

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, August 12, 2021 at 12:00 p.m.**

Present: Anthony Yaggie, Marsha Hoeffs, Cheryl Maxwell, Ken Harter, Kathy Lefebvre, Kathy Pletcher, Michael Poradeck, Julia Wallace

Present via Zoom: Penny Habeck, Janice Gehlhoff, Rebecca Berger, Corrie Campbell

Excused: Robert Entringer, Elizabeth Fernandez, Paul Gustafson, Miriam Erickson

Also Present: Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Stephanie Weber (Florence County Library)

MINUTES

1. Pledge of Allegiance.

2. Moment of Silence.

3. Call to Order. The meeting was called to order at 12:09 p.m.

4. Agenda Revisions.

A motion was made to accept the agenda by Member Maxwell, seconded by Member Lefebvre. **Motion carried.**

5. Open Forum. None.

6. Approval of June 10, 2021 Minutes.

Member Pletcher made a motion to approve the minutes. Member Habeck seconded the motion. **Motion carried.**

7. Member Library Report: Florence County Library

- Florence County Library Director Stephanie Weber gave an update regarding her library.
- The library recently renewed the MOU between the County and the school which replaced the 35 year agreement they had previously.
- The library is currently open all regular hours with no restrictions. In the past couple of weeks, more patrons are choosing to wear masks while in the library even though it is not required.
- Most in-person programs will not resume until the fall such as our Movie Club which is usually well attended. We did reinstate the book club which has about 10-12 participants and is held in a socially distanced setting.
- Over the past several years, our library has received many facility updates such as lighting, flooring, bathroom, and HVAC.

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- Received furniture and iPads through the NFLS Improvement and Innovation Grants. The iPads will be used for our Robotics Literacy classes for kids.
- Due to the pandemic, the library was limited to only make & take crafts for Summer Reading Program, but those were still very popular.

8. Reports:

8.1 President – Anthony Yaggie

- The Executive Committee met on August 5 and discussed the idea of amending the Bylaws to include the immediate past president as a member of the Executive Committee.
- President Yaggie asked the Board members to review the last four pages of the audit to better understand the findings and segregation of duties.
- President Yaggie also recommended that when vacancies on the Board become available, the Board should seek out professionals with expertise absent on the current board to fill those positions.

8.2 Treasurer's Report – Marsha Hoeffs

- Treasurer Hoeffs reviewed financials provided for the first half of the year. Everything is trending on track for where spending should be.
- The amount we may need to pull from the reserve fund will not be as large as anticipated due to some travel and training savings as well as a grant for delivery costs.
- Even after covering the deficit, the NFLS Long Term Reserve Fund will be funded at around 12%.

Member Lefebvre made a motion to approve the Treasurer's Report. Member Maxwell seconded the motion. **Motion carried.**

8.3 Finance Committee – Marsha Hoeffs and Kathy Pletcher

- The Finance Committee met August 5 and began the review process for the Draft 2022 System Budget.
- Given the increase in the system budget, we will likely have surplus for 2022-2023.
- Based on recommendation by the Grant Committee, the Improvement & Innovation Grant was included in the budget at \$20,000 at the request of library directors.
- The Finance Committee will meet at the end of September to finalize the draft budget and present to the full Board in October.
- The Finance Committee also heard a report from the auditor in regard to the 2020 system audit and recommended it be brought to the full board for approval.

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8.4 Grant Committee – Rebecca Berger

- The Grant Committee met in July. The Committee welcomed new member, Penny Habeck.
- The Committee approved revisions to the Library Services Grant and Youth Support Services Grant policies.
- Based on the request of our member library directors, the Committee made a recommendation to the Finance Committee to include the Improvement & Innovation Grant as an annual budget line item and fund the grant at a minimum of \$20,000.

8.5 Personnel Committee – Ken Harter

- Personnel Committee will meet in early September to review the survey results, set Director Goals for next year, and make recommendations to the Finance Committee for salary adjustments for the director and staff.

8.6 Director's Report – Tracy Vreeke

- Many libraries are cautiously watching the COVID-19 trends in their areas right now and will make changes as recommended by their Boards, counties, and the CDC. Most of the summer programming was held outside or socially distanced indoors.
- DPI, via an LSTA grant, is providing NFLS with approximately \$25,000 in funding for in-person CE attendance. The hope is that member libraries will be able to use the funding this fall for the WLA conference in Green Bay.
- LSTA grant funds will also be made available for member libraries to use to purchase Summer Reading Program materials.
- NFLS is sponsoring one of the keynote speakers at the WLA conference in Green Bay in November. We encourage all Trustees who are interested to attend. NFLS has trustee development funds budgeted to help with registration and/or travel costs.

9. Approval of Florence County Library and Oconto Falls Community Library 2021 Youth Support Services Grant Applications.

Member Harter made a motion to approve the Youth Services Support Grant applications for Florence County and Oconto Falls Community Libraries. Member Wallace seconded the motion. **Motion carried.**

10. Approval of the 2020 Audit Report.

Member Hoeffs made a motion to approve the 2020 Final Audit Report. Member Berger seconded the motion. **Motion carried.**

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11. Discussion of Amending the NFLS Constitution and Bylaws to Make the Immediate Past President a Member of the Executive Committee.

Member Maxwell made a motion to move forward with discussion and process of amending the Bylaws to add the immediate past president as a member of the Executive Committee. Member Hoefts seconded the motion. **Motion carried.** Discussion followed. The motion to amend the bylaws will be brought before the board at the October meeting.

12. Trustee Development.

A presentation regarding the American Library Association's Core Values was given.

13. New Business. Member Harter requested that NFLS help develop an Information Literacy program which could be shared with libraries and schools throughout the area to teach young people how to be safe and find reliable sources on the internet.

14. Adjourn.

A motion was made to adjourn the meeting by Member Maxwell. The motion was seconded by Member Hoefts. **Motion carried.** The meeting was adjourned at 1:39 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary