

**Minutes of the  
Nicolet Federated Library System  
Executive Committee  
Thursday, July 22, 2021 at 12:00 p.m.**

**Members Present:** Anthony Yaggie, Chair, Rebecca Berger, Marsha Hoefts, Cheryl Maxwell

**Excused:** Elizabeth Fernandez

**Also Present:** Tracy Vreeke (NFLS), Hannah Good Zima (NFLS)

**MINUTES**

- 1. Pledge of Allegiance.**
- 2. Moment of Silence.**
- 3. Call To Order.** The meeting was called to order at 12:04 PM.

**4. Agenda Revisions.**

Member Maxwell made a motion to approve the agenda with the addition of the following item: Add the most recent past president as a member of the Executive Board. Member Hoefts seconded the motion. **Motion carried.**

**5. Open Forum.** None.

**6. Approval of the April 22, 2021 Minutes.**

Member Hoefts made a motion to approve the minutes. Member Berger seconded the motion. **Motion carried.**

**7. Approval of the Addition of the Most Recent Past President as a Member of the Executive Committee.**

Chair Yaggie presented the item to the members, explaining that it could provide additional guidance and continuity to Executive Committee and Board as a whole.

Member Maxwell made a motion to add the most recent past president as a member of the Executive Board. Member Berger seconded the motion. **Motion carried.**

**8. Approval of Policy for the Distribution of Trustee Development Funds to Board Members.**

Director Vreeke discussed the current NFLS travel policy. Currently, \$500 is set aside for Trustee Development. Usually, the funds are expended by one or two board members who may attend Library Legislative Days in Madison. Given the fact that the WLA Annual Conference will be held in Green Bay this November, Vreeke anticipates, and hopes that many of our board members will want to attend. Vreeke is asking for guidance on how the \$500 will be divided among multiple board members.

The Committee advised Vreeke that NFLS should encourage all Board members to participate in trainings and conferences. NFLS should therefore cover the registration and travel expenses for all Board members wishing to attend training and conferences this year. Any overage of the budget can be reconciled at the end of the year. This year can be used as a basis for calculating the budget for the line item in the future.

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**9. Discussion of the Creation of Policy & Procedures for Board Self-Evaluation.**

Director Vreeke presented the option to the Executive Committee of beginning to develop a self-evaluation tool for the board to utilize in the future. Chair Yaggie stated that it would be a good idea to develop an evaluation tool. Member Berger suggested a simple form would be the best to not overwhelm Board members. Director Vreeke will bring back the item at the next Committee meeting to begin the process of drafting an evaluation policy, procedures and draft survey.

**10. Adjourn.**

Member Berger made a motion to adjourn. The motion was seconded by Member Hoefts. **Motion carried.** The meeting adjourned at 12:33 PM.

Respectfully Submitted,  
Hannah Good Zima, Reporting Secretary