

**Minutes of the
Nicolet Federated Library System
Board of Directors
Wednesday, August 16, 2017 at 12 Noon
Weyers-Hilliard Branch Library,
Green Bay, WI 54313**

Present: Corrie Campbell, Bob Entringer, Miriam Erickson, Paul Gustafson, Ken Harter, Cheryl Maxwell, Nancy Miller, Kathy Pletcher, Sandy Ryczkowski, Christopher Wagner, Julia Wallace

Also present: Jamie Matczak (NFLS), Holly Handt (NFLS), Jennifer Thiele (Marinette), Brian Simons (BCL) Kristie Hauer (Shawano)

Excused: Marsha Hoeffs, Evan Hucek, John Lemke, Rosetta Stern, Elizabeth Arnold

1. **Welcome & lunch.** Corrie Campbell called the meeting to order at 12:05pm.
2. **Agenda Revisions.** Miriam Erickson motioned to adopt the revised agenda. Bob Entringer seconded. **Motion carried.**
3. **Open Forum.** There was no one who wished to speak in the open forum.
4. **June 13, 2017 minutes.** The minutes were amended on page 3 to strike “getting much closer to breaking even over time” and to substitute: “drawing down on the reserve fund.” Bob Entringer motioned to approve the amended minutes. Julia Wallace seconded. **Motion carried.**
5. **Reports:**
 - 5.1 **President – Corrie Campbell –**
 - President Campbell reported that she had received a letter from Brian Simons regarding interlibrary loan delivery services for Brown County libraries. The concern expressed in the letter is that after the NFLS staff moved out of the Central Library to the new NFLS office Waltco started billing Brown County Library for the interlibrary loan stop at Central Library. President Campbell said that BCL concerns will be addressed as part of the process for reviewing the delivery contract. She indicated that Holly is gathering information on the history of the delivery system for member libraries and the cost and then look forward to make sure that there is equity among all libraries. Ken Harter is assisting Corrie with this analysis.
 - President Campbell reported that since the last meeting Kathy Pletcher had emailed her with the suggestion of creating a Finance Committee as a subcommittee of the Board. Corrie indicated that

most of the Boards she has served on do have a Finance Committee and she thought it was a good idea to discuss. It has been placed on the agenda today for potential action.

5.2 **Treasurer's Report – Sandy Ryczkowski –**

- Treasurer Ryczkowski directed the Board to the “Statement of Revenue and Expense” distributed to them. She pointed out that the fiscal year is at the halfway point and we have only 25% of our revenue remaining. She consulted with Jamie regarding this situation to determine if the Board should be concerned. It turns out it is typical for NFLS to pay several large expenses up front and the remaining revenue should be sufficient to pay the remaining expenses for 2017. Sandy noted that the Board approved library grants at the previous meeting that exceeded the approved budget by \$1,208. Jamie assessed the operating expenses to determine where there might be funds to cover this overage. Jamie will be moving that amount from continuing education budget to cover library grants approved by the Board. At the last Board meeting it was decided we should work with the financial manager to produce reports that align better with our budget. Sandy indicated that this will be taken up by the Finance Committee (should it be approved.)
- Sandy motioned to approve the Treasurers report. Cheryl seconded.
Motion carried.

5.3 **Personnel Committee – Ken Harter –**

- Ken Harter reported that the Personnel Committee met with Corrie regarding a number of operational issues. The Board had asked Jamie to step up as Interim Director after the unanticipated resignation of the Director and Jamie agreed. However there was no formal process put into place to provide support for Jamie in this new role. Essentially she had been left on her own for 9 weeks. The Personnel Committee discussed the complexity of the Director role and what they could do to support Jamie better. The Personnel Committee came to the conclusion that it might be best to move forward with posting the Director position sooner (2017) rather than later (2018.) They also concluded that during the interim the Executive Committee should meet regularly with Jamie to provide guidance and advice on situations that arise. Ken sat down with Jamie to review the concerns and the Committee's notion of moving ahead with a Director search. Jamie agreed.
- On August 11 there was a joint Executive Committee and Personnel Committee meeting with Jamie to clarify issues. At that meeting the Personnel Committee took action to recommend to the Board on August 16 that a search process begin to hire a permanent Director.
- Ken thanked Kathy for informally mentoring Jamie during this time.

- Julia motioned to approve the Personnel Committee report. Miriam seconded. **Motion carried.**

5.4 Interim Director's Report – Jamie Matczak –

- Jamie is on the WLA conference committee and the PLSR consulting work group. She will attend the SRLAAW meeting on Friday. Last Friday she conducted a Library Advisory meeting and the group agreed to set up another meeting in September to review the draft NFLS budget before it goes to the NFLS Board in October.
- Jamie reported on the New Library Director orientation that has been implemented as a result of the Strategic Plan. Recently the orientation was conducted for two new directors at member libraries. Paul Gustafson asked what is covered in the new library director orientation. Jamie indicated they have a binder of information for the new director. The new director comes to the NFLS office to meet with staff individually: Holly talks about delivery, Megan talks about financials, John talks about technology, and Jamie talks about the CE program and answers other questions about the system services. The new directors also to talk to Brian Simons as the Resource Library Director. Also, each new director is paired up with a mentor library director from the system.
- Jamie is gathering current information on System Director salaries for the Board to consider when setting the salary for the new Director.
- Jamie and staff have reviewed expenditures to see if there are ways to cut back on expenditures that are no longer necessary, such as some office subscriptions.
- Jamie reminded the Board that Trustee Training week is next week. She will resend the link to the registration form.
- Jamie distributed a document listing the dates she will be out of the office due to professional commitments.
- Paul Gustafson motioned to approve the Interim Director's report. Ken Harter seconded. **Motion carried.**

6. Member Library Report - Jennifer Thiele (Marinette)

- Marinette is a consolidated county and has 7 branches. In the last three years they have seen more e-Books usage and attendance at programs. There are broadband access problems in many communities in the county. People come to the library to use the hi-speed internet. Many people are attempting to do online learning and need test proxy services. The library has stepped up to provide this service. Jennifer is always looking for ways to serve the underserved people in the northern part of the county. For example, Dunbar residents used to have a college library

they could use. When the college closed they lost their access. Jennifer is looking at how the county library funding could support a small facility for wi-fi or hotspots for residents. She would like to create a virtual library branch to serve Dunbar residents. Dunbar is not the only area that is underserved. Marinette County lacks broad band in many areas. The library works with UW-Extension to bring in more programs.

- Marinette has a problem with drug abuse and many people end up in prison. Jennifer has been working on digital literacy for inmates so they can learn how to search for jobs. The Library is collecting used e-Readers and is loading e-Books on readers to give to inmates. The Marinette Literacy Council supports literacy programs and the library partners with the Council. For example, Jennifer provides technology training to volunteers who work directly with the inmates.
- Jennifer recently received a grant for a mobile “civics lab.” The Marinette Public Library has been teaching citizens how to engage in difficult conversations without being aggressive. They watch TED talks and discuss them. It’s been a very successful program in Marinette and the mobile civics lab will expand this program out to the branches.
- Children’s program attendance has been increasing. This year a coding class was added . (computer programming) The library started a coding club this summer that has been well attended. Another program called “Tinker Thursday” brings in speakers to demonstrate how things work. This program has been popular with a wide range of ages. The Library started a Pokymon club which reaches the 9-12 age group, boys especially like this program. Book baby programs is also very popular with Moms.
- The Marinette County Library System is working on a strategic plan.
- The Library Board approve the 2018 budget last week. The increased cost for the OWLS ILS service is difficult to absorb. Jennifer is waiting to hear back from the County administrator whether their budget is approved or if they have to cut their budget.

Chris Wagner complemented Jennifer on working with prisoners and getting young people into the library. Sandy commended her on taking on the big societal issues like the community discussions and TED talks. Cheryl said Marinette County appreciates Jennifer very much for her passion, her creativity and her hard work. Cheryl also mentioned that Jennifer just completed her Doctorate in Library Science from UW-Milwaukee. The Board applauded Jennifer’s achievement. Corrie said: “Jennifer’s report is a great illustration of what libraries are morphing into. They are becoming community gathering spaces outside of the school system. Libraries support their communities. Thank you for all of your work.”

7. NFLS Long-Term Plans of Authorizing Hire for New Director– Possible Action.

- Ken Harter motioned the NFLS Board of Trustees authorize hiring the System Library Director with a start date of January 1, 2018. Cheryl seconded. Discussion ensued. MLS is required. Business acumen is important. Visionary, big picture, political savvy. Understanding the political process and building relationships with government. **Motion carried.**

8. Proposal for NFLS Finance Committee - Possible Action.

- President Campbell advocated to create a Finance Committee. Julia Wallace motioned to create a Finance Committee. Chris seconded. Discussion ensued. Sandy suggested to modify the language to say “Director/Interim Director” since the Board is moving forward to hire a Director. **Motion carried.**

9. NFLS Office Lease Renewal – Possible Action

- Ken Harter motioned to renew the office lease. Sandy seconded. **Motion carried.**

10. Legislative Update and System Funding Update.

- No action. Waiting for the budget

11. Public Library Redesign Project Update

- Kristie Hauer summarized the written report she had provided on the PLSR. There are seven different work groups that are working on various functional areas. They are in year two of a three-year study.

12. CLOSED SESSION - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Ken motioned to go into closed session, seconded by Sandy at 2:04 pm. Roll call vote: Chris--aye; Cheryl--aye; Julia--aye; Sandy--aye; Nancy--aye; Ken—aye; Kathy—aye; Paul—aye; Bob—aye; Miriam—aye. **Motion carried.**

13. Reconvene in open session pursuant to WI Statutes Section 19.85 (2). Ken motioned to reconvene in open session at 2:13. Seconded by Paul. **Motion carried.**

14. Possible action from closed session. Moved by Bob and seconded by Miriam. **Motion carried.**

Bob Entringer motions to increase Holly Handt’s salary by 10% and change her title to Coordinator of Delivery and Interlibrary Loan, effective Jan 2018, and approve 2% cost of living for John Kronenburg and Megan Theys effective

January 2018. All are contingent upon satisfactory evaluations in December.
Miriam seconded.

Motion carried.

15. New Business

- Intersystem Agreement with Winnefox Library System – Possible Action. Kathy Pletcher motioned to approve the Intersystem agreement. Sandy Ryczkowski seconded. **Motion carried.**
- Miriam announced that Egg Harbor is building a new library and community center and suggested that NFLS meet in Egg Harbor in the spring.

16. **Adjourn.** Cheryl motioned to adjourn at 2:24 p.m. Chris seconded. **Motioned carried.**

Next meeting: Tuesday, October 10, 2017

Kathy Pletcher, Recording Secretary