Minutes of the
Nicolet Federated Library System
Board of Trustees
June 11, 2013 - 12 Noon
Oneida Community Library

Present: Bob Entringer, Marsha Hoeffs, Julia Wallace, Christopher Wagner, Connie Seefeldt, Cheryl Maxwell, Kathy Pletcher, Rosetta Stern, Kay Krall, Corrie Campbell.

Excused: Gina Reinardy, Paul Kegel, Miriam Erickson, Sandra Ryczkowski.

Absent: Denise Bellmore, Ken Harter.

Also present: Lynn Stainbrook (Brown), Jen Thiele (Marinette), Joan Denis (Oconto Falls), Rick Krumwiede (OWLS), Gerri Moeller (OWLS), Mark Merrifield (NFLS), Denise Fitzgerald (NFLS).

1. Welcome & Tour of the Oneida Community Library. After a tour of the Oneida Library given by library director Louis Williams, Cheryl Maxwell called the meeting to order at 12:10. Introductions were made. Corrie Campbell was welcomed as a new member of the NFLS Board, representing Brown County. Lou Williams went over the upcoming programs and projects for the Oneida Community Library, and its Green Earth Branch. Cheryl thanked Lou for his tour and report.

2. Lunch. Postponed until later in the meeting.

3. Agenda Revisions. Lou Williams presented his member library report under item 1. Connie Seefeldt moved to approve the agenda with the above change; Kathy Pletcher seconded. Motion carried.

4. Open Forum. No one came forward.

5. April 9, 2013 minutes. Kathy Pletcher stated that it should be noted that she was a member of COLAND, but is no longer on the Council. Marsha Hoeffs moved to approve the minutes with the above change noted; Chris Wagner seconded. Motion carried.

Julia Wallace appeared.

6. Reports:

6.1 President – Cheryl Maxwell. Cheryl went over a letter from the state Department of Public Instruction which confirms NFLS’ funding in the form of its second payment for 2013.

6.2 Treasurer’s Report – Sandy Ryczkowski. Sandy was unable to attend today’s meeting. Mark stated that he spoke with Sandy, and he went over the financial reports. Kathy Pletcher asked whether item 6235, Trustee Development, could be used for attendance at library conferences such as the annual WLA Conference which will be held in Green Bay October 22-25, 2013. Mark said that this fund was meant to be used for such events. Seefeldt asked about the investment category, and Mark stated that is the Local Government Investment Pool (LGIP), which is the only thing the system is allowed to invest in, by state guidelines. Julia Wallace moved to approve the reports; Chris Wagner seconded. Motion carried.

6.3 Director – Mark Merrifield.

- Said there have been ongoing discussions between the village and town of Lena concerning a joint library. The two entities are moving forward with this, sharing the cost 50/50. The library will benefit from this with increased hours of operation. Currently the library is funded solely by the village.
- Mark noted that System funding is at the same level for the next biennium, but Badgerlink did get increased funding.
- The Dept. of Vocational Rehabilitation contacted Mark concerning accessibility issues.
6.4 OWLSnet Report – Gerri Moeller. Attended an Innovative Users group meeting in San Francisco this spring. She noted that there was a lot of discussion about ebooks. The librarians would like to have ebooks listed for check-out, and updated in the online catalog. This summer patrons’ barcodes will be updated automatically when patrons are issued new cards. Innovative is under new management, and has added a new team specifically designed to work with customers and handle issues, focusing on customer service. They are also working on integrating Overdrive ebook holdings. Gerri noted that there have been issues with unstable updates causing new problems. Rick commented that the purchase of Innovative by a private equity firm is not unusual, and stated that the OWLSnet system is more progressive than other library consortiums. When Gerri was asked whether she’s contemplating moving to a different vendor because of the update glitches, Gerri said it is a possibility if the problems don’t resolve. Rick said there is some money in the system fund to migrate to a different provider. In a year it will be time to replace hardware, and that would be the time to look at possibly moving to different software.

Lunch break.

6.5 Member Library Report – Louis Williams. Report was given under agenda item 1.

7. Audit Report Update. Mark said normally in June we have the audit report presented by Tom Karman of Schenck. Tom was unable to attend this meeting. He will give the report to the NFLS Executive Committee, and then present it at the August Board meeting.

8. Cancel OWLSnet Agreement with the Menominee Tribal Library. Mark distributed Menominee’s OWLSnet shared automation network agreement. He said the library’s staff still has an interest in re-joining OWLSnet, but they are in the process of merging the public and college libraries. Wallace moved to formally remove the Menominee Tribal Library from their OWLSnet agreement. Corrie Campbell seconded. Motion carried.

9. Website Update. Mark stated that the Marinette Library’s staff will be seeking a local provider for their website. The NFLS website was removed from the OWLS server, and is now hosted by a local provider. In 2011, $7500 was paid to a web designer to provide service to the NFLS libraries. It has been seen that local providers might work better for some of the libraries. He said most of the libraries have had no problem with this vendor, though the Drupal software originally used is not user friendly. The vendor is working on updating the NFLS website. Mark would like to show the updated NFLS website to the Board at the August meeting.

10. SRLAAW System Configuration Report – Rick Krumwiede. Noted that the subcommittee issued its initial report May 1. This draft report went out with the board packet. There are eight recommendations in the report. Mark distributed the issue recommendation summary. Rick said the subcommittee is seeking feedback and input from individuals via a feedback form or email - email SRLAAWfeedback@wils.org or access the form at http://bit.ly/17lc5CB. Subcommittee members may also be contacted directly with feedback. In mid-July, the committee will modify the report based on this input. The report with modifications will be presented at the August SRLAAW meeting. Those recommendations will be forwarded to the appropriate bodies – the Department of Public Instruction’s Library Development Team, and the Wisconsin Department of Administration (DOA). Kay Krall asked about the Increased Required Payments for Library Services recommendation from 70% to 100% funding. Rick said that in the majority of the libraries in the state, there is a county-level tax which is used to reimburse libraries that serve them. This funding recommendation applies solely to counties without consolidated libraries. Chris Wagner said he did not see anything in the study which addressed the number of systems in Wisconsin. Rick said the committee
tried to come up with standards to dictate this. He noted that the Wisconsin Joint Finance Committee voted to require the DOA, in consultation with DPI, to conduct a study of public library systems to identify potential savings by consolidating regions, using technology, reducing duplications and inefficiencies, utilizing LEAN practices, and increasing the sharing of services between library systems. DOA will submit their report to the Joint Finance Committee by July 1, 2014. Rick stated, at this time, two systems could merge fairly easily, whereas counties within a system merging with a different system would be more difficult. Seefeldt asked about the Advocacy standards listed on page 10, and asked how the subcommittee came up with the numbers for CE training sessions. Rick said there were surveys done, and training did come up as a needed service. This is an example of the need for feedback on the report. Wagner noted that he appreciates the work the committee has done. Rick asked the board members to provide feedback. Seefeldt asked that Act 420 be addressed, with clear recommendations made. Cheryl Maxwell thanked Rick for his report.

11. **New Business.** None.

12. **Adjourn.** Connie Seefeldt moved to adjourn the meeting; Bob Entringer seconded. **Motion carried.** Meeting adjourned at 2:00.

**Next Meeting: Tuesday, August 13, 2013**

Gina Reinardy, Secretary
Denise Fitzgerald, Recording Secretary