

**Minutes of the
Nicolet Federated Library System
Board of Trustees
June 9, 2015 – 11:45 p.m.
Florence County Library, Florence**

Present: Corrie Campbell, Miriam Erickson, Paul Gustafson, Ken Harter, Marsha Hoeffs, Nancy Miller, Kathy Pletcher, Sandy Ryczkowski, Christopher Wagner

Absent: Evan Hucek

Excused: Michael Chapman, Bob Entringer, Cheryl Maxwell, Rosetta Stern, Julia Wallace

Also Present: Jen Thiele (Marinette), Steph Weber (Florence), Mark Merrifield (NFLS), Kristin Tenor (NFLS)

1. **Welcome & Tour of the Florence County Library – Stephanie Weber.** Introductions were made. Stephanie Weber, Director, Florence County Library gave a brief tour of the library facilities.
2. **Lunch.**
3. **Agenda Revisions.** Ken Harter called the meeting to order at 12:49 p.m. Ken Harter proposed that item 7 *Member Library Report – Stephanie Weber, Director, Florence County Library* be moved to item 4 on the agenda. Unanimous vote to accept the motion. **Motion carried.**
4. **Member Library Report – Stephanie Weber, Director, Florence County Library.** Stephanie reported that the Florence County Library recently replaced its shelving units and desks with those donated by the Cedarburg Public Library. In the last year, the Wisconsin Department of Instruction (DPI) awarded Florence County Library the *Standing Up for Rural Libraries and Schools* award. The library has also received grant funds from the Mead Witter Foundation, Inc., as well as the Kimberly-Clark Corporation. A memorial gift from the Ned Bechthold and Gwen Kallmann Estate funded the installation of a theater/media system in the library. Stephanie commented that the Friends of the Florence County Library group has been instrumental in allowing the library to increase programming. Children and Teen programming are both strong. The library has an active summer reader program with an average of 75-125 participants. Tablets and iPads loaded with literacy apps are also available for use in the children’s center. The library currently provides nine computers for public access and ten additional filtered computers for student access. Fiber and Meraki access have been installed at the library. Computer speed and access both appear to be good. The library also continues to serve Aurora patrons via a weekly delivery of library materials to the Aurora State Bank. Stephanie commented that one of the challenges for the Florence Public Library remains to be the distance between the library and the other resources and/or connections within the system.
5. **Open Forum.** No one came forward.
6. **April 7, 2015 minutes.** Corrie Campbell moved to accept the minutes as mailed. Miriam Erickson seconded. **Motion carried.**

7. Reports.

7.1 President – Ken Harter

6.1a. Nominating Committee to replace Gina Reinardy as President-Elect – Ken Harter stated that Gina Reinardy has not been reappointed to serve on the NFLS Board of Trustees by the Brown County; therefore, a new Vice President/President-Elect needs to be nominated. Ken appointed Bob Entringer and Marsha Hoeffs to present names to be considered for the office of Vice-President/President Elect. Election will take place at the August 11th NFLS Board of Trustees meeting.

7.2 Treasurer – Sandy Ryczkowski – Financial statements for February through April 2015 were mailed to the NFLS Board prior to the meeting. Sandy reminded the Board that more expenses are paid up front at the beginning at the year; therefore, the percentage of budget remaining for contracted services at 22.05% is typical and in line. Sandy also commented that the Line 6183 – *Miscellaneous Administrative* is currently out of proportion because a line item for move expenses was not included in the initial 2015 budget. There will be a revision in the May financial statement to account for this expense. Marsha Hoeffs moved to accept the financial statements as distributed; Kathy Pletcher seconded. **Motion carried.**

7.3 Personnel – Miriam Erickson – The Personnel Committee met prior to the board meeting. The committee reviewed the Director's Goals:

- Mark continues to work with Bruce Smith (WiLS), as well as NFLS staff and member librarians on the NFLS Strategic Plan. Mark distributed the *NFLS Strategic Plan Completion Timetable*. Completion of the plan is slated for August 11, 2015. The Personnel Committee recommended that the timetable be revised to include a review of the strategic planning document on August 11, 2015, prior to voting on the approval of the final version.
- In regard to the goal of developing strategic alliances/partnerships with other systems to reduce cost and extend services, Mark and Jamie Matczak, NFLS, Continuing Education Coordinator, have been in discussion with the Wisconsin Valley Library System (WVLS) to explore the possibility of forming a Continuing Education (CE) partnership. CE services would be extended to WVLS in return for compensation to off-set the cost of conference attendance by NFLS' CE Coordinator. Mark also stated that NFLS and WVLS recently collaborated on a grant application and have been awarded the Youth and Special Services System CE Support Project Grant. This grant will help fund programming, as well as provide mini-grants to participants. In addition, Mark has also met with OWLS and the Winnefox Library System (WFLS) to discuss their strategic planning processes in an effort to explore ways that services may be or continue to be shared between systems.
- Mark also continues to work with Menominee County and the Menominee Tribe, as well as the College of Menominee Nation to assist in the completion of a county library plan. Division staff continues to work with Legislative Council in modifications to the statutory language concerning tribal libraries.

- Mark has begun work with Marinette County on their county library plan and has met with Jen Thiele, Director, Marinette Consolidated Public Library Service. The goal is to complete the plan by the mid-2016.
- The goal of moving the NFLS offices to a new leased space was completed in March. An open house was held in April.

The Personnel Committee also discussed impact of strategic planning on personnel:

- Mark reported that Interlibrary Loan (ILL) Assistants, Kristin Tenor and Holly Handt, will be cross-trained on daily ILL and delivery tasks, so that Anne Miller, NFLS Resource Sharing Coordinator, can complete follow-up training at the member libraries.
- Kymberley Pelky, Librarian, Oneida Community Library, has been appointed as NFLS Youth Services & Special Needs liaison. Kymberley will attend meetings on a state level and will collaborate on youth and special needs programming with Jamie Matczak.
- John Kronenburg, NFLS Information & Technology (IT) Coordinator will be developing a web page to communicate technology information and trends to the member libraries.

Miriam also reported that the Personnel Committee will be establishing a time line for evaluation of both the NFLS Director as well as the staff at its next meeting. The committee will also review performance evaluation formats at that time.

7.4 Director – Mark Merrifield – The Directors Report and Goals were mailed to the board for review and were thoroughly discussed in Item 6.3 – *Personnel Committee*. The brochure for the *2015 Wisconsin Trustee Training Week* was distributed. Mark commented that there appears to be a nice variety of presenters. All webinars are at noon. This year’s program will also include a panel discussion and participants are welcome to submit their questions via the Wisconsin Trustee Training Week website:

<http://www.wistrusteetraining.com/>. Registration and additional information can also be found on the website. If you have any questions, feel free to contact Jamie Matczak. Mark also stated that Jamie and Jean Anderson, South Central Library System, Continuing Education Coordinator will be taking turns as organizational lead for both the Wisconsin Trustee Training Week and Wild Wisconsin Winter Webinar Conference series. There has been discussion about adding a youth track to the Wild Wisconsin Winter Webinar Conference. In addition, Mark indicated that NFLS’ contract with Schenck is due to expire. He will be in contact with Schenck to discuss renegotiation of the current 3 year contract; however, he will also review the services of other possible vendors.

8. **Audit Update.** Mark reported that the audit has been completed and will be reviewed at the August 11, 2015 meeting.
9. **State Budget Update.** Mark stated that it appears that library system funding is secure. The Joint Finance Committee has not made adjustments.
10. **Review of Director’s Goals.** The Directors Report and Goals were mailed to the board for review and were thoroughly discussed in Item 6.3 – *Personnel Committee*.

11. **Strategic Plan Update and Discussion.** Mark indicated that that he and the member library directors met on June 2, 2015 to review the draft strategic plan and further identify the specific needs of the libraries. NFLS is the only system, thus far, to have a follow-up meeting with its directors. NFLS staff will meet on June 17, 2015 to define the action items needed to accomplish the goals outlined within the strategic plan, as well as to identify staff responsibilities and timeline goals. Miriam Erickson commented that reviewing the NFLS Strategic Plan with the member librarians annually would be beneficial.

12. **Trustee Development – Combined School/Public Library Entities.** The *Combined School and Public Libraries: Guidelines for Decision Making and Establishment of a Combined School and Public Library* handouts were distributed. There are nine combined school/public library entities in Wisconsin – five of them in NFLS: Florence, Washington Island, Birnamwood, Denmark and Goodman. There are four main issues/challenges which combined school/public library entities need to address: Governance, Staffing Responsibility, Security, and Collection Development. Mark commented that joint libraries provide both financial and educational benefits, especially in rural communities.

13. **New Business.** No new business presented.

14. **Adjourn.** Corrie Campbell motioned to adjourn the meeting at 2:16 p.m. Sandy Ryczkowski, seconded. **Motion carried.**

**Next Meeting: Tuesday, August 11, 2015, Kress Family Branch, De Pere --
Emil and Gail Fisher Meeting Room B, Lower Level**

Marsha Hoeffs, Secretary

Kristin Tenor, Recording Secretary