

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees  
April 9, 2013 - 12 Noon  
Kress Library – De Pere, WI**

**Present:** Bob Entringer, Marsha Hoeffs, Julia Wallace, Christopher Wagner, Gina Reinardy, Paul Kegel, Denise Bellmore, Connie Seefeldt, Sandy Ryczkowski, Cheryl Maxwell, Miriam Erickson, Kathy Pletcher.

**Excused:** Ken Harter, Rosetta Stern, Kay Krall.

**Also present:** Lynn Stainbrook (Brown), Corrie Campbell (Brown County Board), Amanda Burns (Suring), Kristie Hauer (Shawano), Joan Denis (Oconto Falls), Mark Merrifield (NFLS), Denise Fitzgerald (NFLS).

1. **Welcome & lunch.** Cheryl Maxwell called the meeting to order at 12:10. Introductions were made. Mark welcomed Kathy Pletcher, new member of the NFLS board, representing Brown County. Kathy is the President of the Brown County Library Board, and is a member of the Wisconsin Council on Library and Network Development (COLAND), as is Miriam Erickson.
2. **Agenda Revisions.** Item 5.3 will be presented with item 7.  
*Joan Denis joined the meeting.*
3. **Open Forum.** Lynn Stainbrook welcomed everyone to the De Pere Kress Branch Library.
4. **February 12, 2013 minutes.** Miriam Erickson moved to approve the February minutes; Paul Kegel seconded. **Motion carried.**
5. **Reports:**
  - 5.1 President – Cheryl Maxwell
    - a) Appoint Personnel Committee. Cheryl appointed Miriam Erickson as the chair to the Personnel Committee, with Sandy Ryczkowski, Chris Wagner and Ken Harter, as well as herself, rounding out the committee.
  - 5.2 Treasurer's Report – Sandy Ryczkowski. Stated that everything appeared to be in order on the January statement of revenues and expenses which was sent with the board packet. The NFLS audit will be done April 23 by Tom Karman of Schenck, and information from the audit will be brought to the June board meeting. Sandy noted that she will be receiving a list of the bi-weekly NFLS checks to be signed, and will approve them via email or fax. NFLS can then stamp the checks with her signature. Chris Wagner moved to accept the report; Julia Wallace seconded. **Motion carried.**
  - 5.3 OWLSnet Report – Gerri Moeller – deferred to item 7 on the agenda.
  - 5.4 Director – Mark Merrifield.
    - Kristin Backhaus is the new director at the Farnsworth Library in Oconto. Both she and Amanda Burns, Suring's new director, have their MLS library degrees.
    - Mark said the Lena Public Library is the only NFLS library actively working on becoming a joint library. Their joint library agreement would split the library's costs between the village and town. The Lena Library's board will review the joint library process at their April 10 meeting. They have to develop a plan and present it to the county board for their approval, and then submit it to the state Division for Libraries and Technology (DLTCL) for approval. The effect would be on the town of Lena, as all towns not included in library communities are charged additional tax dollars to cover inter-county Act 420 charges. They would be putting their funding directly into their community instead of paying these fees.
    - Brown County Library is sponsoring futurist Garry Golden to speak April 11, and NFLS sent out invitations to the member librarians and library trustees to participate in the event.
    - Kristie Hauer purchased two classic books to add to the Shawano Library's collection in memory of Mary Helen Montoure with funds provided by NFLS.
    - The NFLS Board's June 11<sup>th</sup> meeting will be at the Oneida Community Library.
    - Connie Seefeldt asked when the libraries' collection development grants were paid. Mark said they were distributed in March.
6. **Member Library Report – Suring - Amanda Burns.** Amanda has been Suring Library's director for eight months. She has been focusing on getting patrons back into the library. They library has had programs such as a patron photo-booth for an extended period of time, and will feature a patron appreciation day during National Library week, along with other special programs. The library is open

28 hours a week in summer and 30 hours a week during winter. Five townships belong to her joint library.

**7. OWLSnet Annual Report** – Rick Krumwiede and Gerri Moeller gave a Powerpoint presentation on OWLSnet highlights. Regarding the integrated library system (ILS), online patron registration was implemented in 2012 due to requests from the librarians. Patrons sign up and get a start on registering. This feature has been popular. Digital signature pads were purchased by some libraries, and individuals' signatures are put in their patrons' records. More and more libraries seem to be going in that direction. The Sierra upgrade went through in the fall of 2012, and most of the functionality is now good. Gerri is working on further upgrades. She has been able to generate reports more easily with the new system. Regarding infrastructure, bandwidth upgrades have been implemented, so remote computer upgrades are becoming accessible at all the libraries. Easier wireless access is needed with e-readers' use, so the "I agree" page was eliminated. Public internet computers are difficult to update, and Dave Bacon, OWLS' computer network manager, has been working on pc software upgrades. One Click Digital audiobooks were added to the collection in 2012, complementing the Overdrive e-book collection. The Overdrive Redesign was put together with help of OWLS staff. Series information is now available in InfoSoup. Services now include Shoutbomb, and the Adult Reading Challenge, which was the suggestion of Mariel Carter of the Marinette Library; "The Year of Reading Dangerously" is this year's program. InfoSoup Memory Projects include digital collections such as the History of Coleman. Annual report data has been simplified because of collection and service information being pre-populated in the reports by the state. Rick said 2012 showed a downward trend in activity levels such as circulation, library visits and computer use; whereas, program attendance has seen an increase. Reasons for this may be flat funding of library budgets, fewer collection additions, and the availability of e-books. The number of items added to collections decreased significantly in 2011 and 2012. OWLSnet resource sharing is also down. If e-books materials totaled in the additions to the collections, the amount of new materials would be up. With more money put into e-book collections, the wait for holds has decreased. Some publishers do not make their e-book collections available to libraries. Mark said there is still no high speed internet in many of our rural communities for patrons to use downloads at home. Gerri noted that the OWLS staff is always looking at trends, and will keep the board up-to-date.

**8. System Consolidation Report.** Rick Krumwiede reported on the System and Resource Library Administrators' Association of Wisconsin (SRLAAW) subcommittee that is working on this issue. The committee is summarizing the themes that emerged from the librarians' surveys and the February retreat. In Rick's opinion, one of the themes is that library laws are old and problematic. Another is that service requirements need to be reviewed. Systems continue to play a vital role in resource sharing. ILS consortia and delivery service are still considered to be critical system services. Larger systems and consolidations are probably inevitable. The law is a barrier to this, along with existing differences in services. Rick said most public libraries in the state of Wisconsin appreciate their systems. The committee is exploring new governance. Two online meetings and two full day meetings of the subcommittee have taken place. Setting standards for systems is felt to be essential. The subcommittee will provide recommendations to address the law. They feel that the resource library mandate should be eliminated. They are working on demographic recommendations for change – the minimum and maximum number of libraries, counties and populations that could be in a system. The subcommittee will have a draft report at SRLAAW's May 1 meeting. They will then present at the WAPL conference which takes place May1-3, 2013, in Lake Geneva. The committee plans to spend May through July working with the libraries, systems and legislators, and to then take the plan to the SRLAAW meeting in August for approval, to forward to DPI and the WLA Library Development and Legislation Committee. Best practices can be used as parameters for consolidation. Connie Seefeldt said the Wisconsin Counties Association is interested in this issue.

**9. New Business.** Mark stated that with the Menominee Library no longer a member of OWLSnet, NFLS needs to formally vacate the Keshena library's OWLSnet agreement. This item will be included in the June Board agenda.

**10. Adjourn.** Bellmore moved to adjourn the meeting at 1:40; Seefeldt seconded. **Motion carried.**

**Next Meeting: Tuesday, June 11, 2013 – Oneida Community Library**

Gina Reinardy, Secretary  
Denise Fitzgerald, Recording Secretary