

Minutes
Nicolet Federated Library System
Joint Executive and Personnel Committee Meeting
Friday, August 11, 2017

The joint meeting was called to order at 1:03 pm by President Corrie Campbell at the Nicolet Federated Library System office meeting room, 1595 Allouez Avenue, Green Bay, WI 54311.

Present -

Executive Committee – Corrie Campbell, Marsha Hoeffs, Sandy Ryczkowski, Julie Wallace

Excused – Rosetta Stern

Personnel Committee – Miriam Erickson, Ken Harter, Cheryl Maxwell, Sandy Ryczkowski, Chris Wagner, Julia Wallace

Also present – Jamie Matczak, Interim Director

A quorum was established. The purpose of the meeting was to give assistance to Jamie Matczak serving as Interim Director. It was determined that we would meet occasionally to discuss her concerns and give recommendations. Cheryl Maxwell emphasized to her that we trusted the decisions she had to make and wanted her to know she had our full support.

With regard to Jamie's discussion with the Brown County Library Director on the issue of delivery service, the overall consensus was that his concerns be put in writing and addressed by the Board. President Corrie Campbell, a member of the Brown County Education and Recreation Committee, reported that the Brown County Library Director had made unfavorable remarks regarding NFLS' delivery service pursuant to the Resource Library Agreement. These were his personal remarks, not approved by the Brown County Library Board.

President Corrie Campbell stated that NFLS needed to enter into a written contract for delivery service, contrary to verbal agreements in the past. This contract should be negotiated as primary, with Brown County's as supplemental. All agreed that Jamie should keep communications with the Brown County Library Director open on all other matters.

Sandy Ryczkowski inquired whether Jamie had any financial concerns. Establishing a Finance Committee was included on next week's agenda. Upon request from Sandy, Jamie would research salaries of system directors, size of systems, and years of experience for budgeting purposes.

As the third largest system in the State, Miriam Erickson emphasized that representation at the COLAND Task Force meeting of system directors was crucial. If Jamie is unable to attend, consideration would be given to Miriam Erickson, Corrie Campbell, or Kathy Pletcher.

Jamie was appreciative of the support she received and was hopeful that a system director could be in place by January 1 so she could resume her duties as Associate Director/Continuing Education Coordinator. That is a busy time of the year for that position and she didn't want the strides she'd made to suffer. She would continue to do payroll, but if unable to find a replacement as anticipated, contracting services might have to be considered.

The meeting transitioned to the Personnel Committee President, Ken Harter.

Motion by Cheryl Maxwell, seconded by Chris Wagner, to recommend to the full NFLS Board that Jamie advertise, both within the State of Wisconsin and nationally, for a system director with expenses not to exceed \$500. Motion carried unanimously.

Makeup of the Search & Screen Committee includes the Personnel Committee, President Corrie Campbell, Interim Director Jamie Matczak, and two Library Directors. Chris Wagner suggested Jamie send an email to all Library Directors asking for recruits, timetable would be attached minus the December 1 date. Julia Wallace, considering distance and time restraints, felt having the Library Directors attend remotely a possibility.

Next week's agenda would be amended 1) financial statement attachment, and 2) under New Business, Brown County library concerns removed and would be addressed in President's report. A copy of the Resource Library Agreement would be available to the Board at next week's meeting.

Motion by Cheryl Maxwell, seconded by Sandy Ryczkowski to adjourn the meeting. Motion carried. Meeting adjourned at 2:45 pm.

Marsha Hoeffs, Secretary
August 11, 2017