**Minutes of the**

**Nicolet Federated Library System**

**Board of Trustees**

**August 11, 2015 – 12:00 p.m.**

**Kress Family Branch Library, De Pere**

**Present:** Corrie Campbell, Bob Entringer, Erickson, Ken Harter, Marsha Hoeffs, Ryan Kuehn, Cheryl Maxwell, Nancy Miller, Sandy Ryczkowski, Christopher Wagner, Julia Wallace

**Absent**: Evan Hucek, Kathy Pletcher

**Excused:** Paul Gustafson, Rosetta Stern

**Also Present:** Becca Berger (Door), Joan Denis (Oconto Falls), Tom Karman (Schenck, SC), Brian Simons (Brown), Bruce Smith (WiLS), Jamie Matczak (NFLS), Mark Merrifield (NFLS), Kristin Tenor (NFLS)

1. **Welcome & lunch**. President Ken Harter called the meeting to order at 12:12 pm. Introductions were made. Ryan Kuehn, Brown County’s new NFLS Board Representative was welcomed, as well as Tom Karman, CPA, Schenck SC and Becca Berger, Director, Door County Library.
2. **Agenda Revisions**. Ken Harter proposed that item 9 *NFLS 2014 Audit – Tom Karman, CPA, Schenck, SC* be moved to item 6. Miriam Erickson moved to accept the agenda presented with revisions; Cheryl Maxwell seconded. **Motion carried**.
3. **Open Forum**. No one came forward.
4. **June 9, 2015 minutes**. Marsha Hoeffs moved to accept the minutes as mailed. Corrie Campbell seconded. **Motion carried**.
5. **Reports**:
   1. President – Ken Harter.

5.1a. Executive Committee Report – The Executive Committee did not meet since a quorum did not exist. The present committee members and Mark Merrifield held a discussion with Tom Karman, CPA, Schenck, SC about the audit review.

5.1b. Election of Vice President/President Elect to replace Gina Reinardy. Ken Harter asked the Nominating Committee, comprised of Marsha Hoeffs and Bob Entringer, to report. The committee nominated Corrie Campbell to replace Gina Reinardy as Vice President/President Elect. Campbell accepted the nomination. No other nominations were made. Julia moved to elect Corrie Campbell as the new Vice President/President Elect; Cheryl Maxwell seconded. **Motion carried**.

* 1. Treasurer’s Report – Sandy Ryczkowski. Financial statements for May – June 2015 were mailed to the NFLS Board prior to the meeting for review. Sandy indicated that the statements appear to be in order. Ken Harter motioned to accept the May and June financial statements as distributed. Nancy Miller seconded. **Motion carried**.
  2. Personnel Committee – Miriam Erickson. The Personnel Committee did not meet prior to the meeting. The committee will report at the next meeting.
  3. Director’s Report – Mark Merrifield. Mark stated that he and the NFLS staff spent a great deal of time with Bruce Smith (WiLS) preparing the NFLS Strategic Plan. The staff met to determine and assign the activities and timelines needed to accomplish each of the listed strategic service goal initiatives. Mark and selected staff members also met with the member library directors to further define those service goals. The NFLS staff is already beginning to work on elements of the plan, including a new system website. Jamie Matczak, NFLS CE Coordinator, spearheaded the effort by identifying a web development software that allows staff members to create and maintain their own web pages. The website is scheduled to go live the first week of September. Updates on the strategic plan’s progress will be added to the agenda from this point forward.

1. **NFLS 2014 Audit – Tom Karman, CPA, Schenck, SC** – The 2014 Annual Financial and Management Communications reports were mailed to the board prior to the meeting for review. Tom noted that this is an unmodified report of the financial statements of the Nicolet Federated Library System and that the audit was conducted in accordance with auditing standards generally accepted in the U.S. Tom reviewed the Balance Sheet on page 11 of the financial report and noted that the Unassigned fund balance decreased approximately $78,000, which is a concern. It is recommended that the Unassigned fund stay between 20-25% of the annual budget or approximately the cost of three months operating expenditures. Since State funding is limited, NFLS must find a way to decrease costs or else run the risk of needing to short-term borrow funds. Mark stated that there would be a savings of approximately $25,000 realized as the result of the new office lease. He also suggested that delivery services be examined to determine whether libraries located in the outlying areas require five-day a week service. Waltco has been providing delivery service to NFLS for over 20 years. Costs have increased approximately 5-6% per year in addition to being charged a fuel surcharge. Mark will contact the directors of the other library systems using Waltco delivery to see whether the systems can collectively approach Waltco about decreasing costs. Mark will also present an amended 2015 budget, as well as the 2016 budget, at the next board meeting. In conclusion, Tom stated that Schenck SC is required to report that due to limited personnel size within NFLS, segregation of duties is limited. However, contracting an outside accountant is a good control. Cheryl Maxwell moved to accept the NFLS 2014 Audit as presented; Miriam Erickson seconded. **Motion carried.**
2. **Wisconsin Trustee Training Week 2015 – Jamie Matczak.** Brochures were distributed to the NFLS Board, as well as to the member libraries. Wisconsin Trustee Training Week will be held August 17-21, 2015; all webinars beginning at 12:00 pm. In 2014, the average attendance per webinar was approximately 108 participants. Thus far, the average registration for 2015 is 82 participants per webinar, which is high considering that there is still a week to register. All webinars will be recorded and available for later viewing. Sixteen of the seventeen Wisconsin library systems are co-sponsoring the event. The cost per system is $100. Jamie also distributed the *Fall 2015 CE Calendar of Events* and highlighted the *Poverty Awareness through Library Engagement* workshop being held on Tuesday, October 13, 2015 at the Shawano City-County Library. NFLS and the Wisconsin Valley Library System (WVLS) collaborated on and were awarded a grant to help fund this workshop. Participants will be awarded mini-grants upon completion of the workshop. Jamie also commented that WVLS will be co-sponsoring all the webinars listed. In addition, Manitowoc-Calumet Library System has shown interest in co-sponsoring the Grassroots workshop.
3. **Member Library Report – Becca Berger, Director, Door County Library.** Becca introduced herself to the board. She has been Door County Library Director for 18 ½ years. The Door County Library has eight branches. The library buildings are owned by their respective communities. The Sturgeon Bay Branch houses both City and County offices, as well as an art museum. The Washington Island Branch also serves as a school library. The population of Door County is comprised of approximately 28,000 residents; however, the libraries serve on average 72,000 patrons per year due to the high level of tourism in the area. However, Becca commented that both circulation and computer use are down and at a level similar to 2008. The libraries allow tourists to check out materials and have not had any known issues with items not being returned. The Door County Library has completed digitization of *The Door County Advocate* newspapers up to 1959. With additional funding the library hopes to continue digitization up to 1969. The Door County Library has also added a new responsive website, which allows for a better viewing experience for its patrons. The Door County Reads program remains to be popular with residents. Becca also commented that the library has a vibrant Friends organization, as well as a foundation. She thanked Miriam Erickson for her continued advocacy.
4. **Form a Committee to review the OWLSnet Automation Agreement**. Ken Harter stated that Mark and Gerri Moeller have been working on a revised OWLSnet Automation Agreement. Both NFLS and OWLS are seeking volunteers to review the document. It’s anticipated that the committee will meet twice – once in Green Bay and once in Appleton. Corrie Campbell, Chris Wagner, Miriam Erickson, and Cheryl Maxwell volunteered to serve on the committee.
5. **Review of NFLS Strategic Plan 2015-2017**. A draft copy of the NFLS Strategic Plan 2015-2017 was mailed to the board prior to the meeting for review. Bruce Smith (WiLS) gave a brief synopsis of the plan outline and stated the purpose is two-fold – to respond to the aspirations/concerns of the library directors and to also put the system in position with the DPI redesign process. Bruce stated that the DPI has formed a System Redesign Steering Committee to review state-wide system services. Kristie Hauer, Director, Shawano City-County Library has been named to that committee. The NFLS Board recommended the following revisions to the NFLS Strategic Plan:

* Language to include establishment of a partnership w/ OWLS rather than a vendor relationship.
* Addition of a live date for the NFLS website.
* Addition of cost analysis for each Strategic Service Goal.
* Clarification of board liaison responsibilities, prior to naming liaisons.
* Language that responds more to the COLAND/LEAN studies.
* Addition of a more visionary outlook toward mergers/consolidation.

Bruce Smith and Mark will discuss revisions to the strategic plan and present a revised draft to the

NFLS Board in September.

1. **New Business**. No new business presented.
2. **Adjourn**. Cheryl Maxwell motioned to adjourn the meeting at 2:03 pm. Corrie Campbell seconded. **Motion carried.**

**Next Meeting: Tuesday, October 6, 2015, Kress Family Branch, De Pere –**

**Emil and Gail Fisher Meeting Room B, Lower Level**

Marsha Hoeffs, Secretary

Kristin Tenor, Recording Secretary