

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees  
February 18, 2014 - 12 Noon  
Brown County Central Library**

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

**Excused:** Cheryl Maxwell, Rosetta Stern.

**Also present:** Lynn Stainbrook (Brown), Kristie Hauer (Shawano), Joan Denis (Oconto Falls), Mark Merrifield (NFLS), Denise Fitzgerald (NFLS), Walter Burkhalter (OWLS), Gerri Moeller (OWLS).

1. **Welcome and Lunch.** Ken Harter called the meeting to order at 12:15.
2. **Agenda Revisions.** None were made.
3. **Open Forum.** No one came forward.
4. **December 3, 2013 minutes.** Miriam Erickson moved to approve the minutes as presented. Kathy Pletcher seconded. **Motion carried.**
5. **Reports:**
  - 5.1 President – Cheryl Maxwell was excused from today’s meeting. Vice-President Ken Harter postponed the appointment of the Personnel Committee.
    - 5.1 a. Appoint Personnel Committee for 2014.
  - 5.2 Treasurer’s Report – Sandy Ryczkowski - summarized the November 2013 report which was sent in the board packet. Recommended that the board approve the report. Kathy Pletcher moved to approve the statement; Denise Bellmore seconded; **motion carried.**
  - 5.3 Personnel Committee – Miriam Erickson. The committee met before today’s board meeting, reviewing the evaluation and goals of director Mark Merrifield. They are transitioning to setting goals for 2015.
  - 5.4 Director – Mark Merrifield –
    - Mailed his report to the board.
    - Noted an editorial from the *Green Bay Press Gazette* Feb 10, 2014, “Libraries Keep Up with the Times Thanks to Internet Upgrade Grants.” The rural library broadband project was promoted, noting that rural libraries in all NFLS counties will see more bandwidth and faster internet speeds as fiber optic cables are installed.
    - Said Wisconsin Assembly bill, AB 288, passed. The bill makes changes to Act 420, and allows a non-consolidated library county to charge a neighboring county for library usage, similar to a consolidated county. The Senate version, SB 397, passed the senate committee, and quick passage in the state Senate is expected. It has been scheduled for the floor this afternoon.
    - Distributed information on the Digital Public Library of America. Mark was selected to represent public libraries in Wisconsin. This digital library is intended to be an easy-to-use portal to access digital materials throughout the U.S. Mark is developing a webinar on DPLA for state librarians.
6. **Election of Officers – 2014.** Nominating committee member, Kathy Pletcher, presented the following names for appointment consideration. All have agreed to serve.

**Treasurer, 1 year term** – Sandy Ryczkowski  
**Secretary, 1 year term** – Gina Reinardy  
**Member-at-Large, 1 year term** – Rosetta Stern

Corrie Campbell moved to approve all appointments in item 6; Bob Entringer seconded. **Motion carried.**
7. **OWLSnet Report - Walter Burkhalter and Gerri Moeller.** OWLS director, Walter Burkhalter, introduced himself, and gave a brief background. He noted that Gerri will report on the year in review, as he has only been the director since October 2013. Gerri summarized the OWLSnet projects for 2013. Walter stated there will be an ongoing OWLSnet planning committee in 2014.

*Gina Reinardy joined the meeting.*

OWLSnet will not be moving from the Sierra service platform. The consortium is exploring a fee structure for inequitable borrowing/lending statistics. Miriam Erickson asked who is on the ongoing planning committee. Burkhalter said there is equal representation of OWLS and NFLS librarians on the committee. Mark noted that OWLSnet member fees went up 1% in 2014.

8. **Discuss & Approve NFLS 2014-2016 Technology plan.** Mark stated that this plan is statutorily mandated by the Department of Public Instruction (DPI). The E-rate program also mandates a technology plan in order to file for telecommunications reimbursement. He went over the priorities, goals and objectives listed. Stated that NFLS is in the process of preparing for the bandwidth improvements for the fiber grant updates at member rural libraries. All the libraries in NFLS except Brown County and Menominee in Keshena will be receiving the fiber optics broadband, as they are now using copper cable. The plan includes the amount of NFLS' budget used for technology services. Mark asked for approval so he can submit the plan to the state. Bob Entringer moved to approve the plan; Sandy Ryczkowski seconded. Chris Wagner questioned the wording on page 9, regarding lending imbalances. Mark said over the years, he has monitored the libraries so they purchase more of the materials that their users want. NFLS and OWLS will be looking at a process to address imbalances. Chris asked about the wording on page 12, #11, "will meet periodically." Mark said the OWLSnet Administrative Advisory Committee (AAC) meets every other month, and he could substitute "a minimum of four times a year" instead of "periodically." Kathy Pletcher and Chris Wagner would like to add a new objective item #7, on page 15, stating that prior to a new technology plan, the previous plan's goals and objectives' attainment will be reviewed with the board. Pletcher would like an evaluation and update on accomplishments quarterly. Harter asked that Mark reorganize his director's report to include input on achievement of these objectives and goals. **Motion to approve the plan carried**, with above noted changes.
9. **Approve Member Library Collection Development Grants.** Mark recommended approval of the list of grants which was distributed. He noted that the Oneida Library had not completed their subprogram form as of yet, and would not be issued a check until the form was sent to NFLS. Miriam Erickson moved to authorize the grants; Corrie Campbell seconded. **Motion carried.**
10. **Review and Approve the NFLS 2013 State Annual Report.** The two-part report was mailed with the board packet. Merrifield stated the report covers state-mandated data and compliance issues. He summarized the report. In Part A, he noted that the system is out of compliance for two reasons – the Menominee Tribal librarian needs to obtain her public library certification. Also, a new plan of service for the Menominee Library needs to be enacted. Mark will file a plan with the Department of Public Instruction (DPI) to reinstate compliance. He can withhold NFLS services to the Menominee Library if DPI approves, in order to bring them back into compliance. They have a new tribal chairman and Mark will work with him. The state reports the statistics from these reports to the federal government. Ken Harter said there was a motion before the board to approve the report. **Motion carried unanimously.**

Kathy Pletcher moved to go into closed session at 2:00 pm. Chris Wagner seconded. Roll call vote was carried out. **Motion passed unanimously.**

11. **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.
12. **Reconvene in Open Session Pursuant to WI Statutes Section 19.85 (2).** Motion by Marsha Hoeffs to reconvene in open session at 3:06 p.m. Corrie Campbell seconded. **Motion carried.**
13. **Possible Action from Closed Session.** No action was taken.
14. **New Business.**
15. **Adjourn.** Acting president Ken Harter adjourned the meeting at 3:08 p.m.

**Next Meeting: Tuesday, April 8, 2014, Brown County Central Library, Lower Level**