

**Minutes of the NFLS Board of Directors
Tuesday, October 10, 2017 at 12 Noon
Weyers-Hilliard Branch Library,
2680 Riverview Drive, Green Bay, WI 54313.**

Present: Rosetta Stern, Paul Gustafson, Chris Wagner, Marsha Hoeffs, Elizabeth Arnold, Miriam Erickson, Corrie Campbell, Ken Harter, Kathy Pletcher, Cheryl Maxwell, John Lemke, Julia Wallace, Sandy Ryzkowski

Also Present: Jamie Matczak (NFLS), Megan Theys (NFLS), John Kronenburg (NFLS), Holly Handt (NFLS), Jennifer Thiele (Marinette)

Excused: Robert Entringer, Nancy Miller

1. **Welcome & lunch.** Corrie Campbell called the meeting to order at 12:01 p.m.

2. **Agenda Revisions.** None were made.

3. **Open Forum.** Nothing was brought forward.

4. **August 16, 2017 minutes.** Miriam Erickson motioned to approve the August 16 minutes. Ken Harter seconded. **Motion carried.**

5. **Reports:**

5.1 **President – Corrie Campbell –**

- Campbell thanked the NFLS staff and Board members for preparing and attending the extra meetings this year. She also thanked Kathy Pletcher for her help with the process of hiring a new director.
- There have been two New Director Committee meetings since the last Board meeting. The New Director Committee has narrowed the potential candidates down to two who will be interviewing on Thursday via Skype.
- A Finance Committee has been created; they have been working on the budget. They also looked at the Resource Library Agreement with Brian Simons, director of Brown County Library.

5.2 **Treasurer’s Report – Sandy Ryzkowski –**

- The Finance Committee was created at the last Board meeting per Kathy Pletcher’s recommendation. It consists of Kathy Pletcher, Sandy Ryzkowski, Cheryl Maxwell, and Corrie Campbell. The Committee has met twice already and will continue to meet as needed until a new director is hired. After that they will establish a schedule. At their first meeting, they discussed the 2018 Budget and made revisions on it. At their second meeting, they discussed the Brown County Resource Library Agreement with Brian Simons. The budget was also approved at this meeting to go to the Board. As

treasurer of the Board, she will give reports on the Financial Committee. Sandy Ryczkowski motioned to approve the Treasurer's Report. Cheryl Maxwell seconded. **Motion carried.**

5.3 Personnel Committee – Ken Harter –

- The New Director Committee met on August 30 to finalize membership of the committee. The Committee consists of the Personnel Committee, Corrie Campbell, Jamie Matczak, Jennifer Thiele (Marinette) and Joan Denis (Oconto Falls). Cheryl Maxwell is no longer on the Personnel Committee; she moved to the Financial Committee. The New Director Committee reviewed the director description and finalized the time table of the hiring process at their August 30 meeting. After the initial meeting, Jennifer Thiele removed herself from the Committee due to a potential conflict of interest. At the October 2nd meeting, the Committee reviewed the applicants, chose candidates to interview, and finalized the questions to be asked at the interview. On Thursday October 12, the Committee will interview two candidates via Skype at NWTC. Ryczkowski explained that one candidate is from Wisconsin and one is from out of state, so they are doing the interviews via Skype. Kathy Pletcher thanked the Committee for keeping things moving and staying on track.

5.4 Interim Director's Report – Jamie Matczak –

- Trustee Training week was the week of August 21st. Kathy Pletcher said the webinars are good; she attended a couple. The links are still up to listen to; they are about an hour long. Matczak said this program will continue next year because there was solid attendance last years (several hundred people).
- The WLA Conference is next week in Wisconsin Dells. Matczak is on the conference committee, so she will be there Wednesday through Friday.
- Last week's Grassroots meeting with Manitowoc-Calumet went well; about 25 people attended.
- Matczak recommended that the entire NFLS staff attend the Board meetings from now on. Holly Handt and John Kronenburg were already in attendance. Elizabeth Arnold asked them to introduce themselves; Kronenburg is the tech coordinator of NFLS and Handt is in charge of Delivery. After a discussion, the Board agreed with the recommendation and will put on an agenda item for all future meetings where the staff reports what they have been working on. It was clarified that the staff can ask questions throughout the meetings, not just when they are reporting.

6. NFLS Director Search Update.

- The New Director Committee were specific as possible for what they are looking for. Campbell emphasized that the Board has been more involved with the director position this last year and that they need to continue to do this. Campbell thanked Harter for his work on this committee and for helping out the Board this year with all of the changes.
- Harter said the New Director Committee was happy to have 8 applicants. They narrowed down the candidates. They called the top candidates and set up a Skype interview (one candidate is in the state, one is not, so both interviews will be done via Skype). Once candidate(s) are chosen, the Committee will call references and do a background check. Then, the finalist(s) will be brought in for a face-to-face interview and there will also be a meet and greet after the interview with the NFLS staff and Board.
- Pletcher and Matczak drafted the interview questions and the New Director Committee fine-tuned the questions. If needed, a special Board meeting will be called to approve the new director.

7. Review and Approve 2018 System Budget – Possible Action. –

- The Finance Committee, NFLS staff, and NFLS library directors have seen the budget and given their input. Matczak explained that NFLS will get \$35,000 in state aid in 2018 and another payment in 2019. However, they will not get the LSTA technology grant of \$27,500 that they have gotten in the past.
- Matczak went over the budget and explained the increases and decreases. The salaries and fringes line includes a new director salary and family benefits, and cost of living raises for NFLS staff. The delivery line is increased because last year's number was not accurate, and she added a 3% fuel surcharge and \$3,000 as part of the Resource Library Agreement with Brown County. She merged the library materials line and some money from CE budget into a new line, Youth Services. The amount was inaccurately portrayed in previous budgets. Miriam Erickson expressed concern about taking so much out of training line because the new director is not here to defend themselves and their budget. They may want to go to multiple trainings. The other members said the new director could change it for the next budget year. Matczak said over the last few years, NFLS has not gone over budget in this line. The Board discussed the salary of the new director, which Ken Harter also mentioned to the potential candidates.
- Kathy Pletcher motioned to approve the budget; Julia Wallace seconded.
Motion carried.

8. Review and Approve 2018 System Service Plan – Possible Action. –

The NFLS staff looked at the service plan and updated their areas of expertise. Matczak mentioned the changes in staff and state aid, things the staff and system are currently doing and what they plan on doing in 2018 in the plan.

Becky Peterson from Manitowoc-Calumet and the Executive Committee looked at it and gave their input. Ken Harter moved to approve the plan. Chris Wagner seconded. **Motion carried.** Corrie Campbell signed the copy that needs to be sent in.

9. Review Resource Library Agreement Discussion. –

- Matczak and the Finance Committee met with Brian Simons of Brown County Library last week. The Finance Committee and Simons are working on further adjustments of the plan. NFLS has until the end of the year to finalize it; Simons understands that the budget numbers won't change just some of the wording. The Committee and Simons worked on the wording of the agreement and making it more collaborative. For example, in the past, NFLS has supplied a workshop to BCL. Now, in exchange one of BCL's staff will do a webinar/workshop for NFLS.
- Simons expressed his concern that BCL isn't getting an equitable amount for delivery. The Finance Committee agreed to pay an additional \$3,000 to BCL in 2018 for delivery and increase that amount to \$5,000 in 2019, which is comparable to other NFLS library county systems. They also discussed new ideas and other options for delivery, including the possibility of doing delivery within the system. The Financial Committee will consult with Bruce Smith from WiLS to look at options and pricing. It won't be something that will be done this year but will be a work in progress next year. If it can be done for a lower cost, then the Committee will pursue it. If it costs too much, they will not. There is also the possibility of including other libraries and library systems.
- The Finance Committee felt it was a positive meeting and will have the finalized Resource Library Agreement for the Board in December.

10. State Legislative Update – Kathy Pletcher. The Governor signed the Wisconsin budget, so NFLS will get \$35,000 this year. Rep. Felzkowski put in additional money for technology education that NFLS can apply for. WLA is working on getting WiseDash for public libraries. The Washington County Board of Supervisors signed a resolution urging Wisconsin to create one library system. The Washington County is part of the Monarch Library System; but Monarch system did not know this was happening. Kathy Pletcher will get Corrie Campbell detailed information about this.

11. Public Library Redesign Project Update. – Matczak is still sending the Board emails about PLSR. She is taking a hiatus from her PLSR committee while she works on hiring the new director and fulfilling her interim-director duties. There will be a track for PLSR at WLA; every workgroup will present their models. The workgroups should have their preliminary directives at WLA. There is a COLAND meeting on Nov. 11; Kathy Pletcher and Miriam Erickson are members of COLAND and will be in attendance.

12. New Business

- a. Updating System Membership Agreements. – NFLS has received all of the membership library agreements.
 - b. NFLS Technology Plan. – The updated plan was approved by the Board in February.
13. **Adjourn.** Cheryl Maxwell motioned to adjourn at 1:49 p.m.; Elizabeth Arnold seconded. **Motion carried.**

Next Meeting: December 5, 2017

Megan Theys, Recording Secretary
10/10/17