

NFLS Advisory Meeting
Friday, April 6, 2018; 9:30 a.m.
NFLS Mtg. Room, 1595 Allouez Ave., Suite 4, Green Bay, WI

Present: Jill Trochta, Amy Peterson, Joan Denis, Cathy Kohlbeck, Carol Petrina, Kristie Hauer, Louis Williams, Kristin Laufenberg

Present via GoToMeeting: Kay Rankle, Nicole Lowery, Stephanie Weber, Tina Kakuske, Jen Thiele

Also Present: Megan Theys (NFLS), Tracy Vreeke (NFLS), John Kronenburg (NFLS)

1. **Introductions.** The meeting began at 9:34 a.m. Introductions were made.
2. **Agenda Revisions.** None were made.
3. **Library Happenings.** Jill asked what the libraries are doing for National Library Week. Ideas given include magnets, food for fines, giveaways, drawings, color contests, raffles, and scavenger hunts.
Brian Simons will be leaving his position as director at BCL at the end of April. The open position will be advertised soon.
4. **Updates from Staff**
 - **Technology** - Some software updates John is working on are time consuming. The anti-virus update deadline is next week. Julie and Dave from OWLS are helping John update the OWLSnet computers. John sent out directions for these updates and it is also available on his blog on OWLSnet. John can set up Windows 10 updates so that the updates don't happen automatically; but then you have to remember to update them manually. Amy asked if there was a way for patrons to do things like update GPS. John said it could be downloaded (use download folder) but the software can't be installed or saved on the desktop files.
 - **Delivery** - Holly is looking at replacing some tubs. Send any damaged tubs to her.
 - **ILL** - Megan sent out the movie licenses last week. The OWLSnet invoices will be sent out soon and so will the Collection Development checks.
 - **CE** – The CCBC workshop will be on April 26 at Neenah. Joan took the Genealogy class put on by BCL (10 Saturdays) and said it's worth it.
5. **AD/CE Position** –
 - Tracy went over the results of the survey which was about the needs of the libraries for the open position. Tracy has talked to Jamie and found out that she will be able to continue to organize WWWC in her new job at Wisconsin Valley. Tracy also talked to Manitowoc-Calumet, Winnefox, and OWLS about collaborating for CE. She would like to have a job description by June and to hire someone by August. If you have any suggestions send them to Tracy.

- Amy said when they were brainstorming for the NFLS strategic plan a few years ago, they suggested having someone at the system level who would be in charge of Public Relations, sending out reminders (about national library week, author's anniversaries, etc.), personalizing items/logos for libraries, knowing what is going on at the libraries, etc.
- Kristie said PLSR will be helpful for CE. She said the challenge will be in getting in-person CE. There are webinars available everywhere; this isn't a priority for the position.

6. ARSL & WAPL –

- Registration opened for ARSL on Wednesday. Tracy has sent the hotel link for registration to those who are interested and going on the NFLS bus.
- WAPL registration is open. It is at the beginning of May in Pewaukee.
- WLA will be in October; they are looking for program ideas.

7. ILS Merger Committee Update –

- The ILS Merger Committee has had one meeting so far. Joan, Kristie, and Kristin are on the committee. If you have any questions, you can send an email to the committee at ils--merger@winnefox.org.
- The committee began because Winnefox and OWLS are talking about creating a shared ILS system due to shared patrons, PLSR, and Winnefox's contract being almost up. The committee consists of twelve members; six from OWLS (three from OWLS, three from OWLSnet) and six from Winnefox. The committee is co-chaired with one person from Winnefox and one from OWLS. All of the members are charged with checking in with the small libraries to make sure everyone's input is heard.
- Currently the committee is looking at possibilities to see if a merger could actually happen or not. They are discussing feasibility, possible hurdles/sticking points, local/consortium balance, etc. Customer service is most important in looking at this.
- The committee will be active for the rest of this year, with a possible extension if needed. They will come back to the systems with an answer at end of year (timeline is flexible).

8. Program funding w/o fees discussion –

- Joan is looking for ideas for when you have small/non-existent funds for programming. She was charging for the cost of materials (sewing classes, pallet and paint) but found out that the state statues say you can't charge for programming. Patrons should be able to come to the program with no money and be able to participate in that program. Tracy will send out the state statute that discusses this.
- The following ideas were suggested: have patrons bring their own materials or purchase a package of materials, find sponsorship, have a suggested donation. Remind patrons that if we can't get the minimum donation, the program can't happen again.

- Passive activities/drop in activities are programs (and can be counted). ALA has a book of passive programming. Tracy asked for each person to send her an email with two passive programming ideas. She will compile a list and send it out.
9. **Legislative Update** – Tracy and Stephanie attended as Governor Walker signed the TEACH Act into law in Florence. This opens up grant money reserved for small, rural libraries (it was previously only available to school libraries). Tracy sent out an email to those libraries that can apply for it and they will discuss it after today's meeting. The deadline is May 4.
 10. **PLSR Update** - Kristie sent out the draft; please look at and respond to and comment on it by April 23. Tracy and Kristie are part of the review team. Kristie said the reports are well organized, and are also available on the PLSR website. The recommendation from each workgroup is clearly stated then goes into the details. Focus on those areas that are most important to your libraries.
 11. **GB Bullfrogs/ Milwaukee Wave** - This was in the newsletter. The Milwaukee Wave is offering summer reading incentives. They are an indoor soccer franchise; they would offer a free ticket to a game with the purchase of an adult ticket. If interested, let Tracy know. If interested in Green Bay Bullfrogs tickets let Tracy know. Culvers and McDonald's also give away free ice cream as part of Summer Reading Program. Lena worked with the local bowling alley to get a free game for readers.
 12. **Open Forum: Issues and Concerns** - Kristin asked about patron privacy and what they do in the library. She thinks that one of her patrons is being scammed. Kristie said call the police and ask for a welfare check; they are dealing with a potential illegal activity.
 13. **Adjourn Meeting** - Meeting adjourned at 12:09 p.m.