

**Minutes of the
Nicolet Federated Library System
Board of Trustees
October 8, 2013 - 12 Noon
Brown County Central Library, Green Bay, WI**

Present: Bob Entringer, Gina Reinardy, Paul Kegel, Connie Seefeldt, Sandy Ryczkowski, Cheryl Maxwell, Miriam Erickson, Ken Harter, Kay Krall, Corrie Campbell, Christopher Wagner, Rosetta Stern, Kathy Pletcher.

Excused: Marsha Hoeffs, Julia Wallace, Denise Bellmore.

Also present: Gerri Moeller (OWLS), Lynn Stainbrook (Brown), Becca Berger (Door), Mark Merrifield (NFLS), Denise Fitzgerald (NFLS).

- 1) **Welcome and Introductions.** Cheryl Maxwell called the meeting to order at 12:15, and introductions were made.
- 2) **Lunch.**
- 3) **Agenda Revisions.** None were made. Paul Kegel moved to accept the agenda as mailed; Miriam Erickson seconded. **Motion carried.**
- 4) **Open Forum.** Becca Berger, Director of the Door County Library, stated she would like Zinio added to the library-accessible databases.
- 5) **August, 2013 minutes.** Miriam Erickson moved to approve the minutes as presented. Kay Krall seconded. **Motion carried.**
- 6) **Reports:**
 - 6.1 President – Cheryl Maxwell. Received a letter from Lynn Stainbrook, Director of the Brown County Library, thanking NFLS for sponsoring the Kevin King continuing education workshop on trends and innovation. Lynn commended the NFLS staff for the arrangements, and thanked the NFLS Board for supporting ongoing CE events. The Board members requested that slides from the workshop be emailed to them.
 - 6.2 Treasurer – Sandy Ryczkowski - summarized the July and August reports which were sent in the Board packet. Sandy Ryczkowski moved to approve the statements; Ken Harter seconded; **motion carried.**
 - 6.3 Personnel Committee – Miriam Erickson. Stated that the Personnel Committee met October 8 regarding two items: 2014 staff compensation and the NFLS Director's annual performance review.
 - The Committee moved to recommend a 2% cost of living increase for all staff based on the rate of inflation, currently running at approximately 2.5 %. A survey of other systems showed cost of living increases ranging from 1.5 – 2%. With projected savings from a staff position being eliminated, and another staff member dropping family health insurance to switch to a spousal family plan, there was more than twice as much in savings as the cost of the increase. Staff salary and benefits will decrease by over 4% next year. There are seven NFLS staff members at this time.
 - The Committee would like to review the Director's evaluation forms and summaries from last year, and review goals and objectives, and then create a new performance evaluation form.
 - Miriam Erickson moved to approve a 2% increase in staff salaries in the 2014 budget. Ken Harter seconded. **Motion carried.**
 - The Personnel Committee will meet in December to develop the Director's evaluation form for 2013.

6.4 Director – Mark Merrifield – Mailed his report to the board.

- Distributed a list of 2014 LSTA federal grant categories for 2014. NFLS was not qualified to apply for funding in the Merging Public Library Systems category. Two systems had to have already had board resolutions to work together on this. Mark applied for three LSTA grants for NFLS. The first one is for system technology, and is noncompetitive; \$28,400 to offset the cost of databases for all member libraries. The second (competitive) grant was submitted in the accessibility category, for hearing loops to be installed at circulation desks in nine library locations, in the amount of \$12,150. The hearing loops are basically a microphone amplification system which transmits sound electromagnetically to be picked up by hearing aids or cochlear implants. With competitive grants, any library system or library can apply for funding, and compete to receive the funding. The third (noncompetitive) application is for the digital content buying pool, through WPLC (Wisconsin Public Library Consortium), to purchase electronic books to add to the titles available statewide, in the amount of \$10,802. The other piece of this is the match from member libraries.
- Mark noted that Walter Burkhalter, the new Director at OWLS, has experience as a system director, and with shared automation systems.
- He has been working with the Oconto County Library Services Board on the Oconto County Plan of Service. He is also consulting with the Kewaunee County Library Board on updating their Plan of Service.

7) **OWLSnet Report** - Gerri Moeller -

- Said that Zinio digital magazine database continues to be discussed as a possible database to be added to member library-accessible downloadable databases. Its features include full cover-to-cover editions of magazines that normally don't make their content available, and easy viewing from any internet-enabled computer or mobile device. Patrons can sign up for editions delivered to their tablet or computer.
- Distributed an Administrative Advisory Committee (AAC) meeting agenda from their last meeting, along with minutes from the May 2013 meeting. Discussed AAC's ground rules. The group usually meets six times a year. Libraries are encouraged to send staff to every meeting to keep them in the loop. Kathy Pletcher asked if they used online conference attendance. Gerri said they do not use web-casting for these large meetings. She spoke about their processes and procedures for changing formats and updating services.
- Trying out new product from Sierra which would automatically update bib records for new items in the catalog, at no additional cost.

Sandy Ryczkowski left the meeting.

- Stated there will be a Discovery Layer workshop in December, to discuss implementing changes to enhance the InfoSoup catalog, and learn about the next generation of cataloging.
- Passed out an OWLSnet informational handout on services and fees.

8) **System Configuration Update** – Mark stated that funding will be available for library systems to study the way systems operate. He spoke with John DeBacher, DPI's Director of Public Library Development, and John indicated that the Division will be looking for applications for the study of lean practices for systems.

Sandy returned to the meeting.

The study will not necessarily explore merging systems, but ways for systems to work together in a lean manner. Mr. DeBacher knows of NFLS' interest in this proposal, and Kurt Kiefer, the Assistant State Superintendent for DPI's Division for Libraries and Technology, supports the initiative. Grant money would be provided to a consultant to implement the study. Connie Seefeldt said Marinette County recently participated in a lean study, conducted by NWTTC. Kathy Pletcher suggested using NWTTC for the study.

9. **2014 Proposed Budget.** Mark summarized the line item categories, and noted that a number of them were reduced, as no additional funds will be available in 2014.

Cheryl Maxwell left the meeting.

Noted a large reduction in the OWLSnet line item, which is an in and out expense, as Menominee is no longer an OWLSnet member. Item 6413 BCL RLA Software maintenance shows a reduction as NFLS matches the amount paid for OWLSnet libraries. All of the services' funding to member libraries has remained the same as 2013. He is negotiating a new Resource Library agreement. Connie Seefeldt asked how much is in NFLS' undesignated fund. Mark replied that there should be roughly \$300,000. Kathy Pletcher asked about the move to WISCAT from OCLC for ILL services. Mark said NFLS is not dropping OCLC completely in 2014, but using WISCAT, which has been greatly improved, for most ILL requests. The patron interface is much simpler than OCLC's. NFLS will pay the \$250 per library to participate in WISCAT. He noted that the Wild Wisconsin Winter webinar is being planned for January 15 and 16, 2014. NFLS' CE coordinator, Jamie Matczak, created this conference-type webinar in 2013, and it was very successful, with 13 systems co-sponsoring. Chris Wagner moved to approve the tentative budget as presented. Bob Entringer seconded. **Motion carried.**

10. **NFLS 2014 Annual Plan of Service.** The plan was sent with the board packet. Mark reviewed the document, which is a state required yearly plan with updated demographic information and assurances of implementing mandated services. Connie Seefeldt asked if administrative costs are less than 20%, and Mark said they are, as staff time is divided by program percentages. Kay Krall moved to approve the plan, Sandy Ryczkowski seconded. **Motion carried.**
11. **New Business.** Chris Wagner asked that the date and location of the next meeting be listed on the bottom of meeting agendas.
12. **Adjourn.** Paul Kegel moved to adjourn at 2:00 p.m. Corrie Campbell seconded. Meeting adjourned.

Next Meeting: Tuesday, December 3, 2013, Kress Branch Library, De Pere

Gina Reinardy, Secretary
Denise Fitzgerald, Recording Secretary