

**Minutes of the
Nicolet Federated Library System
Board of Trustees
February 18, 2015 – 12:00 p.m.
Brown County Central Library**

Present: Bob Entringer, Miriam Erickson, Paul Gustafson, Ken Harter, Marsha Hoeffs, Cheryl Maxwell, Gina Reinardy, Christopher Wagner, Julia Wallace

Absent: Denise Bellmore, Corrie Campbell, Michael Chapman, Kathy Pletcher,

Excused: Nancy Miller, Sandy Ryczkowski, Rosetta Stern

Also Present: Kristie Hauer (Shawano), Gerri Moeller (OWLS), Mark Merrifield (NFLS), Kristin Tenor (NFLS)

1. **Welcome & lunch.** President Cheryl Maxwell called the meeting to order at 12:06 p.m. Introductions were made.
2. **Agenda Revisions.** Cheryl Maxwell proposed that item 7 *OWLSnet Annual Report – Gerri Moeller* be moved to item 4 on the agenda. Miriam Erickson moved to accept the agenda as presented with revisions; Bob Entringer seconded. **Motion carried.**
3. **Open Forum.** No one came forward.
4. **OWLSnet Annual Report – Gerri Moeller.** Gerri is currently serving as OWLS Interim Director due to the resignation of former OWLS Director Walter Burkhalter in January 2015. Gerri reported that in 2014 OWLS redesigned its website to provide better accessibility to its system information. However, in fall, the OWLS website experienced a security threat. Subsequently, the website was terminated and recreated by Evan Bend, OWLS Library Services Manager, to address the vulnerability of its Drupal platform. The website has also had a few redirect issues; however, those issues should be addressed soon. In 2014, OWLS completed its transition from OCLC to Wiscat as its Interlibrary Loan software tool. Cataloging has also been transitioned from OCLC to SkyRiver. There have been mixed responses from circulation staff; however, librarians appear to like the ability of accessing their own catalog records. Librarians have also been utilizing video training on how to use the new cataloging system. The OWLSnet libraries have had their Cisco wireless access points replaced with the Meraki system. Meraki management software generates up-to-date circulation reports, which assists librarians in completing their annual reports. In 2014, OWLSnet also completed fiber upgrades at all of its libraries except Egg Harbor, Washington Island and Oneida-Green Earth. The Egg Harbor and Washington Island have been upgraded to 10 MB copper; Oneida-Green Earth is working on a tribal land issue. OWLS is also progressing on development of its Discovery Layer tool. OWLSnet libraries agreed to a membership fee increase of 4.5% to help supplement the cost of the Discovery Layer. Cheryl Maxwell asked whether OWLSnet membership fees would continue to increase. Gerri indicated that increases should not be as significant in 2016. Increases in the past have been approximately 1-2%. There has been discussion about expanding accessibility of the Sierra catalog to librarians in the field doing community outreach programming. Gerri will keep the Board updated on the progress.
5. **January 6, 2015 minutes.** Bob Entringer moved to accept the minutes as mailed. Marsha Hoeffs seconded. **Motion carried.**

6. Reports:

6.1. President – Cheryl Maxwell. Cheryl shared a thank you note sent by Joan Denis, Oconto Falls Library Director, for the memorial gift of an agricultural themed book in the memory of Vicky Harter, wife of NFLS Board Trustee Ken Harter. Ken also thanked the Board for the remembrance of his wife and for the support given to him and his family.

6.1a. Executive Committee Report -- The Executive Committee met prior to the NFLS Board of Trustees meeting to discuss the proposed lease of the new NFLS office space. The Executive Committee recommends that the Board approve the lease proposal as presented by Mark under item 8 *Approve Lease for Allouez Avenue Office Space* on the agenda.

6.2. Treasurer's Report – Sandy Ryczkowski. Sandy was not present. No report given.

6.3. Director's Report – Mark Merrifield. The Director's Report was mailed to the NFLS Board for review. Mark has been reviewing the member library annual reports, as well as working on completion of the system annual report. He has also been involved with activities centered around the office move, which is scheduled for March 14, 2015. Mark met with Sue Grosshuesch and a Kewaunee County Library Board representative to discuss the existing endowment funds which are available to the Kewaunee Public Library. He also consulted the Kewaunee Public Library about its space issues. The library may need to consider expansion in the future. Mark also reported that the Governor's budget proposal for libraries will remain flat for the next biennium; however, some additional funds have been added to support statewide databases.

7. **Election of Officers – 2015.** Bob Entringer reported that the Nominating Committee comprised of Gina Reinardy, Marsha Hoeffs and himself met directly after the January 6th NFLS Board of Trustees meeting. The committee nominated the following members for consideration. All nominees have accepted nomination.

Vice President/ President Elect, 2 year term – Gina Reinardy
Treasurer, 1 year term – Sandy Ryczkowski
Secretary, 1 year term – Marsha Hoeffs
Member-at-Large, 1 year term – Rosetta Stern

Julia Wallace moved to approve all appointments in item 7; Chris Wagner, seconded. **Motion carried.** Former Vice President/ President Elect Ken Harter will serve a 2 year term as President, succeeding Cheryl Maxwell.

8. **Approve Lease for Allouez Avenue Office Space** – A draft of the proposed lease was mailed to the NFLS Board for review. Mark has worked with legal counsel from Hanaway & Ross Law Firm in Green Bay to revise the lease proposal. There has been a change in wording regarding the rent amount paid for months March, April, and May 2015 as being listed as \$0.00 (pg.2). In an effort to decrease the price per square footage, the landlord has agreed to credit NFLS one month of rent each calendar year during the initial term of the lease. The rent credit of \$3,571.17 will come in months 12, 24 and 36 of the lease term. In addition, any future rent increases will be based off the "Consumer Price Index." This is similar to the agreement that NFLS previously had with Brown County. There has also been an

“escape clause” added to the *Terms of the Lease* (pg.1), which allows NFLS to terminate the lease with four months’ advance notice if State funding was to decrease by 20%. The landlord agrees to pay all property tax and special assessments. Mark recommended approval of the lease with the said revisions. Cheryl Maxwell motioned to approve the lease with revisions; Miriam Erickson seconded. **Motion carried.**

9. **Approve member library collection development grants.** The *Library Collection Development Grants – 2015* handout was distributed for review. Mark stated that the total dollar amount has remained consistent. As a rule, grant amounts do not decrease; however, slight adjustments have been made for those libraries experiencing population increases. Every library is required to submit a board approved sub-program form outlining how the grant award will be used to enhance collection development, as well as an evaluation of the previous year’s activities which were supplemented by the NFLS Library Collection Development Grant. Mark recommended that the NFLS Board approve the 2015 Library Collection Development Grants as specified. Bob Entringer motioned to approve; Julia Wallace seconded. **Motion carried.**

10. **Review and approve the NFLS 2014 State Annual Report.** A draft of the NFLS 2014 State Annual Report was mailed to the Board for review. Mark distributed an updated version of page 7 – *IX. Collaborative Activities*. Mark stated that there was a \$5,975 total cost benefit for 2014 as the result of collaboration between systems on Continuing Education activities, such as the Wild Wisconsin Winter Web Conference (WWWWC). Mark noted that the attendance for the WWWWC nearly doubled this past year. The program expenditures listed on the annual report were compiled by NFLS’ accountant and Mark. The Division requires systems to report expenditures based by service; all figures tie into the NFLS budget. Mark also stated that NFLS’ System Membership is in non-compliance due to Menominee’s lack of a County Library Board and Plan of Service. The Division is aware of the situation in Menominee; however, NFLS is required to report the non-compliant status. Marsha Hoeffs motioned to approve the NFLS 2014 State Annual Report as presented. Cheryl Maxwell seconded. **Motion carried.**

11. **Update on NFLS Strategic Plan.** The *Strategic Planning Time Line and Explanation of the Shared System Planning Survey* handouts were distributed to the Board for review. Milwaukee County Federated, Waukesha County Federated and Winding Rivers Library Systems will take part in the strategic planning process simultaneously with NFLS. Each system will be provided with a survey beginning February 23, 2015. The survey will allow systems to share information based on common questions asked of each system. Each system will also be allowed to choose additional questions from the list provided by WiLS to survey both existing and potential services provided by the system. In addition, each system may collect data about specific concerns the library system would like to address. Overall, the survey should be approximately fifty questions. Data collected will then be used to begin the strategic planning process. The results of the survey will also be shared with the Division. Member librarians reviewed the list of questions provided and chose those that they would like included in the survey. There was also discussion about potential added services that the librarians would like to see the system provide including the possibility of a travelling technology kit, as well as the development of a grantsmanship reference center. Also, the librarians addressed open questions including Brown County’s role as Resource Library and the possibility of its participation in OWLSnet. NFLS Board members will be asked to attend three half day sessions between March-May to discuss the survey results, as well as the development of a NFLS Strategic Plan. Mark will finalize the dates with Bruce Smith (WiLS) and will update the Board as to the dates scheduled.

12. **New Business.** Mark commented that the decision has been made to delay application to the IMLS Sparks Grant until 2016. Chris Wagner announced that Brian Simons has been hired as the new Brown County Library Director. He will start on March 2, 2014.
13. **Adjourn.** Cheryl Maxwell motioned to adjourn at 1:28 p.m. Julia Wallace seconded. **Motion carried.**

**Next Meeting: Tuesday, April 7, 2015, Kress Family Branch Library,
Emil and Gail Fisher Meeting Room B, Lower Level**

Marsha Hoeffs, Secretary
Kristin Tenor, Recording Secretary