

**Minutes of the  
Nicolet Federated Library System Board of Directors  
Tuesday, February 19, 2019 at 12 Noon,  
at the Green Bay Weyers-Hilliard Branch Meeting Room**

**Present:** Corrie Campbell, Paul Gustafson, Theresa Rosik, Elizabeth Arnold, Anthony Yaggie, Kathy Pletcher, Julia Wallace, Miriam Erickson, Kathy Lefebvre, Ken Harter, Becca Berger, Cheryl Maxwell, Rosemary Rueckert

**Excused:** Marsha Hoefts, Bob Entringer, Jan Gehloff

**Also Present:** John Kronenburg (NFLS), Megan Theys (NFLS), Tracy Vreeke (NFLS), Sue Lagerman (Brown County)

1. **Welcome, Introductions, and Lunch.** Wallace called the meeting to order at 12:05 p.m. Rosemary Rueckert was introduced. She is the new Shawano representative (she is replacing Rosetta Stern). She has been on the Friends of the Library group for 20 years and has spent many years as a County Clerk at Shawano. Introductions were made.
2. **Agenda Revisions.** No revisions were made.
3. **Open Forum.** Nothing was reported.
4. **Approval of January 8, 2019 minutes.** Yaggie moved to approve the minutes; Campbell seconded. **Motion carried.**

**5. Reports:**

**5.1 President – Julia Wallace –**

- Wallace sent out an email asking about new committee members and revisions on the NFLS bylaws and constitution. An updated committee list was sent out in the board packet. Wallace would like more diversity on the committees. Phone meetings have worked in the past so distance shouldn't be an issue. Yaggie said joining committees a good way to learn about the board/NFLS and that Pletcher and Harter do good job being Chair people. Gustafson was assigned to the Finance Committee. Arnold is interested in being on ad-hoc committees.
- The Executive Committee will have a meeting before the next Board meeting. They will look at the NFLS bylaws, constitution, and an after action review (AAR) for the 2015-2017 strategic plan.

**5.2 Treasurer's Report – Kathy Pletcher –**

- The November and December finance reports from Heartland were included in the board packet. NFLS has a surplus of \$79,705 from 2018 as a result of having a vacant position, interest income, and additional state aid. NFLS Continuing Education grants have changed. They used to be on a yearly rotation for money; now they are on a three year rotation so that the libraries can save up money to go to bigger conferences. Lefebvre moved to accept the report; Erickson seconded. **Motion carried.**

**5.3 Finance Committee – Kathy Pletcher –**

- Pletcher sent out a report from the Finance Committee in the Board packet. They recommend using part of the 2018 surplus to: add to the Long Term Reserve fund to bring it to 10%; set aside monies for the purchase of the Great Plains Invoicing module; allocate monies to fund 50% of the cost for Kewaunee and Lena libraries to participate in the 2019 Small Public Library Strategic Planning Cohort Pilot; and allocate monies to purchase marketing tools for Lori Baumgart. Maxwell moved to approve these allocations. Harter seconded. **Motion carried.**
- The Finance Committee recommended the remaining surplus money be given to the libraries through grants to improve the lifelong learning, technology, and workforce development of the libraries. They want to develop a grant process in which libraries can apply for this money. These applications would be competitive but have no set limit at this time. The details are still being worked out. BRIDGES has done something similar so Vreeke and Pletcher will look at their grant program for ideas. Vreeke said the Committee will put out requirements of grants and then the libraries will pitch their ideas and amounts needed through the grant application. The Board agreed that this should go out soon and that it should be easy for the libraries to apply. Maxwell wants to emphasize collaboration between libraries or other community organizations.
- The Finance Committee will be handling the grant process. Vreeke and Pletcher will finalize the grant request for proposal and Pletcher will send it out to the whole Board. Campbell said an ad-hoc committee may be created later on to review the grants, but the Finance Committee should be the one to set up/create grant forms. The 2018 Budget balance remaining after the payment of a-d of Finance Committee letter dated February 10, 2019\*, shall be designated as grant funding to member public libraries to be utilized in the areas of workforce development, lifelong learning, and technology. Harter motioned. Yaggie seconded. **Motion carried.**
- The Board asked that Kewaunee and Lena give a short presentation to the board on their experience of the 2019 Small Public Library Strategic Planning Cohort Pilot.
- The Long Term Reserve goal is currently 20% but the current Committee will take a look at this again and come back with a recommendation. Once they have a recommendation, they will continue to allocate monies towards the long term reserve in future budgets.

#### **5.4 Personnel Committee – Ken Harter –**

- The Personnel Committee has not met but at their next meeting they will be working on a code of ethics for the Board and start scheduling Vreeke's evaluation.
- Wallace asked for a Personnel Committee timeline/schedule of yearly reports and events.

#### **5.5 Director's Report – Tracy Vreeke –**

- Kathy Pletcher received a Leadership Award at Library Legislative Day.
- Vreeke went through the Director's Report that was sent out in the Board packet.

#### **5.6 NFLS Staff Updates – John Kronenburg –**

- Tech-a-Talk-a is a group of library system technology people. They have decided to start collaborating by purchasing computers and other technology equipment through one group account through Dell (NFLS has used HP for last 20-30

years). This is still a work in progress but will mean some adjustments for Kronenburg. It will help save money (lower computer prices), allow them to have better negotiating power, and give them more access to spare parts.

- LSTA announced a collaborative technology grant for WI library systems. The Tech-a-Talk-a group (library system staff) initiated a push to create two spots in Wisconsin where data is stored and/or backed up. This way each system doesn't have to provide/maintain their own. Another benefit of this storage is statewide access to digitalized material that would normally be locally stored and thus isolated. The grant also will go towards creating digitization kits that can be checked out by any library in the state. Though some libraries have independently invested in such equipment, all WI libraries will now have the ability to generate digitalized material.

#### **6. Authorize board president to sign 2018 Annual System Report -**

- Vreeke is almost done with Annual System Report; not much has changed from last year. It is due March 1; she should be able to get it done by then. Wallace will need to sign it before it is sent in. Erickson moved to authorize the signing of Annual System Report by Wallace. Maxwell seconded. Vreeke will send out the report to the Board once it is finished. **Motion carried.**

#### **7. Approve Member Library Collection Development Grants –**

- The grant amounts are the same as last year but what each library uses it for changes from year to year. Berger moved to approve the Collection Development Grants. Pletcher seconded. The total amount of the grants is based on population and is budgeted by NFLS. **Motion carried.**

#### **8. LD&L Update – Kathy Pletcher –**

- Pletcher handed out packets that were given to legislators and explained what they talk to the legislators about. Their basic message is “thank you for the money from last year and here’s how this money was spent.” Vreeke said the legislators were appreciative of hearing how the money was spent. Vreeke will also send out these materials electronically to the Board and the library directors.

#### **9. PLSR Update –**

- The final PLSR report includes seven recommendations that came out of the workgroups: 1) Develop system standards, best practices, and accountability 2) Incentives to drive system mergers 3) Reduce the number of systems 4) Evaluate funding distribution 5) Delivery pilots 6) Discovery layer 7) Learning management system for professional development

#### **10. New Business.**

- Harter said he noticed that Lori Baumgart has been updating the NFLS website and it looks good.
- Vreeke will send out an article about Lena’s “Fish Whisperer.”

#### **11. Adjourn.** Maxwell moved at 2:15 p.m. to adjourn, Gustafson seconded. **Motion carried.**

February 10, 2019

To: NFLS Board

From: Kathy Pletcher, Treasurer

RE: Finance Committee Report

The Finance Committee met on February 7 to discuss the NFLS year-end balance of funds and reserve fund policy. Below is a summary of our discussion and recommendations.

The 2018 year-end balance is: \$94,141.33, and is the result of:

- a. savings in salary and benefits from a vacant position
- b. additional state aid
- c. interest income

Recommendations from the Finance Committee are:

- a. Transfer \$31,141 to the Long Term Reserve Fund to bring it to \$110,500, achieving 10%
- b. Set aside \$10,000 for the purchase of the Great Plains Invoicing module
- c. Allocate \$1,875 to fund 50% of the cost for Kewaunee and Lena libraries to participate in the 2019 Small Public Library Strategic Planning Cohort Pilot
- d. Allocate \$1,650 to purchase marketing tools

These actions would leave a balance of \$49,476.

The Finance Committee recommends that these funds be distributed to member libraries through a grant process that focuses on projects/purchases that support workforce development, lifelong literacy and technology.

The Finance Committee also discussed what the appropriate goal should be for the Reserve Fund. In 2016 the Board voted to try to build of reserve fund up to 20% of the operating budget. There is general consensus on the Finance Committee that a more modest goal would be reasonable. However, at this time we are not recommending a change as we feel we need more information. We agreed that we would review the finances quarterly and make a recommendation later in the year. We will have more confidence in a recommendation once we have done a mid-year review.

We also discussed the idea of building into the annual budget an amount to transfer to the reserve fund so that we make steady progress on achieving the goal. The NFLS budget does have a line item 4500 "Transfer from Undesignated funds to balance budget." In the past, this line has been used to **pull** money from the reserves. The 2019 budget approved by the NFLS Board actually has a negative number of \$19,286, which means that we are anticipating a **budget surplus** of \$19,286. If our expenditures stay on target, this money would be available to add to the Long Term Reserve, distribute to member libraries or some combination.

When the Finance Committee develops the budget for 2020 we will consider adding an Expenditure line for payment to the Long Term Reserve, and we could do this annually until we reach the Long Term Reserve goal.