

**Minutes of the NFLS Board of Directors
Tuesday, December 5, 2017 at 12 Noon
Kress Branch Library, 333 N. Broadway, De Pere, WI 54115**

Present: Corrie Campbell, Elizabeth Arnold, Bob Entringer, Paul Gustafson, Marsha Hoeffs, Sandy Ryzcowski, Cheryl Maxwell, Chris Wagner, Kathy Pletcher, Ken Harter, Miriam Erickson, Julia Wallace

Also Present: Jamie Matczak (NFLS), Megan Theys (NFLS), John Kronenburg (NFLS), Holly Handt (NFLS), Kristie Hauer (Shawano), Tracy Vreeke

Excused: Nancy Miller, John Lemke, Rosetta Stern

1. **Welcome and Introductions.** Corrie Campbell called the meeting to order at 12:02 p.m. Introductions were made.
2. **Agenda Revisions.** None were made. Cheryl Maxwell moved to approve the agenda; Ken Harter seconded. **Motion carried.**
3. **Open Forum.** Nothing was reported
4. **October 10, 2017 minutes.** No revisions were made. Miriam Erickson moved to approve the minutes; Kathy Pletcher seconded. **Motion carried.**
5. **New Director Recommendation and Discussion.** Harter said that the New Director Committee offered at-will employment to a candidate for the position of system director and the job was accepted by candidate. Further discussion and possible approval of the candidate will happen in closed session.
6. **CLOSED SESSION** - Elizabeth Arnold moved to go into closed session at 12:05 p.m. 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. Kathy Pletcher seconded. Roll call was taken. **Motioned carried.**
7. **Reconvene in open session pursuant to WI Statutes Section 19.85 (2).** Open session reconvened at 12:29 p.m.
8. **Possible action from closed session.** Harter motioned to approve hiring Tracy Vreeke as the Director of the Nicolet Federated Library System, effective January 3, 2018, at a starting annual salary of \$72,000, with the opportunity to earn a 2% salary increase at 6 months based on meeting performance objectives set by the Board and continuing to complete her course work toward a MLS degree, and an additional 2% salary increase at 12 months based on meeting performance objectives set by the Board, and continuing to complete her course work toward a MLS degree, of which she will earn by May 2019. Sandy Pletcher seconded. **Motion carried.**

Campbell introduced Tracy Vreeke to the Board.

Harter motioned to approve hiring Rebecca Petersen, Director of the Manitowoc-Calumet Library System, as a part-time consultant at a salary of \$50.00 per hour, plus travel reimbursement to NFLS when needed, for six hours per month throughout 2018 to ensure compliance with Wisconsin Statutes, and to provide knowledge transfer to the NFLS Director regarding DPI requirements. Miriam Erickson seconded. **Motion carried.**

8. Lunch. Campbell called a recess at 12:32 p.m. for lunch. Campbell called the meeting back to order at 12:48 p.m.

9. Reports:

9.1 President – Corrie Campbell – Campbell asked Tracy Vreeke to introduce herself and the board members introduced themselves to Vreeke. Jamie Matczak has accepted a job at Wisconsin Valley Library Service. Her last day will be December 27, 2017. Campbell thanked her for her years of service at NFLS. This is Chris Wagner's last meeting. Campbell thanked him for his service of nine years on the Board. Campbell will make a formal announcement about Vreeke and Matczak next week.

9.1a. Appoint Nominating Committee – Campbell reappointed the Nominating Committee of Bob Entringer and Marsha Hoeffs. They accepted the appointment.

9.2 Treasurer - Sandy Ryczkowski – The October financial statements were sent to the Board in their packets. NFLS's budget is on target for the remainder of the year. Ryczkowski motioned to accept the financial statements. Maxwell seconded. **Motion carried.**

9.3 Personnel Committee – Ken Harter – Ken thanked everyone who served on the Personnel Committee for their extra time over the past couple of years. They will meet after this meeting to create a plan to check-in and provide feedback for Vreeke. Because Matczak and Wagner are leaving, Harter recommended that Campbell appoint Kathy Pletcher to the committee. Campbell will add this to the January Board Meeting Agenda.

9.4 Finance Committee – Sandy Ryczkowski –Ryczkowski said the Finance Committee was waiting to set plans and future commitments until NFLS had a director. They will meet with Vreeke and determine a plan for 2018. Julia Wallace said the bylaws need to be revised. The Board thinks this a good time to do it with a new director coming in.

9.5 Interim Director – Jamie Matczak – Matczak has accepted a position at Wisconsin Valley Library Service as a consultant, to create marketing plans/templates, do grant writing, and Continuing Education work. She will be working remotely so she will still be in Green Bay. She recommends that her last day be December 29, 2017. She will be working with the staff to have them take over any of her immediate duties. She will continue to be a reference to Vreeke as needed.

Matczak will still do the Wild Wisconsin Winter Webinar—it's too big of a job to ask the NFLS staff to do it.

NFLS's 2019 state aid came in last week.

Vreeke will meet with Glen Strebel, the NFLS accountant, next week.

The email Matczak sent to the Board can be accepted as a letter of resignation. Cheryl Maxwell moved to accept her resignation; Elizabeth Arnold seconded. Chris Wagner

added a friendly amendment to clarify that this is not a separation agreement. **Motion carried.**

Matczak thanked the board for their support.

9.6 NFLS Staff Updates

Megan Theys– January will be busy for her with Matczak leaving and Vreeke coming in, but she feels confident that she can handle it.

John Kronenburg – He has continued his work on giving technology training to the member libraries (this is part of the strategic plan). The NFLS office is getting the fiber optic (installation started today). Each library got new routers.

Holly Handt – She worked with Matczak and Brian Simons (BCL) on the Resource Library Agreement. She and Matczak also developed a report on delivery services. They found that NFLS pays some of the lowest prices per stop. Many other systems remarked on their frustration of high prices of delivery; NFLS is not alone in this. Kathy Pletcher reminded the Board that the Financial Committee asked for this report to find out if this was a good time for a change. She said delivery is one of the most important services we provide for our libraries and other Board members agreed. She said it is a good report and she doesn't think this needs to be acted upon right now. PLSR is looking at a different delivery system as well; they should have their recommendations in late spring. Cheryl Maxwell said she talked to her library director who said that they couldn't absorb any of the delivery service. She reiterated that this is one of the best services that NFLS provides. Bob Entringer said it would be unfair to them to disrupt this service. It is a major cost but a necessary service. NFLS still doesn't have a written contract with Waltco. Miriam Erickson said with PLSR and not knowing what is happening, we should just stay with Waltco. Corrie agreed to stay the course; this seems to be best option right now. The Board thanked Handt for the delivery report.

8. **2017 Resource Library Agreement with Brown County – Possible Action.** –Brian Simons revised the language to make it clearer to an outside party. Changes were made in delivery services (there will be an increased amount given to BCL in 2018 and 2019) to get Brown County to equitable services as the other member libraries. Brown County will be provided three programs to NFLS member libraries in 2018 and NFLS will still provide a fall workshop for them. The Financial Committee has already gone over this agreement with Simons. Harter motioned to approve the 2018 Resource Library Agreement; Wagner seconded. **Motion carried.** Campbell signed the agreement.
9. **Member Library Report – Shawano City-County Library.** – Kristie Hauer has been the library director at Shawano for 9 years. In 2018 Shawano libraries will become a consolidated system. They have a delivery van for off-site stops. They stop wherever they need to--post offices, child care centers, nursing homes, etc. In warmer months, they use the delivery van as a pop-up library at farmer's markets and other public events. Shawano County is mostly rural and is spread out. Their Bookmobile was retired two years ago. The delivery van goes to more places now – it provides more than 3 times the amount of materials than it did a few years ago. Shawano has been working on improving their outreach. They try to go to the people on familiar territory rather than having potential patrons be intimidated by coming into the library and not knowing what to do. They have had 104 outreach experiences this year. Since Hauer has started, she has increased library programs by almost 70%. Next year, it will be an added challenge to expand their programing to cover six libraries when they become a consolidated

county. They will continue to try to meet individual library needs. Shawano Library has started a Library of Things – patrons can check out things like Nescos, cookie cutters, or PA systems. They have also started a maker-space and offer escape rooms. Harter suggested have all member library reports start with the history of their library.

10. **New business.**

- a) **Usage of Additional State Funds in 2017** – Kathy Pletcher – Board members received a WLA handout in their packets. NFLS will be receiving a one-time fund of \$35,000 this year and the same amount the following year from the state. In order to get the funding, WLA talked about three key areas of funding resources—increased funding resources dedicated to children with limited broadband access, increased funding resources dedicated to workforce development, and increased funding for lifelong learning. If you or your libraries have example of how the money is being used in these areas, share this with Vreeke. She will collect these stories and share them with WLA to use as persuasion for more funding. Wagner added that if you can tie it into economics this tends to be more persuasive. Pletcher asked to put this as a regular agenda item for future meetings. Paul Gustafson said that Marinette continues to struggle with broadband service in their rural areas and if the money could be used for this. Pletcher said yes and to talk to John Kronenburg. They might not be able to address it this year but this is something that could be brought to the legislature for the following year. Maxwell said that a community should look at local units of government who are also looking for Broadband. This could be a source of collaboration.
- b) **Meeting Schedule 2018** – The 2018 NFLS Board Meeting Schedule was sent out in the Board packet. Erickson said in January the new Egg Harbor library building opens and proposed a future traveling meeting to this location. Matczak will ask Tina Kakuske if she will host the August meeting.

11. **Adjourn.** – Chris Wagner motioned to adjourn. Kathy seconded. **Motion carried and meeting adjourned at 2:10 p.m.**

Megan Theys, Recording Secretary
December 5, 2017