

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

**Present:** Nicole Lowrey, Amy Peterson, Jen Thiele, Kristie Hauer, Cathy Kolbeck, Carol Petrina, Joan Denis, Lou Williams, Steph Weber, Kristin Laufenberg

**Present via GoToMeeting:** Tina Kakuske, Jill Trochta

**Also present:** Tracy Vreeke, John Kronenburg, Megan Theys, Holly Handt

1. **Introductions.** Tracy called the meeting to order at 9:31 a.m. Introductions were made.

2. **Agenda Revisions** - None were made.

3. **Updates from Staff**

**Technology (Driver's Lic. scanner, etc.) –**

- Bibliography lists in Sierra aren't printing; John will need to install a program to fix this.
- Shawano has a wireless printer.
- Reminder that John can take any items that need to be recycled. He will be calling soon so if you have anything that needs to be recycled send it to him.
- A Driver's License scanner was demonstration at AAC; Steph at Florence has one. She is working out some of the kinks. She found that it only fills in a few fields and you still have to hand enter a lot of the information. She thinks that for the time and price, it might not be worth it. Amy suggested having a station where patrons put in their information and then the librarians can confirm it. Kristie mentioned a scanner she has can scan library cards off of patron's phones. Check with John if you have more questions/are interested.
- Next week on February 14, NFLS will get fiber connection. Our network will be down during this time. It could be down up to 4 hours in the morning, from about 9 a.m. – 1 p.m.

**Delivery (Menominee, etc.) -**

- The College of Menominee will now get Waltco delivery. Delivery starts on 2/21. Some of the other libraries schedules' may be affected; Holly will let you know if this happens.
- The Youth Services grants are due March 1. Holly will send out a reminder.

**ILL (February schedule, etc.) –**

- Holly will be out of the office from February 15-February 22. Megan will be out of the office from February 23-27. We will do the best that we can, but expect a longer wait time for ILL and for us getting back to you.
- There will be a WISCAT update in February or March.

- Megan has gotten a few questions about the e-book amounts. She needs some numbers from your annual reports before she can calculate the invoice amounts, so these will be sent out after the annual reports are in.

**CE (Libraries Rock, additional opportunities)**

- The summer reading program will be on February 22 in Two Rivers.
- Tracy sent out forms for the Wild Wisconsin Winter Conference to you.
- There are other CE opportunities through other systems, UWM, UW Madison, etc. You can use these while we figure out the CE position.

**4. AD/CE Position -**

- The NFLS staff has talked about some ideas for the open position - website experience, part-time. This is an opportunity to examine the position and revamp it if necessary.
- General discussion included the following points: Conferences are expensive and hard to get to so the more free opportunities NFLS can offer the better. The directors and librarians like a mix of face-to-face trainings and online options. There are webinars and other opportunities being offered by other systems but it's hard to find these unless they come directly to their inboxes. They would like for more CE opportunities to come to their libraries rather than having to travel to Brown County or out of the system. Especially in smaller libraries, it's hard to get away from the library.
- Other things desired for this position: web support, graphic arts ability, updating manuals, rural library consultant.
- Tracy will send out a survey about this position by the middle of March. She will look at what services other systems support. Another consideration is paying current system librarians for additional services (such as being a website consultant).
- Tracy would like to have an initial proposal for this position by the April Board meeting.

**5. Inclement Weather notification** - Reminder - if you have a library that closes for any reason, be sure to email NFLS, especially Holly and John. Library closures affect the computers and delivery so they need to know. NFLS will look into creating an email account that goes to the entire staff so that they can monitor it. [nic@nflsoffice.org](mailto:nic@nflsoffice.org)

**6. Annual Report Questions** - Everyone has been helpful with Tracy's questions about the annual report. The directors said it's difficult to fill out parts of their reports because the counties don't close their books until February/March, so it's hard to get accurate numbers. Some have adjusted their board meetings to be in February but they have a difficult time getting a quorum.

**7. Wireless printing** - Shawano has PrinterOn, a mobile printer and printer station. When a patron sends something to be printed, this is held in a que and the patron gets a code. The patron brings the code to the librarian who confirms the print job (page numbers, amount of copies, etc.). The patron pays for the print job and then the librarian releases the job

from the que and the items are printed. Patrons can print from mobile devices and can submit attachments to emails. They are having difficulties with this program with the public PC's and also had some difficulties at first with printing by color and printing PDF's. PrinterOn charges by printer per year. Verona also uses it. Patrons like that they can print from their own devices. John said there is a bit of a learning curve for patrons. Steph is interested in it. Tracy will also look into it and learning more about it. She will send out more info about this.

8. **Amnesty & Food for Fines** – Library Week – This was talked about at AAC and it was suggested that it be done during library week in April. Patrons would be able to trade food items to pay for fines. Kristin has done this and other volunteer services, such as picking up trash, in order to forgive fines. This should NOT be done for billed or damaged items. Other ways - pick trash, cut out paper shapes to forgive small fines. AAC is looking at implementing this system wide; it is currently just done locally (Kristin, Amy have done it).
9. **Library Legislative Day Update** - Tracy, Kathy Pletcher, and Corrie Campbell are going. Jamie Matczak is going for the day and returning the same night. She has room for a rider if you want to go with her.
10. **PLSR Update** –
  - Tracy applied to be on the core recommendation group. She won't know until end of February if she got on this committee or not.
  - The steering committee retreat is at the end of February. They will be looking at the recommendations from the focus group surveys that were sent out in December. In April they will get the recommendations from the individual committees and put them together. By August there should be a proposal that will be sent to the state. Kristie suggested to not let the recommendation affect your future decisions because the state could say no, the state law might have to change, and it's not all going to come out at one time. If there are changes, they will probably come as phases.
11. **Communication (newsletter, blog, email, call for agenda items?)**
  - The librarians said they liked the newsletter and webinar reminders that Tracy forwarded but they don't need the CE reminders. Tracy will continue to send out newsletters twice a month.
  - Tracy wants to implement informal Skype coffee date with each library director four times a year. She will also get out and see all of the libraries at some point in the year. Feel free to stop by the NFLS office at any time.
12. **Open Forum: Issues and Concerns** –
  - Movie Licensing –The current licensing ends in March. Tracy will see who's interested and contact Movie Licensing USA. The more libraries that sign up for the service, the cheaper the price.

- Lou asked if there was a pay range on the CE position. There is no state requirement for this position. We are looking at creating the position so it will depend on full time, part time, and job duties.
- The Association for Rural and Small Libraries (ARSL) conference is in Springfield, IL this year. Many of the directors are interested in attending. If enough are interested, they may get a van or bus. Amy will send out the name of the hotel to the directors. Tracy will send out an email to everyone next week about it.
- Canva - can make graphic designs for free. Carol uses it. Joan would need help with it; maybe need a webinar on it.
- Lena is getting a donation to build onto the library. It will double the size of the library. Most of the new space will be for a large meeting room.
- Door and Kewaunee counties met about combining other county services. Then it was brought up if Kewaunee and Door could combine library services. Tina is looking at the statues. Talk to John DeBacher with questions. Tina will also help with this.

13. **Adjourn Meeting** - Meeting adjourned at 11:41 a.m.