

**Minutes of the
Nicolet Federated Library System
Board of Directors**
Tuesday, April 11, 2017 at 12 Noon
Weyers-Hilliard Branch Library, 2680 Riverview Drive,
Green Bay, WI 54313

Present: Rosetta Stern, Marsha Hoeffs, Paul Gustafson, Ken Harter, John Lemke, Corrie Campbell, Julia Wallace, Christopher Wagner, Kathy Pletcher, Cheryl Maxwell, Sandy Ryczkowski

Excused: Bob Entringer, Nancy Miller, Elizabeth Arnold, Miriam Erickson

Also present: Mark Merrifield (NFLS), Jamie Matczak (NFLS), Megan Theys (NFLS) Amy Peterson (Lena), Brian Simons (BCL), Jennifer Thiele (Marinette)

Unexcused: Evan Hucek

1. **Welcome & lunch.** Corrie Campbell called the meeting to order at 11:57 a.m. Introductions were made.
2. **Agenda Revisions.** None were made.
3. **Open Forum.** Brian Simons said that Brown County Library will help host a three day book and author festival from April 28-30. It is being put on by Untitledtown and 70 authors will be coming to Green Bay for the event, including Sherman Alexie and Margaret Attwood.
4. **February 14, 2017 minutes.** Ken Harter asked to modify item 6. Election of Officers to say: "The Nominating Committee of Bob Entringer and Marsha Hoeffs nominated Julia Wallace as Vice President/President-Elect, Marsha Hoeffs as Secretary, Sandy Ryczkowski as Treasurer, and Rosetta Stern as Member-at-Large. Entringer made a motion to close the nominations and cast a unanimous ballot for the slate. Ken Harter seconded. Motion carried." Ken Harter moved to accept minutes with the modification. Kathy Pletcher seconded. **Motion carried.**
5. **Reports:**
 - 5.1 **President – Corrie Campbell** – On April 21st there will be a budget forum with John Nygren and the rest of the Joint Finance Committee at Marinette High School. Campbell encouraged a strong showing of library trustees and librarians to show their support for a \$1.5 million increase in library funding from the state.
 - 5.1a. **Appoint Personnel Committee** – Campbell reappointed Julia Wallace, Chris Wagner, Miriam Erickson, Sandy Ryzckowski, Cheryl Maxwell and Ken Harter to the Personal Committee, with Harter as chairperson of the committee. Harter accepted the appointment.

- 5.2 **Treasurer's Report – Sandy Ryczkowski** – Board members received the January financial statement with their Board mailings. Ryczkowski said that CE workshops (line 6240) spent more money at the beginning of the year than the end. She motioned to accept the January financial statement. Seconded by Kathy Pletcher. **Motion carried.**
- 5.3 **Personnel Committee – Miriam Erickson** – Miriam Erickson was going to call and attend the meeting via telephone, but the Board was unable to reach her. She will report at the next meeting. The Personnel Committee will meet in the next month.
- 5.4 **Director's Report – Mark Merrifield** – OWLS Director Gerri Moeller will be leaving on June 1st. She's taking a job in Minnesota. OWLSnet will now allow three renewals instead of two. This was a unanimous decision at the last AAC meeting. The reciprocal borrowing agreement between NFLS and Winnefox has been updated. There's nothing new, it was just updated. The property where NFLS rents its office is for sale. It has been shown to two different groups but has not been sold yet. When it is sold, the rent will remain the same. In February, two Waltco trucks rolled over in a snowstorm. No one was hurt but some materials were damaged. After all the items were collected at NFLS, one invoice was sent to Waltco for \$226. Waltco will cut NFLS one check and NFLS will reimburse the individual libraries.
6. **Member Library Report – Amy Peterson, Lena Public Library.** – Amy Peterson has been the director of Lena Library for 2.5 years. In early 2016, the town and village of Lena merged, which made the library stronger financially, including benefits for the director, and allows the library to be open every day. In 2016 the Board worked on trustee training and updating their manuals. Lena Library has a monthly book club, a Lego club, a teen craft once a month, show a movie once a month, and a weekly story time. The nearby elementary school classes come over often for crafts, story time, and to read to each other. She also features a Dad and Doughnuts Story Time. Events include Oconto County Reads!; an annual book sale during Dairy Fest; and Bike Safety Rodeo with police (kids go home with a free helmet). The Lena Lions Club buys the library one piece of technology a year (a computer, a scanner). Lena Library is the only place in town that has free WiFi. Patrons also often use the scanner, fax machine, and printers because they don't have them at home. One of the biggest challenges for the library is space. As a small library, they rely heavily on the technology, Interlibrary Loan, and Continuing Education services provided by NFLS. One of her worries with PLSR is that the simple services provided by NFLS to the small libraries like hers will get overlooked.
7. **OWLSnet Fee Structure Changes Update.** – Mark Merrifield said there are no changes that are going to be made at this time. There was a report made at AAC, and it's going to be looked at further. Gerri Moeller is leaving OWLS and the deadline to make it into the next budget is almost here. He said there will be

no change for 2018 because there is no agreement at this time. There may be more discussion of it at the next AAC meeting but he doesn't believe that a decision will be made.

8. **Approve Additional Library Services Grants.** –Cheryl Maxwell moved to approve the library services grants for Oneida, Menominee, and Shawano County. Marsha Hoeffs seconded. **Motion carried.** NFLS will provide an overview of the grants at the next meeting.
9. **Delivery Progress Report.** Mark Merrifield talked to Bob Walters from Waltco. Bob Walters provided a revised schedule to Merrifield late last week. Merrifield will meet with Holly Handt (who is in charge of NFLS's Delivery services) tomorrow to go over the revised schedule.
The PLSR Delivery group asked for delivery statistics. They are using the ones NFLS did for the delivery survey in January. BCL and Suring did not participate in that survey so they are participating in the current survey.
10. **LSTA 2017 Grants Update.** – NFLS received two LSTA grants. The first is a \$28,650 technology grant that will be used to offset database costs. The second grant of \$5,000 will provide people counters for libraries that don't have them. The Division for Libraries and Technology wants to install people counters so they can get more accurate statistics.
11. **Federal Library Service and Technology Grant** – This grant may be cut under the president's proposed budget. The grant is worth about \$2.6 million. The Division is 65% funded by this grant. The other 35% goes to other grants and database payments. Kathy Pletcher encouraged everyone to contact the Wisconsin Congressman and Senators to make sure they keep this in the budget. She will send everyone background information that they can use. Sandy Ryczkowski asked who will pick up the cost if this is cut. Pletcher said the programs/funding goes away unless the state picks it up. Community Development Block Grants are also scheduled to be zeroed out in the proposed budget. Libraries receive benefits from this grant too. At Marinette, these funds were used to make restrooms handicap accessible.
12. **Legislative Update and Joint Finance Meeting** – Kathy Pletcher. – NFLS would receive \$100,000 of the \$1.5 million if the increase passes the state budget. The increase didn't get into the governor's budget so the next step is the joint finance committee. There are teams that are attending the joint finance committee meetings across the state to speak in support of the increase. Pletcher passed out a written letter that can be given to the legislators when meeting with them. Pletcher, Corrie Campbell, and Jamie Matzcak will make a few revisions to the letter before the meeting on April 21st. Corrie Campbell will attend the meeting. It will be on April 21st at 10:00 a.m. at Marinette High School. It may take all day before the library group gets a chance to speak; plan accordingly.

13. **County Library Planning Progress Report. – Mark** – Menominee Library is making some progress. They have a draft of their bylaws and plan of service. They will be ready to have public meetings next month. Shawano has a plan of service draft that the Library board is going over. Marsha Hoeffs said that all the townships in Shawano are in agreement on the plan. Brown County and Florence County are just starting on their plans. Door County has a new library director so theirs will be a work in progress.
14. **Public Library Redesign Project Update – Jamie Matczak** – Matczak has been sending email updates to the Board members. The letters included in the last update will be discussed at next Steering Committee meeting. Matczak serves on the Continuing Education workgroup meeting, which recently merged with the Consulting workgroup. Only Matczak and Stephanie Weber of Florence are serving at PLSR from NFLS. Part of the problem is that reimbursement funding for travel is not available. However, some meetings are available as GoToMeetings.
15. **New Business.** – Chris Wagner asked for clarification on the bylaws for reporting absences. The language says “absences from meetings must be called in to the System office.” He wanted to know if an email would be acceptable; Mark Merrifield said it is acceptable. Jamie Matczak pointed out that the bylaws were written before email. Cheryl Maxwell asked that the fees structure committee be left on the agenda for the next meeting. Jennifer Thiele said that at the last AAC meeting, the members had agreed to vote on the proposal at the next AAC meeting in May. Merrifield said that there will probably be a delay. Amy Peterson asked if the agenda comes out and the vote is on the agenda if there’s anything they can do. Merrifield does attend the AAC meetings. Cheryl Maxwell and Mark Merrifield will keep in contact. It was clarified that all member libraries have a vote at the AAC meeting; however the NFLS Board cannot vote on it. If it is passed at the AAC, then the OWLS Board will vote on it. The NFLS Board can request to meet with the OWLS Board to discuss it. If the vote is on the AAC agenda, Corrie Campbell would like to be notified immediately so she can call a meeting with the OWLS Board.
16. **Adjourn.** Cheryl Maxwell moved to adjourn; Kathy Pletcher seconded. Meeting adjourned at 1:47 p.m.

Next meeting: June 13 at Lakewood