

**Minutes of the
Nicolet Federated Library System
Board of Trustees
June 10, 2014 – 11:45 a.m.
Farnsworth Public Library**

Present: Ken Harter, Kathy Pletcher, Christopher Wagner, Denise Bellmore, Corrie Campbell, Miriam Erickson, Marsha Hoeffs, Cheryl Maxwell, Sandy Ryczkowski, Julia Wallace, Nancy Miller.

Excused: Bob Entringer, Gina Reinardy, Paul Kegel, Rosetta Stern

Also Present: Kristin Stoeger (Oconto), Jen Thiele (Marinette), Lynn Stainbrook (Brown), Joan Denis (Oconto Falls), Mark Merrifield (NFLS), Kristin Tenor (NFLS)

1. **Welcome & Tour of the Farnsworth Public Library – Kristin Stoeger.** After a tour of the Farnsworth Public Library by Director Kristin Stoeger, members were welcomed by President Cheryl Maxwell.
2. **Lunch.** After a wonderful lunch arranged by the Farnsworth Public Library, President Cheryl Maxwell called the meeting to order at 12:25 p.m.
3. **Agenda Revisions.** None were made. Miriam Erickson moved to accept the agenda as presented. Kathy Pletcher seconded. **Motion carried.**
4. **Open Forum.** No one came forward.
5. **April 8, 2014 Minutes.** Kathy Pletcher moved to accept the minutes as mailed. Marsha Hoeffs seconded. **Motion carried.**

6. **Reports:**

6.1 President – Cheryl Maxwell

6.1a. Executive Committee Report - Cheryl reported that the Executive Committee met prior to the Board of Trustees Meeting. The topic of discussion was the lease of NFLS office space, which is due to expire at the end of the year. The committee will explore NFLS' options regarding either the renegotiation of the lease with Brown County or possible relocation to an alternative site. Cost savings and utilization of appropriate space needs are topics to be addressed. The Executive Committee will meet on July 16th to further discuss this topic.

6.2 Treasurer – Sandy Ryczkowski – Stated that the financial statements for January through March have been distributed and that everything appears to be in order. Christopher Wagner moved to accept the financial statements as distributed. Ken Harter seconded. **Motion carried.** Sandy also indicated that preliminary results have been received on the audit. The audit is still being reviewed by Tom Karman of Schenck, SC and Mark. The audit will be distributed prior to the August 12th Board of Trustees Meeting.

6.2 Director – Mark Merrifield - Mark mailed his Director's Report to the board for review. Mark distributed a brochure for the Wisconsin Trustee Training Week being held August 18 -21. This is a web-based seminar, similar to the Wild Wisconsin program held for our librarians. There are four featured speakers, each presenting topics that are relevant to library trustees. Each presentation is 60 minutes in length and will be

recorded so that they can be watched at a later date. Registration for the program is available online, as shown on the brochure. Mark also indicated that this program has been co-sponsored by many of the other library systems in the state and is a wonderful example of how systems can work collaboratively. Kathy Pletcher thanked Mark and Jamie for their work on this effort. She said that she has promoted this event with the WLA, and that the WLA is very excited about the program. Mark stated that it is one of NFLS' objectives to be an invaluable CE resource for the State and that we play that role very well. Mark also handed out his Director's Goals for June 2014 for review. Mark highlighted that developing a draft plan to merge with another library system is an important element, as well as working on the ongoing strategic plan. He also commented that Jamie has just come back from her training in Seattle sponsored by WebJunction. Jamie was one of eight individuals chosen to take part in this opportunity. She is currently collaborating with another participant she met from Sacramento to develop a CE program. Mark indicated that the Menominee librarian is now certified and that the Menominee Library is working with an attorney to develop its by-laws, as well as the creation of a library board. Christopher Wagner questioned whether there is a hard deadline in place for completion. Mark said that there is not; however, the Division is pleased with the forward movement, thus far. Kathy Pletcher suggested that an action plan with deadlines be considered. Mark also announced that Connie Seefeldt will be replaced by Paul Gustafson as a NFLS board representative from Marinette County. He is currently active on the Marinette County Board, as well as the Marinette Library Board. He will be introduced at the August 12th meeting.

6.3 Member Library Report – Kristin Stoeger. Kristin worked at the Manitowoc Public Library prior to becoming Director of the Farnsworth Public Library. She has been Director for the past year and a half. Farnsworth Public Library was built in 1903 by George Farnsworth. The community is very active in regards to their library participation. Over 62% of their residents have a library card. The library has programming for Children through Adults. Some of their popular children's programs include their Storytime Walks, as well as a Lego club, which meets weekly. The library also partners with the local elementary school by presenting storytimes at the school every other Tuesday. Popular teen programs include the "After Park in the Dark," which they've sponsored for the last three years. Adults have enjoyed spa nights and marsh field trips, as well as local author book talks. Programming is currently not part of the library's budget; all funding has been through donations. Ongoing projects at the library include development of a new website, as well as working with the Oconto Historical Society on the digitization of the county's newspapers. Kristin indicated that one of the biggest challenges at Farnsworth is the maintenance of the 1903 property. The roof on the oldest part of the library is caving in. Also, replacement of carpeting, heating and air-conditioning are concerns. Lack of Wi-fi connectivity in certain parts of the building is also a concern. Kristin said that she would be attending the upcoming Oconto Board meeting to seek funding for repair of the roof.

7. **Oconto and Kewaunee County Library Plans.** Mark reported that Oconto has a draft plan in place and that they will hold a public hearing on June 18th to allow for community input. Oconto's draft has been reviewed by the Division. Kewaunee's committee will be meeting on June 11th to complete a draft of their library plan. Kewaunee will have their public hearings sometime in July. The goals and objectives of both plans remain to be in providing good service. The biggest change is the inclusion of funding responsibilities required by Act 420.

8. **System Merger and Consolidation Update.** Mark met with Walter Burkhalter, Director of OWLS on May 2nd. He suggested to Walter that NFLS would like to form a committee to discuss the possibility of merging the two systems. Walter took the proposal to the OWLS library board. Carol Diehl, President of the OWLS Board of Trustees, sent a letter to Cheryl Maxwell indicating that they are not open to a merger discussion at this time. Cheryl read the letter to the NFLS Board of Trustees. OWLS is currently involved in merger discussions with Calumet County. Mark also has had a conversation with the director of the Wisconsin Valley System. Wisconsin

Valley is in the process of combining their automation system with that of the Northern Waters and Indianhead Library Systems to form the WIN System. NFLS also utilizes the same automation system; therefore, it may be advantageous for us to discuss a merger. However, Wisconsin Valley responded that they would like to complete their current automation merger before discussing a merger with NFLS. Corrie Campbell suggested that NFLS take action by developing a presentation that could be collectively presented to educate the county boards about the importance of being proactive in merging systems. Trustees volunteering for the committee are Corrie Campbell, Kathy Pletcher, Ken Harter, Cheryl Maxwell, as well as, Mark Merrifield. The committee will meet to develop a trial presentation for the August 12th NFLS Board of Trustees meeting. Cheryl Maxwell will also respond to the letter by Carol Diehl, in an effort to keep the door open for further discussion. Mark will send a letter to Wisconsin Valley.

9. **Strategic Plan Discussion.** Mark talked with Stef Morrill at the Wisconsin Library Service (WiLS) to discuss the possibility of her involvement in assisting NFLS with a strategic plan. Stef and Bruce Smith, also from WiLS, have worked with other library systems in the state to form strategic plans. The timing and scope of the plan are still being discussed. Mark will report on the progress of the plan at the August 12th meeting. Kathy Pletcher commented that she has worked with Stef in the past and that she is very good.
10. **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.
11. **Reconvene in open session pursuant to WI Statutes Section 19.85 (2)** Motion made by Cheryl Maxwell to reconvene in open session at 2:28 p.m. Harter seconded. **Motion carried.**
12. **Possible action from closed session.** Mark will work with Stef Morrill to put a strategic plan in motion. Ken Harter made a motion to accept. Miriam Erickson seconded. **Motion carried.**
13. **New Business.** No new business presented.
14. **Adjourn.** Christopher Wagner motioned to adjourn at 2:30 p.m. Ken Harter seconded. **Motion carried.**

Next Meeting: Tuesday, August 12, 2014, Kress Family Branch Library, De Pere

Gina Reinardy, Secretary
Kristin Tenor, Recording Secretary