

**NFLS Personnel Committee Meeting
September 11, 2023**

MINUTES

PRESENT: Miriam Erickson, Connie Seefeldt, Kathy Pletcher, Cheryl Maxwell, Becca Berger, Tracy Vreeke

1. Call to Order.

Chair Pletcher called the meeting to order 12:12 pm.

2. Determination of Quorum.

A quorum has been determined.

3. Agenda Revisions.

Chair Pletcher added the scheduling of the next Personnel Committee meeting to the agenda.

4. Approval of the May 17, 2023 Meeting Minutes.

Member Seefeldt made a motion to approve the May 17, 2023 Personnel Committee Meeting Minutes. Seconded by Member Erickson. **Motion carried.**

5. Staff Updates.

Director Vreeke shared updates about NFLS and OWLSnet staff.

Pursuant to Wisconsin Statutes Section 19.85(1)(c), the Board will convene in Closed Session for Director Evaluation and Review of Staff Performance Evaluations, and pursuant salary effects.

Member Erickson made a motion to move into closed session. Member Seefeldt seconded the motion. Role call vote: Seefeldt Aye, Erickson Aye, Pletcher Aye. **Motion carried.** Closed session began at 12:16 pm. Member Maxwell joined the meeting during the closed session.

Motion to return to open session by Seefeldt, seconded by Erickson. Motion carried.
Open session convened at 1:00pm

6. Review of Director Performance Review Surveys and Director's Self-Evaluation.

The survey results from the Board, Member Library Directors and staff were consistent in providing high ratings for Tracy's performance. Tracy's self-evaluation was in agreement with the results of the survey results. Thus, this "360 review" demonstrated that Tracy is performing at an exceptional level. Tracy achieved the 2023 goals that were established in her last performance review.

7. Review of 2024 Director Goals.

The Personnel Committee and Tracy agreed on the following goals for 2024:

- Continue the work begun this year on managing board recruitment, term renewals and vacancies so that we have sustained leadership on the board level.
- Develop an action plan to implement the NFLS – OWLS Joint Strategic Plan. As part of this process continue the conversation with member libraries to determine the best use of our increased funding as it stabilizes in 2025.
- Focus on the institutional strength and stability of NFLS (policies, procedure manuals, cyber security practices, and document retention and clean up) as well as look at the future (upcoming trends and challenges) and determine how we can best set up our member libraries for success.
- Help Directors develop more ways to provide information, programs, and education to their board of directors, county boards and/or city councils to ensure the primary funding agencies are aware of the excellent work our libraries do in our communities.

8. Update on Staff Performance Reviews.

Tracy reported that she has completed most of the staff reviews and will have all completed well before the October NFLS Board meeting. All staff are performing well and Tracy is pleased with how well the staff work as a team.

9. Approve Recommendation of Staff Salary Increases to the Finance Committee.

We are compiling information on salary trends and will meet in early October to form a recommendation on salary increases.

10. Other Business – schedule next meeting.

The next meeting will take place on October 5 via Zoom at 12:00 pm.

11. Adjourn.

The meeting was adjourned at 1:10 pm.

Respectfully Submitted,

Maryssa Paulsen, NFLS Administrative Assistant, Agenda Items 1-5

Kathy Pletcher, Chair, Personnel Committee, Agenda Items 6-10.