

**Minutes of the
Nicolet Federated Library System
Board of Trustees
April 8, 2014 - 12 Noon
Brown County Central Library**

Present: Gina Reinardy, Paul Kegel, Sandy Ryczkowski, Cheryl Maxwell, Miriam Erickson, Ken Harter, Corrie Campbell, Kathy Pletcher, Marsha Hoeffs, Julia Wallace, Bob Entringer, Denise Bellmore, Nancy Miller, Rosetta Stern.

Excused: Christopher Wagner, Connie Seefeldt.

Also present: Lynn Stainbrook (Brown), Kimberly Young (Brown), Kristie Hauer (Shawano), Joan Denis (Oconto Falls), Kristin Stoeger (Oconto), Kay Rankel (Gillett), Gerri Moeller (OWLS), Mark Merrifield (NFLS), Denise Fitzgerald (NFLS), Kristin Tenor (NFLS).

1. **Welcome and Lunch.** Cheryl Maxwell called the meeting to order at 12:15. Introductions were made. Nancy Miller, Florence's new NFLS board representative, and Kristin Tenor, NFLS' new administrative assistant, were welcomed
2. **Agenda Revisions.** None were made. Miriam Erickson moved to accept the agenda as presented; Paul Kegel seconded. **Motion carried.**
3. **Open Forum.** No one came forward.
4. **February 18, 2014 minutes.** Bob Entringer moved to approve the minutes as mailed. Paul Kegel seconded. **Motion carried.**
5. **Reports:**
 - 5.1 President – Cheryl Maxwell.
 - 5.1 a. Appoint Personnel Committee for 2014. Cheryl recommended that the current Personnel Committee members be reappointed. She asked if any other board members would like to be on the committee. Julia Wallace volunteered, and Cheryl appointed Julia to the Personnel Committee, along with the present members – (President) Cheryl Maxwell, (Vice-President, President-Elect) Ken Harter, Chris Wagner, Sandy Ryczkowski, and Miriam Erickson as chair.
 - 5.2 Treasurer's Report – Sandy Ryczkowski - Stated that the January financials have not been closed out yet. The system audit will be carried out in late April, and be presented to the board at the June meeting.
 - 5.3 Personnel Committee – Miriam Erickson. Noted that the committee met before today's board meeting. They are implementing a new evaluation system, moving towards measurable goals and objectives for the director. Ken Harter had recommended using a SMART goal system, with timelines and measurable outlined achievement of goals. Mark handed out a draft plan of six major goals which he had presented to the committee. He summarized the goals. Regarding the first goal of a consolidation/merger draft plan, the NFLS and OWLS systems would name a committee of their board members in August, after Mark meets with OWLS' director, Walter Burkhalter, to discuss the possibility of a merger. Corrie Campbell and Kathy Pletcher would like to involve the board members from the beginning of the process. Ken Harter said it would be better to take a measured approach, evaluating the steps in a timely fashion. Maxwell suggested that a board committee could be named in June, after Mark's revised report is presented. Gina Reinardy asked if the OWLS board could name a committee in June also, and the committees could get together in late June. Mark stated that he would discuss this with Walter. A plan will be formed by the end of 2014, followed in 2015 with steps outlined in order to implement the merger. Erickson mentioned that Kathy Pletcher is on the Governor's appointed Council on Library and Network Development (COLAND) board, and at that level there has been discussion on the urgency of merging systems. After fine-tuning, the modified draft of goals will be presented to the Board after the next Personnel meeting.
 - 5.4 Director – Mark Merrifield – Mailed his report to the board. He stated that there are some administrative issues in the NFLS office that take an inordinate amount of his time. Sandy Ryczkowski asked if Mark's report could note the progress of set goals instead of listing his

projects and issues. Mark will integrate the two, as prior to this board members had asked him to list his projects and issues.

6. **OWLSnet Report - Gerri Moeller.** Gerri gave an update on the InfoSoup Discovery Layer, an interface for public library users, separate from the integrated library system, providing access to all materials with social features such as reviews. It would also provide e-book information and transactions at a central location. There is a committee of ten NFLS and OWLS library staff members which has narrowed down the primary interface options. Gerri showed examples of catalogs that do this interfacing, including Encore and BiblioCommons. Statistics would also be included with the new system. Gerri said the committee will present their findings to the full OWLSnet Administrative Advisory Committee (AAC) at their May 2014 meeting, but would not be ready to purchase the new product until 2015. They are lining up cost comparisons. Kathy Pletcher asked if this type of interface would work for Brown County, and Gerri said that it would. This would make the search display easier for both Brown County and OWLSnet patrons.
7. **Member Library Report – Kay Rankel, Gillett Public Library.** Kay distributed a report on the Gillett Public Library, and described some of their innovative and collaborative programs. Their library is currently in negotiation with BMO Harris Bank, in the hope of purchasing a closed branch bank located next to the library. They would convert this building into a community activity center, and the library's meeting room could then be transformed into library space. Kay stated that the library's biggest challenge is funding, which is tied to circulation. Unfortunately the circulation statistics have been going down, although the library has been more busy than ever.
8. **Act 157 Information (Assembly Bill 288).** Distributed sheet from *Channel Weekly* on Act 157. Essentially, the new law states that a county must make a library service payment to each public library in an adjacent county, whether or not it maintains a consolidated public library for the county. This law is in effect now.
9. **Oconto and Kewaunee County Library Plans.** Mark said he has been working with both county library boards on updating their plans. There is a draft plan in process with the Oconto County Library Services Board. The Kewaunee County Library Services (KCLS) Board has a mission statement and goals devised. Bob Entringer, president of KCLS, stated that the Kewaunee County libraries are funded 60% through the cities, and 40% through the county. Entringer noted that DPI has mandated a new plan. There will be public hearings on the plan, and it should be implemented in 2015.
10. **Menominee Library Update.** Mark sent CE certification application information to the Menominee Library director, Maria Escalante, and the forms have been filed with DPI. He is assisting Maria in forming a new library board.
11. **System Merger and Consolidation Update.** Mark noted that he has been in touch with the director of the Wisconsin Valley Library System, discussing the potential of collaborating on a number of programs, and possibly merging or consolidating. Consolidation would involve pulling programs together, with local centers of operation intact, whereas merging would combine two systems together.

(Closed session was not held.)

12. **New Business.** Kathy Pletcher asked what the board would do with the information that Chris Wagner sent out concerning Mark's evaluation and board involvement. Cheryl Maxwell said this would be addressed in the June meeting
13. **Adjourn.** Ken Harter moved to adjourn at 1:45 pm. Robert Entringer seconded. **Motion carried.**

Next Meeting: Tuesday, June 10, 2014, Farnsworth Public Library, Oconto

Gina Reinardy, Secretary
Denise Fitzgerald, Recording Secretary