waters on May 28th.
- The Eleanor Ellis Public Library in Phelps is still looking for their new Library Director. Kaye Petts is staying on (for now) until a new director is found.
- Sean Jensen, Library Clerk, Sherman & Ruth Weiss Community Library in Hayward will be virtually presenting to a library system in Nebraska about AI and rural libraries this month.
- The Bayfield Public Library was named as one of the [10 best libraries in Wisconsin](#).
- Ashland's referendum on the proposed \$4.3 million Vaughn Public Library renovations narrowly passed.
- The Evelyn Goldberg Briggs Memorial Library in Iron River continues to deal with intellectual freedom issues as well as compliance with Wisconsin State Statutes. *Please see the attached packet for documentation.*

Updates from the system:

- ILS Update:
 - NICE Town Hall: NWLS and WVLS member libraries were invited to participate in the NICE (Northern Wisconsin ILS Consortium Exploration) Town Hall on April 9. Conducted by members of the NICE Project Team, the Town Hall provided an overview of the process to date, shared information about NICE recommendations made thus far, and discussed the NICE Project Team's next steps. Sufficient time was provided for participants to share feedback and ask questions. A recording of the NICE Town Hall is available [here](#).
 - [NICE \(Northern Wisconsin ILS Consortium Exploration\) Project Report](#)
- Inclusive Services Update:
 - The [May Update](#) shared links to a "Toolkit to Defend K-12 Educators and Librarians Against False Accusations of Antisemitism," a Programming Librarian post on "What Neurodivergent Patrons Want from Small and Rural Libraries," and a new Project Outcome Accessibility Resource. This update also shares lists of upcoming continuing education opportunities and diverse holidays in May.
 - The [April Update](#) announced sessions at the upcoming WAPL Conference and several other continuing education opportunities that touch on inclusivity themes, the availability of an ALA Building Library Capacity Grant, and the opening of the Ho-Chunk Nation's first library in Black River Falls.
 - [Analyzing Your Collection](#) In this Digital Byte, Kristie Hauer discusses the importance of diverse children's collections, tips for selecting anti-bias books, and pitfalls to avoid.

- Technology Update:
 - NWLS System Library Support –
 - Helpdesk tickets. From 3/7/24-5/6/24, we had a total of 386 tickets.
 - Working with AT&T and TEACH on connecting member libraries to the new BadgerNet circuits. Update: “Management Transfer” needs to be completed by 6/30/24. This was part of the full conversion process, but it was decided to get this part completed so it doesn’t conflict with E-Rate funding years. Collaborating with TEACH, AT&T, and GLS to enhance the outage ticket process and streamline communication issues.
 - Library Bandwidth Increases – Will be working with TEACH on increasing bandwidth for locations in need. Will be working on this after migrations.
 - Dell Bulk Order – Update: Had twelve libraries interested, orders are being placed and configuration/setups are being completed.
 - Windows 11 Upgrades – End of support for Windows 10 is scheduled for Oct. 2025. Update: As of May 1st, 165 of 193 eligible PCs have been upgraded.
 - New Email Authentication Requirements – Google and Yahoo announced they are implementing stricter email authentication requirements. Making sure our Microsoft 365 accounts meet these requirements. Update: Working on these as they arise, mostly affecting outgoing library newsletters (e.g. Mailchimp). Helping library staff with these changes.
 - LEANWI Partnership Updates –
 - Kajeet Mobile Hotspots – LEANWI extending subscription to the end of 2024. Will be reaching out to locations circulating them on gathering accurate numbers for subscription renewal.
 - Dell Backup Collaboration Replacement - The current system is coming up on its 5-year life cycle in 2025. Looking into replacement costs or possible web-based solutions.
 - Testing DCIM Solution – Data Center Infrastructure Management (DCIM) application. NetBox is used for modeling and documenting modern networks. Trying to find better ways of a centralized documenting system information for IFLS, NWLS, and WVLS staff.
 - Help Desk Ticketing System Launched for Website Support: A new Help Desk ticketing system exclusively for website-related support was recently launched. All website help requests from libraries across the four library systems in the LEANWI Website Service – Northern Waters Library Service (NWLS), IFLS Library System, Winding Rivers Library System and WVLS - can now be sent to websitehelp@librarieswin.org.
 - Brendan Tuckey is currently working with two NWLS libraries on website build/redesigns: Winter Public Library and Grantsburg Public Library.

Updates from the Director:

- I have been assisting the new Director of The Forest Lodge Library in Cable with compliance issues regarding their building project and the legal responsibilities between the Library Board and Endowment Board. This is a rapidly evolving situation.
- On May 1st I was honored to be chosen as the Wisconsin Public Library Law for Librarians (L4L) trainer by the American Library Association. I will be joining Monica Treptow, Department of

Public Instruction School Media Consultant, who will be the trainer for Wisconsin Public Schools. We will be part of the inaugural cohort of state Law for Librarians trainers and will attend the Law for Librarians Train the Trainer (TTT) workshop on May 31 – June 2, 2024, in Rosemont, IL. All participant costs will be covered by the American Library Association's Office for Intellectual Freedom. I will receive the necessary information so that I will have a solid grounding in relevant legal concepts for non-attorneys that will empower and equip myself to provide training and consultations in our state and region over the next two years. Topics covered in the Law for Librarians Train the Trainer Workshop include:

- First Amendment
- CIPA, Social Media & Internet
- Privacy & Confidentiality
- Youth and the Law & School Librarians Copyright
- **2024 Aid Payment:** NWLS was notified by the Wisconsin Department of Public Instruction that our second (final) 2024 State Aid Payment for \$193,951 was approved. This payment allows NWLS to continue to carry out activities in the 2024 NWLS Plan approved by the NWLS Board of Trustees in September 2023 and later reviewed by DPI's Library Services Team. Public library system funding is provided through the Universal Service Fund.
- **Cost per Circulation and County Funding Information:** Next week I will be sending member libraries information for seeking payment from their own county and adjacent counties for serving residents who live in non-librariated communities. Information includes each library's 2023 Cost Per Circulation calculations along with data on each library's circulation to residents who live in non-librariated communities. According to Wis. Stat. 43.12, libraries must submit invoices to the clerks in their own county and adjacent counties by July 1, 2024. In turn, the county must make payment of at least 70% of the cost for service to those libraries by March 1, 2025.
- **Statewide Delivery:** The WPLC Board officially approved taking on governance of statewide delivery. This new governance structure, which includes the formation of a delivery workgroup, will provide expanded oversight of delivery funds by the statewide partners serviced by delivery. This week we were notified by South Central Library System (SCLS) that there had been a miscommunication about grant funding for statewide delivery, and that the Department of Public Instruction would not be awarding grant funding for delivery for this grant cycle as well as future grant cycles. SCLS is the statewide delivery provider and will use their reserve funds to cover the discrepancy for this budget year but will be asking systems to cover the loss of \$75,000 in grant funding going forward. The estimated increase in costs will be anywhere from 5% to 9% per system. Since this will be a dramatic increase in our budget (compared to the level of state aid we receive) I inquired about the makeup of the delivery workgroup and found that the four lowest state aid funded systems were not represented on this workgroup (Southwest Library System, Manitowoc Calumet, Kenosha, and NWLS) and asked that at least one representative from that group be added. I am waiting to hear if my request will be honored.
- **Events attended:**
 - **CommUnity Conference** (April 15-16, Madison) I represent the Wisconsin Library Association on the [Civic Health of Wisconsin Initiative](#) steering committee which is a partner in this conference. This conference connects community leaders, students, faculty, researchers, and nonprofit professionals — all of whom bring unique perspectives on building more vibrant, democratic, and engaged communities. We received a sneak peek into the data from the 2024 Civic Health of WI Report and I attended sessions on Civic Health: A Key Factor for Improving Community Health and

Social Connectedness, Making Your Community More Engaged: Local Government Actions & Partnerships, and Constructive Dialogue Strategies.

- **Culture Keepers Reconvening** (April 17-19, Black River Falls) Culture Keepers is a networking and professional development opportunity with the goal of supporting the delivery of culturally relevant information services in the American Indian communities of Wisconsin, Michigan, and Minnesota. The initiative is produced through the collaborative efforts of the UW-Madison School of Library and Information Studies – Continuing Education Services (SLIS-CES), the Wisconsin Library Services (WILS), and regional library systems and tribal librarians, archivists, and museum curators. Many of our tribal library staff and I attended and we able to assist in three Ho-Chunk community projects. We also heard from Wisconsin Assistant State Superintendent Dr. Darrell Williams and the American Indian Library Association President Allison Waukau. Other sessions included culturally engaged story times, library director resources, and tribal legal resources from the State Law Library.
- **Wisconsin Library Association Public Library Conference** (May 1-3, Stevens Point) The theme this year was Power to The Public Libraries. [Many of our libraries and I attended this conference and went to a variety of workshops and speakers. There was a preconference workshop:](#) Preservation First: Book Protection & Repair Workshop. Once again, I was on the panel for At the Movies with Librarians. I attended the System and Resource Library Association of Wisconsin (SRLAAW) meeting. These sessions were the most valuable for me: Next Steps with the Wisconsin Public Library Facilities Assessment, Giving the Public a Home: Initiating Library Building Projects, Fair Compensation: Examining Your Library’s Pay and Benefits.
- **Toward One Wisconsin EDI Conference** (May 7-8) I attended this conference on behalf of our system and Wisconsin Valley. The theme for this conference was Building Bridges and Breaking Barriers. The first keynote speaker was Dr. Anthony Abraham Jack, a sociologist, author, and associate professor of higher education at Boston University. His research focuses on diversity efforts in higher-education and how lower-income students are often overlooked and left out. Other keynotes were Third Space: Jewish Muslim Discourse in Divided Time, and the State of Where We Are which looked at Wisconsin’s unique political and social climate. Sessions that I attended were: Restoring Civility: Why We Need to Have Difficult Conversations and How to Have Them, Building Inclusive Communities: Welcoming Refugees, Immigrants, and Newcomers, Decolonizing Ourselves and Education, Effectively Engaging Communities in Planning for Inclusion Part 1: Recognizing the Impact of Dominant Culture, and Building Bridges: Cultivating Psychological Safety and Cultural Responsibility.
- **Wisconsin Libraries Talk About Race: Navigating the Terrain of Change with Dr. Alonzo Kelly** (May 9, Wisconsin Dells) Some of our libraries and I attended this workshop which focused on discovering ways to create inter-culturally inclusive work and learning environments and increasing their knowledge and ability to problem solve, communicate confidently, and foster more collaborative work environments rooted in authentic relationships. Dr. Kelly is a dynamic executive coach, professor, and three-time best-selling author and is recognized as one the nation’s leading experts on leadership development, strategic thinking, and planning.

10. Adjourn

Motion by Sam Pomush to adjourn the meeting at 12:11 pm, second by Jim Crandall. Motion carried unanimously.

Respectfully submitted by Sherry Anderson, Director