

Northern Waters Library Service Board of Trustees Bi-Monthly Meeting

September 14, 2024

10:00 a.m.

Location: Online and NWLS Headquarters at 3200 Lakeshore Dr E, Ashland

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:04 am.

Present: President: Jeff Burke (Vilas County), Connie Cogger (Bayfield County), Samuel Pomush (Douglas County), Ron Leino (Douglas County), Howard Hendrickson (Douglas County), Roxanne Lutgen (Iron County), Dian Delong (Sawyer County), Ron Buckholtz (Sawyer County), Sue Hendrickson, (Douglas County), Richard Logan (Vilas County), Linda Featherly (Washburn County), Kathryn McKenzie (Douglas County), Michelle Gostomski (Business Manager), Sherry Anderson (Director)

Virtual: Vice President: Jocelyn Ford (Washburn County), Buzz Byrne (Burnett County), Jackee Johnson (ILS Administrator), Tony Kriskovich (IT Director)

Absent: Treasurer: Clarence Campbell (Ashland County), Courtney Dietsche (Douglas County), Jim Crandall (Bayfield County), Erin Fox (Burnett County), Donna Knuckey (Library Representative from Winter)

2. Guest Comments

None.

3. Approval of the July 20, 2024, Board of Trustees Meeting Minutes

Motion by Samuel Pomush, second by Roxanne Lutgen to approve the July 20, 2024, Board of Trustees Meeting Minutes. Motion carried unanimously.

4. Approval of July and August 2024 NWLS Expenditures and Financial Report and the August 31, 2024 Financial Statement and Budget Report

Motion by Ron Buckholtz, second by Sue Hendrickson to approve the July and August 2024 NWLS Expenditures and Financial Report and the August 31, 2024, Financial Statement and Budget Report. Motion carried unanimously.

5. Approval of Bylaws Update

Motion by Sue Hendrickson, second by Connie Cogger to approve the Bylaws Update which includes the formation of Executive and Personnel Committees and an Ad Hoc Hiring Committee. Motion carried unanimously.

6a). Approval of Appointments to Executive Committee

Motion by Ron Buckholtz, second by Sam Pomush to appoint the trustee officers (president, vice president, treasurer, director) and the business manager (as a backup to the director) to the Executive Committee. Motion carried unanimously.

6b). Approval of Appointments to Personnel Committee

Motion by Sam Pomush, second by Dian Delong to appoint the President and four other trustees to the Personnel Committee. Motion carried unanimously.

6c). Approval of Appointments to Hiring Committee

Motion by Sue Hendrickson, second by Dian DeLong to appoint five trustees, including the President, two staff members, and two library directors to the Ad Hoc Hiring Committee. Motion carried unanimously.

7. Approval of 2025 NWLS Budget

Machones and Gostomski gave a presentation of the 2025 line item budget. Motion by Sue Hendrickson, second by Sam Pomush to approve the proposed 2025 budget as presented.

8. Approval of 2025 Member Library Agreements

Motion by Sue Hendrickson, second by Katherine McKenzie to approve the 2025 Member Library Agreements as presented. Motion carried unanimously.

9. Approval of 2025 County Service Agreements

Motion by Katherine McKenzie, second by Linda Featherly to approve the 2025 County Service Agreements as presented. Motion carried unanimously.

10. Approval of Superior Public Library 2025 Resource Library Agreement

Motion by Sue Hendrickson, second by Howard Hendrickson to approve the Superior Public Library 2025 Resource Library Agreement as presented. Motion carried unanimously.

11. Approval of Superior Public Library 2025 Youth Services Agreement

Motion by Ron Leino, second by Sam Pomush to approve the Superior Public Library 2025 Youth Services Agreement as presented. Motion carried unanimously.

12. Approval of Superior Public Library 2025 Contractual Services Agreement

Motion by Dian DeLong, second by Howard Hendrickson to approve the Superior Public Library 2025 Contractual Services Agreement as presented. Motion carried unanimously.

13. Approval of 2025 Plan of Service

Motion by Sue Hendrickson, second by Roxanne Lutgen to approve the 2025 Plan of Service as presented. Motion carried unanimously.

14. Approval of NWLS Electronic Equipment Disposal Policy

Motion by Sue Hendrickson, second by Sam Pomush to approve the NWLS Electronic Equipment Disposal Policy as presented. Motion carried unanimously.

15. Approval of 2025 NWLS Technology Services Policy

Motion by Sue Hendrickson, second by Sam Pomush to approve the 2025 NWLS Technology Services Policy as presented. Motion carried unanimously.

16. Approval of Assignment of Additional Trustee Signatory to Bank Accounts

Motion by Connie Cogger, second by Linda Featherly to approve the assignment of the president to the bank accounts for the purpose of signing vouchers and checks due to the resignation of the director. Motion carried unanimously.

17. Director's Report

Updates from member libraries:

- Molly Lank Jones will be retiring from the Sherman and Ruth Weiss Community Library in Hayward on September 30th. They had two applicants for the position.
- Blaze will be the interim director at the Winchester Public Library for an unspecified period of time

Updates from the system:

Continuing Education: Tech Days is an annual collaboration between all 15 public library systems and the WI Department of Public Instruction to provide webinars to the library community on technology-related topics. Tech Days 2024, this year's 2-day event, will be held September 17-18 and will offer the following 90-minute webinars:

- Tuesday, September 17, 10:00-11:30 a.m.: From Basics to Breakthroughs: AI Strategies for Libraries
- Tuesday, September 17, 1:00-2:30 p.m.: Navigating Artificial Intelligence Through a Public Librarian's Lens
- Wednesday, September 18, 10:00-11:30 a.m.: Virtual Reality for Career Readiness
- Wednesday, September 18, 1:00-2:30 p.m.: Trends in Emerging Tech with Laura Solomon

Wisconsin Library Association Annual Conference, Green Bay, November 5-8

Updates from the Director:

- I have been assisting the staff with a transition plan to cover questions, training, and meetings.
- WVLS consortium V-Cat voted on the NICE Project merger. V-Cat opted for a non-anonymous ballot vote, and the results were 79.19% yes to pursue a merger by representative vote (16 yea/5 nay), and 50.5% yes to pursue a merger by weighted vote (51 yea / 50 nay). The motion did not pass (2/3 majority required in both votes.) A total of 20 of 25 library representatives were present. 1 absent designated a proxy, 4 were absent without a proxy.
- Iron River Update: On August 26th, after I sent the 3rd letter to their board, Rich, Helena, and Barb resigned from the library board. Jeff Holte was elected president. It is possible that at the Town Board meeting on September 12th, the Town will only appoint one new member to the library board, and then the library board would change the by-laws on September 18th to have a locally appointed 5 member board, with one county board member in addition. The library then would only have one issue that remains out of compliance, which is the Materials Reconsideration Policy, which will hopefully be amended also on the 18th.

18. Adjourn