

[DRAFT]
Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, August 10, 2023 at 12:00 p.m.

Present: Rebecca Berger, President, Joan Denis, Miriam Erickson, Janice Gehlhoff, Penny Habeck, Marsha Hoeffs, Cheryl Maxwell, Michael Poradek, Connie Seefeldt, Mark Teske, Julia Wallace, Dominic Frandrup (Door Co.), Tracy Vreeke (NFLS), Maryssa Paulsen (NFLS)

Excused: Kathy Lefebvre

Absent: Corrie Campbell, Kathy Pletcher, Matthew Jacobs, Elizabeth Fernandez

Minutes

- 1. Pledge of Allegiance.**
- 2. Moment of Silence.**
- 3. Welcome & Introductions.**
- 4. Agenda Revisions.** None.
- 5. Open Forum.** None
- 6. Approval of June 8, 2023 Minutes.**

Member Poradek made a motion to approve the minutes from the Board Meeting on June 8, 2023. Member Erickson seconded the motion. **Motion carried.**

7. Member Library Report: Dominic Frandrup, Door County Library

Director Frandrup from Door County Library gave an overview of the 8 library branches in Door County, the services they provide, upcoming programming, issues they are working to solve with community partnerships, and the current budget and grants that they are writing. Director Frandrup highlighted the County's need to move to fine-free to remove barriers to service for patrons.

8. Reports:

8.1 President – Rebecca Berger

President Berger recognized former Board Member Bob Entringer who recently passed away. Berger celebrated the recent state budget increase for public library systems and the groundwork that Kathy Pletcher set a lot of the ground work and deserves recognition. Berger highlighted that Connie Meyer will be joining the Board and will fill the vacant Brown County slot.

8.2 Treasurer's Report – Marsha Hoeffs

Hoeffs reviewed the Balance Sheet and Statement of Expenses & Revenue through the end of July. Hoeffs made the recommendation for the addition of the new line

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item 'Short-Term Reserve' and a separate line item for expenditures.

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

8.3 Finance Committee – Marsha Hoeffs

Hoeffs highlighted review of 2022 Audit Report and that NFLS is in compliance with state requirements. The Audit Report notes that there is a lack of segregation of duties due to size of system's office, however, the Finance Committee has addressed this and NFLS has created layers of eyes on this process. The 2022 Audit Report was approved by the Finance Committee.

Grant Committee – Corrie Campbell (per Grants Committee Meeting July 26, 2023)

Campbell noted that the Grants Committee conducted careful discussion of all applications and will revisit their guidelines in the near future.

The Grant Committee recommended to the full Board to accept all I&I Grant Applications.

8.4 Personnel Committee – Kathy Pletcher (report given by President Berger)

The Personnel Committee is set to meet on August 24, 2023.

8.5 Director's Report – Tracy Vreeke

Director Vreeke highlighted items in her report, including changes in library directors, upcoming opening of the Brown County Library East Branch, and increased statewide funding.

9. Approval of the 2022 Audit Report.

Member Teske makes a motion to approve the 2022 Audit Report. Member Wallace seconded the motion. **Motion carried.**

10. Approval of the 2023 Library Improvement & Innovation Grant Applications.

Discussion regarding the I&I Grant Application for the vending machine and the need to collect data on this project. Director Vreeke discussed the option to reassess grant guidelines for the future, i.e. if grant applications are for larger amounts, consider asking for more data.

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Member Hoeffs made a motion to approve all I&I Grant Applications. Member Seefeldt seconded the motion. **Motion carried.**

11. Trustee Development.

Saved for next meeting.

12. New Business.

Next date: October 12, 2023: Member Poradek will be excused from the next meeting.

13. Adjourn.

Member Teske makes a motion to adjourn. Member Habeck seconded the motion.
Motion carried.

Respectfully Submitted,
Maryssa Paulsen, NFLS Administrative Assistant