

**Nicolet Federated Library System
Board of Trustees
January 6, 2015 – 12:00 p.m.
Brown County Central Library**

Present: Corrie Campbell, Bob Entringer, Miriam Erickson, Marsha Hoeffs, Cheryl Maxwell, Nancy Miller, Kathy Pletcher, Gina Reinardy, Christopher Wagner

Absent: Denise Bellmore, Michael Chapman, Paul Gustafson

Excused: Ken Harter, Sandy Ryczkowski, Rosetta Stern, Julia Wallace

Also Present: Lori Denault (Brown), Nicole Lowery (Lakewood), Mark Merrifield (NFLS), Kristin Tenor (NFLS)

1. **Welcome & Lunch.** President Cheryl Maxwell called the meeting to order at 12:11 p.m. Introductions were made.
2. **Agenda Revisions.** None were made. Marcia Hoeffs motioned to accept the agenda as presented. Bob Entringer seconded. **Motion carried.**
3. **Open Forum.** No one came forward.
4. **December 2, 2014 minutes.** Miriam Erickson motioned to accept the minutes as mailed. Corrie Campbell seconded. **Motion carried.**

5. **Reports.**

5.1 President – Cheryl Maxwell

5.1a. Executive Committee Report. The Executive Committee met in closed session at 10:30 a.m. to discuss the matter of NFLS' office lease. Upon extensive review, the Executive Committee's recommendation to the Board is to relocate the NFLS offices to the Allouez Avenue site. Further discussion, as well as a side-by-side comparison of the properties, will be presented under agenda item 9 – Discussion/Decision on new NFLS office lease.

5.1b. Nominating Committee. Cheryl appointed Marcia Hoeffs, Bob Entringer, and Gina Reinardy to present names to be considered for the offices of Vice-President/President-Elect, Treasurer, Secretary, and Member-at-Large. Election of officers will take place during the February 10th NFLS Board of Trustees meeting. Ken Harter will assume the office of President beginning in February.

5.2 Treasurer's Report – Sandy Ryczkowski – Financial statements for October and November 2014 were mailed to the NFLS Board prior to the meeting. Sandy reviewed the statements; however, in her absence she asked Mark to report to the Board. Mark pointed out that the November statement shows a \$496.00 overage under Equipment Maintenance (6185) due to an unanticipated telephone expense. Everything else appears to be in order. Mark also reiterated that NFLS has received the first installment of its state aid payment. Gina Reinardy moved to accept the financial statements as distributed; Chris Wagner seconded. **Motion carried.**

5.3 Personnel Committee – Miriam Erickson – There is no update. The Personnel Committee will meet in April.

5.4 Director's Report – Mark Merrifield – Mark commented that he has spent a great deal of time working with Chad Bianchi, Brown County Library Board Trustee, and Curt Beyler, Brown County Library Facilities Manager, as well as with Pete Roland, Realtor for Bay Lakes Commercial Realty

to finalize formal lease offers. Also, Mark has approached Jim Trojanowski, Director of the Northern Waters Library System, about collaboration on an IMLS (Institute of Museum and Library Services) "Sparks" grant to develop a Wisconsin Tribal Library Consortium. The Northern Waters Library System has three tribal libraries within its system. Jim, as well as John DeBacher, Director of Public Library Development for the Division of Libraries and Technologies (DLT) have both agreed to assist NFLS in developing a grant proposal, with NFLS as the lead agency. The potential grant award is approximately \$20-25,000.

6. **Member Library Report – Nicole Lowery, Director, Lakes Country Public Library** – Nicole has been Director of the Lakes Country Public Library for a year and a half. The Lakes Country Library has seen a noticeable increase in wireless usage since its wireless/fiber installation. Besides staff and patron usage indoors, it also appears that visitors have been parking outside the Lakes Country Library to utilize the wireless service. This summer, Lakes Country plans to add picnic tables to accommodate patrons who would like to sit outdoors. Nicole noted that the population of Lakewood and the surrounding area doubles during the summer months, increasing library usage. The Lakes community is largely retired. There are also several artisans and hobbyists who live in the area. The library also provides family support to a large home-schooled population. In addition, the Lakes Country Library offers community programming including an Alzheimer's support group, the Up North Author's Circle, and the Winter Reading Challenge. Nicole distributed the *Periodic Table of Literary Elements*, which was used in Lakes Country's 2014 Winter Reading Challenge. Nicole commented that it was a fun way to get families reading.
7. **OWLS/OWLSnet update.** Mark indicated that Walter Burkhalter has submitted his resignation as OWLS Director, and that it has been accepted by the OWLS Board. Gerri Moeller has been named interim Director. She will present the OWLSnet report to the NFLS Board at the February 10th meeting.
8. **NFLS Strategic Plan Update.** A draft copy of the *Strategic Vision for Library Systems in the 21st Century – Recommendations of the COLAND Work Group* was distributed. Kathy Pletcher, who is also chair of the COLAND work group, indicated that few modifications were made to the draft and that the final recommendation would be presented at the January 9th COLAND meeting. Kathy said that the work group also presented its recommendations at the WLA conference and has had updates posted on the COLAND website. Kathy gave an overview of the Strategic Directions outlined in the draft. She indicated that *Strategic Direction 2. Provide and Support Technology: Move to the Cloud* would be modified to utilizing shared platforms. Kathy also stated that *Strategic Direction 3a. One State-One ILS* has been met with the most contention, mainly due to differences in library rules, policy and culture. The COLAND work group has decided to change the strategic direction to focus instead on *One State-One Discovery Tool*. Bob Entringer asked how these strategic directions would be put into action. Kathy stated that the COLAND and LEAN committees would be meeting to discuss a roadmap for each strategic direction. There has been discussion about hiring a project manager to assist in implementation. Projected completion of service redesign is slated for 2017. Once service redesign is in place, system boundaries can be determined. Mark stated that he has been in contact with Bruce Smith from WiLS. Bruce has sent a projected time line for NFLS' Strategic Planning Process. At this time, WiLS is working on finalizing the survey which will be distributed to the member libraries, system staff and system board. The survey will include a common portion which will be completed by all systems going through planning during the timeline. However, each system is also welcome to identify local specifics they may like to have addressed in the survey or at the planning meetings. Bruce indicated that the survey will run for the first three weeks in February. During the last week of February thru early March, WiLS will compile the results of the survey and pull together a presentation and process outline for the planning meetings. Planning meetings will be held sometime between March 16 and April 24, 2015. Planning development will take place in April and May, with a projected completion by the end of May 2015.

9. **Discussion/decision on new NFLS office lease.** Mark distributed a side by side comparison of the two properties in consideration, as well as a floor plan for both locations. Mark stated that NFLS no longer needs the amount of office space that it has rented in the past. Staffing of the Interlibrary Loan Department has decreased due to the implementation of Wiscat and item sorting being handled by Waltco. At this time, NFLS needs approximately 3100 sq. ft. of office space. Mark has been in negotiations with Chad Bianchi, Brown County Library Board Trustee. Discussion has included the option of reconfiguring the meeting space adjacent to the NFLS Administrative offices to accommodate the Interlibrary Loan Department. Chad has worked with Curt Beyler, Brown County Library Facilities Manager, to measure the square footage of this area, as well as that of the common space shared by NFLS and Brown County. NFLS pays rent for half of the common space area. Brown County has offered a graduated 3-yr. lease with Year 1 - \$13.00 sq. ft.; Year 2 - \$13.50 sq. ft.; and Year 3 - \$13.75 sq. ft. The cost projection for the modified office space is \$120,056.70. Other alternatives include leaving the office space configuration "as is," as well as combining both the Administrative Office with the current adjacent meeting room space without modifications. Cost of the alternatives are \$163,888.94 and \$181,759.95, respectively. The Allouez Avenue site is comprised of 3,061 sq. ft. of contiguous office space. The landlord has proposed a 3-yr. lease of \$14.00 sq. ft.; however, will credit NFLS one month of rent each calendar year during the initial term of the lease. The rent credit of \$3571.17 will come in months 12, 24, and 36 of the lease term. With the credit, the cost/sq. ft. is reduced to \$12.83 sq. ft. The lease also includes all utilities, snow removal, lawn care, real estate taxes and all common area maintenance. In addition, there would be a savings of \$1500 in parking costs. Total lease cost for three years at the Allouez site is \$117,848.49. Other considerations noted include office space configuration, accessibility and ease of access, safety and security, parking and delivery. The office space at Brown County is inefficiently designed for current staff needs. In addition, \$10,596.82 would be paid for excess commons space. The Allouez office space is all contiguous. The only commons area is that of the entryway, which is comprised of 84 sq. ft. that is shared with another office – half which totals 42 sq. ft. There is also a concern about the accessibility of wheelchair egress at the Brown County location in the event of an emergency. The only means of exit is via elevator. The landlord of the Allouez location has agreed to spend up to \$10,000 to install several automatic door openers. The building meets ADA requirements and is a ground floor, single story building. Security has also been an ongoing issue at the Brown County Library. Elevators have been locked for access to the third floor due to several incidents of staff encountering people in the hallways and restrooms. In addition, there has been concern about individuals congregating by the Pine Street door and across the street from the library. There have been encounters with agitated individuals approaching staff in the parking lot, as well. The Allouez building is located in an office suite. These are not public buildings and would have little to no foot traffic. As stated earlier, NFLS currently pays Bank Mutual \$1500/yr. for five parking spaces in the lot across from the library. Parking at the Allouez location is free and included in the rent. In regard to delivery, Waltco and South Central must enter the Brown County Library via the loading dock area and come up the staff elevator to the third floor. Deliveries at the Allouez location can go through the side door off the parking lot directly into the building. Marcia Hoeffs motioned to accept the lease for the Allouez location; Bob Entringer seconded. Chris Wagner questioned whether there would be the need for fiber installation. Mark stated that there would be the need for installation, as well as that of a few extra outlets. Chris Wagner questioned whether the building would be tax exempt? Mark stated that the landlord would pay property tax. Corrie Campbell asked for an estimate on moving expenses. Mark stated that rent for 2015 has been budgeted at \$70,000, which is much more than the proposed lease and that costs could be covered with the excess savings. Cheryl Maxwell made a motion to accept the lease agreement negotiated with the landlord of the 1595 Allouez Aveune location. Marsha Hoeffs – aye; Bob Entringer – aye; Gina Reinardy – aye; Miriam Erickson – aye; Corrie Campbell – abstain; Nancy Miller – aye; Kathy Pletcher – abstain; Christopher Wagner – abstain; Cheryl Maxwell – aye. **Motion carried.**

10. **Director's Goals for 2015.** The Director's Goals for 2015 were mailed to the Board prior to the meeting. Mark outlined five goals for 2015 - completion of the new NFLS strategic plan, development

of alliances/partnerships with other library systems, assisting Menominee County w/ its Plan of Service and bringing the library into compliance by the end of 2015, assisting Marinette County with its Plan of Service, and the reorganization or move of the NFLS offices by March 1st. Mark stated that all goals would be completed by the end of 2015.

11. **Adjourn.** Gina Reinardy motioned to adjourn at 2:14 p.m. Corrie Campbell seconded. **Motion carried.**

Next Meeting: Tuesday, February 10, 2015, Brown County Central Library, Lower Level.

Gina Reinardy, Secretary
Kristin Tenor, Recording Secretary