

**NFLS Advisory Meeting**  
**Friday, September 28, 2018; 9:30 a.m. -12:00 p.m.**  
**NFLS Meeting Room, 1595 Allouez Ave., Suite 4, Green Bay, WI**

**Present:** Jennifer Thiele, Joan Denis, Cathy Kolbeck, Carol Petrina, Tina Kakuske, Kristie Hauer, Stephanie Weber, Emily Rogers

**Present via GoToMeeting:** Amy Peterson, Nicole Lowery

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

1. **Introductions** - The meeting began at 9:37 a.m. Introductions were made.

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

3. **Library Happenings** -

- Brown County Library hired a new director who will start on November 5.
- Joan said Oconto County Libraries will have a billboard put up by November. It will be up for six months.
- Egg Harbor is having a Franken-toy workshop. They have collected broken toys and will create new ones.
- Sister Bay is having an author week. Jim Rice will be speaking. He is a good speaker and often talks about the Packers.
- Kristie and her staff did a presentation at ARSL on Escape Rooms and it was well attended and well presented.
- Carol got a grant to get some materials to make their library breast-feeding friendly.

4. **Updates from Staff**

- Technology - John -
  - If you want off-line circulation installed on your computer, contact John.
  - There's been an issue with SAM on the public computers. The computers say "please wait" but never get to the log-in screen. Dave Bacon figured out the problem and solution. It involves John putting in a file on each computer (remotely) so it will take a bit. He'll be contacting each library about this. For now, just reboot the computers.
  - Firefox and Chrome can now be installed on public computers. However if this is installed SAM will automatically reboot the computer after the patron ends their session. Contact John if you want these installed.
  - John and Tracy attended part of Tech Days.

- Delivery - Holly has been out sick for the last two weeks. It will probably be a month for us to catch up in ILL/Delivery. If you have any missing books, please contact us.
- ILL
- CE - Tech Days/ ARSL/ BCL day - activity log reminder & new hire.
  - ARSL was well attended by NFLS library directors.
  - Tracy will send out information about your activity logs and hours.
  - BCL had their staff development day and it went well.
  - NFLS has started the process of hiring for the new position and have a few applicants already.

5. **Delivery- padded envelopes** - Wisconsin Valley uses padded envelopes to put their media items through delivery. Holly has been looking into doing this for NFLS with Waltco.
6. **Escape to Escape Room?** - Tina asked who goes through the Escape Room at Shawano Library. Kristie said all kinds of groups - families, Girl Scout/Boy Scout groups, adults, team building for work places, Kristin Laufenberg is taking her staff through it for team building. There are about 30-35 groups that go through it each month. It takes about 30-45 minutes to do. They do a different theme each month. Shawano also has kits that can be checked out and used for other libraries. Tracy suggested having the December 7 meeting at Shawano to view the Escape Room. The librarians agreed.
7. **ILS Merger Committee Update- Small Library Summit** - The committee met last week and discussed resource library sharing. They are still moving forward in this process.
8. **WLA conference & Leadership Institute recap (Tina Kakuske)** - Tina was NFLS's representative this year for the conference. NFLS sponsored this and would like to continue to sponsor a NFLS representative each year for this conference. Tina reported that the conference was non-stop throughout the days. It consisted of lectures, peer discussion, a project (case study review) and a final presentation on the case study at the end of the conference. She said it was intense and you learned a lot. She recommended that you should go; everyone can benefit from it.
9. **Update on TEACH grants- Eligible branches 2019/2020** - Next year some libraries will be able to apply for the TEACH grants. Tracy will be in touch with these libraries.
10. **System Plan input** - Tracy is working on the system plan. She will send it out to you for input.

11. **Open Forum: Issues and Concerns** – There were discussions about 3-D printers and Reference USA (databases).
12. **Adjourn Meeting** - Meeting adjourned at 11:25 a.m. The next meeting will be on December 7 at Shawano Library.