

**Minutes of the
Nicolet Federated Library System Financial Committee
Tuesday, June 5 at 2:00 p.m.,
Nicolet Federated Library System office,
1595 Allouez Ave, Suite 4, Green Bay, WI 54311**

Present: Kathy Pletcher, Corrie Campbell, Tony Yaggie, Cheryl Maxwell
Also Present: Tracy Vreeke (NFLS), Megan Theys (NFLS)

AGENDA

1. **Call to order.** Pletcher called the meeting to order at 2:06 p.m.
2. **Determination of quorum.** A quorum was determined.
3. **Additions to the agenda.** No additions were made.
4. **Review of the 2018 budget.** The budget was reviewed line by line. It is unclear why line 6140, general insurance, was lowered. Vreeke will get an insurance estimate for next year's budget. Vreeke said they will need to keep an eye on Contracted Services and Travel and Training and Places. Yaggie suggested that Vreeke start documenting where she is at and then take it from there in terms of next year's budget. The Committee determined there should be some savings in Staff Services because of the CE position being open from January-present.
5. **Develop salary recommendation for Marketing, Communications & Continuing Education Specialist for the June 12 Board meeting.** Yaggie reminded the group that the new hire, if in charge of marketing, will spend money on marketing materials. Yaggie said that there are plenty of opportunities for a marketing position to create additional revenue, such as renting out office space. Vreeke agreed but also said we have to be cautious of state requirements. Maxwell said that in some libraries if a person using a room is for-profit, they pay a small fee to use the room. The Committee agreed this is a good idea for marketing position to take care of.
6. Campbell said \$45,000-50,000 is the average for a marketing position in this area. She suggested \$22.00/hour which leaves room for insurance and other

benefits. Vreeke will get the average amount for insurance. Pletcher said it will probably be about half the amount of the salary. Yaggie said that the benefits package should be spelled out. Maxwell said there should be a cap for salary and benefits; she suggested \$67,000 (with salary and benefits)? This would leave a cushion in the budget. Vreeke thought this is a good amount because it leaves a cushion but it's enough that NFLS should be able to get someone qualified. Maxwell motioned to approve posting the job at \$22-\$24.35 per hour, with an annual salary of \$45,760-\$50,648, plus standard NFLS fringe benefits. Pletcher seconded. **Motion carried.**

7. **Discuss contracting with a local search firm to assist with recruitment of Marketing, Communications & Continuing Education Specialist, and develop recommendation for the NFLS Board.** Vreeke is looking at using Cadre, an employment service, to hire for the new position. Pletcher asked if Cadre could create a specific estimate for us. Vreeke will look into it and said a Cadre representative can come in and talk to the Committee. Vreeke is still looking at hire date of August with flexibility. Yaggie suggested hiring a panel of experts from the community that could interview each candidate (advisory interview) and give Vreeke feedback on the candidates. Maxwell said the job description needs to be tight/specific. She suggested talking to other hiring companies as well. She also said one other consideration will be the expense account for this position. The Committee agreed this will be part of next year's budget discussion.
8. At the Board meeting next week, the Board will need to approve the salary range and position description. After the Board approves these, Vreeke is free to hire and doesn't need Board approval on any other aspects of the hiring process. The Committee will report that they are considering using Cadre but haven't made a definite decision about this yet.
9. **Review audit results from the annual audit conducted in April, if available.** The audit was not available yet. It will be presented at a Finance Committee when it is available.

10. Other Business. Pletcher will meet with Vreeke to do some initial drafting on next year's budget and then they will meet with the full Committee. It was determined that since Vreeke now has her temporary certificate, Becky Peterson from Manitowoc-Calumet may no longer be needed as a consultant. Vreeke hasn't consulted with her for several weeks.

11. Adjourn. Maxwell moved to adjourn at 3:27 p.m.; Yaggie seconded. **Motion carried.**

Megan Theys, Recording Secretary
6/5/18