**Minutes of the Nicolet Federated Library System Board of Trustees**

**January 5, 2016—12pm**

**Kress Family Branch Library, DePere**

**Present:** Ryan Kuehn, Paul Gustafson, Rosetta Stern, Marsha Hoeffs, Robert Entringer, Ken Harter, Christopher Wagner, Sandy Ryczkowski, Kathy Pletcher, Elizabeth Arnold

**Absent:** Corrie Campbell, Evan Hucek

**Excused:** Julia Wallace, Miriam Erickson, Cheryl Maxwell, Nancy Miller

**Other:** Gerri Moore (OWLS), Brian Simons (BCL), Mark Merrifield (NFLS), Megan Theys (NFLS)

1. **Welcome and Lunch**. Ken Harter called the meeting to order at 12:15.
2. **Agenda Revisions.** Mark Merrifield asked to have the OWLSnet update after the December minutes to accommodate Gerri Moeller from OWLS.
3. **Open Forum.** Nothing was reported.
4. **December 1, 2015 minutes**.—Bob Entringer moved to approve the December 1 minutes. Marsha Hoeffs seconded. Motion carried.
5. **Reports:** 
   1. **President—**Ken Harter reported that at the December 1 meeting, Bob Entringer and Marsha Hoeffs were appointed as the Nominating Committee.

**5.1a** Bob reported that nominees for officers were as follows: Marsha Hoeffs as secretary, Sandy Ryczkowski as treasurer, and Rosetta Stern as member-at-large. All accepted their nominations. Ken Harter accepted Bob’s report.

* 1. **Treasurer’s Report**—Sandy Ryczkowski reported that the Board will be meeting again in February after the final numbers from 2015 have been reported. The Board will be informed on updated information of the proposed budget, including the reserve fund.
  2. **Personnel Committee**—The personnel committee missed their last two meetings due to the snowstorm and members being absent (excused). There was no report given. They will have a phone conference in the next week.
  3. **Director’s Report**—Mark Merrifield reported that he sent the director’s report in the mail prior to today’s meeting. The NFLS staff is looking at how they can streamline procedures in the office. They are happy with the new office. Mark brought up the need to reevaluate committee meeting times and locations before regular Board meeting because Kress has a standing story time at the same time as the committee meetings, resulting in conference room conflicts. The Wild Wisconsin Winter Webinar is next week.

1. **Election of Officers.—**Bob Entringer moved to cast a unanimous ballet for the election of the officers. Chris Wagner seconded. Motion carried.
2. **OWLS/OWLSnet update**.—Gerri Moeller reported the highlights of OWLSnet’s activities over the past year. Gerri is now System Director, and no longer in an automation position; it has been redistributed among current staff. Bradley Shipps is now primarily taking care of policies and procedures and Evan Bend in the area of technology. OWLS has been working on annual report data and an archive of the data for Sierra. The Sierra server was updated. Libraries can now use Sierra outside of the library building. The costs for this will be covered in OWLSnet budget. OWLS is trying to find an alternative to catalogue computers. The OWLSnet website was redesigned. There were Encore modifications, including database searches. They introduced Shoutbomb service which provides text messages to patrons. Patrons like it. Patrons may now have up to 25 holds. Libraries can set lower limits if they want. OWLS is in the middle of the process to create email notices for expiration, primarily for patrons who use electronic sources. A 5 year no-circulation list was created (items that have not circulated in 5 years). This resulted in many weeding lists. OWLSnet staff worked on on OverDrive materials to make sure they can be checked out on Encore. All InfoSoup records are accurate as a result of this process. In September, OWLSnet worked to reduce the cataloging backlog. (Items waiting for records—description, ISBN). Encore was released to the public on September 14. Magazines can now be checked out electronically. They are starting to create procedures for wi-fi hot-spots that would be checked out to patrons, but don’t have hot-spots right now. OWLS migrated their server. SmartAccessManager was upgraded. OWLS knows that Windows 10 needs to be updated soon before the free update goes away, and are trying ensure all the programs/updates cooperate with each other. An OWSLnet fee committee will be meeting in February. This year OWLSnet will be working on: the annual report prefill, a new or improved email service, the possibility of Infosoup being moved to a new platform (the are working on alternatives), and signing up for a cyber auditor to help with any data breaches.
3. **Resource Library Agreement update**.—Mark Merrifeld and Brian Simmons met to create a first draft of the Resource Library agreement. A copy was sent in the Board mailing. One modified item that is crossed out is 1B. Nobody is using the Resource Library as backup reference. Language modification item 4E—never used this. If we need it we’ll ask for it. Item E—Providing refreshments and incentives, decided staff can get their own lunch. Brian will still make a few language adjustments. In 1B Brian recommended taking the $5,000 Reference amount and add it in for additional OverDrive Advantage electronic book titles to make 1A $20,000. Mark will work with Brian on a revised draft.
4. **Strategic Plan Progress Report.** –Mark Merrifield reported that this will be an ongoing item on the agenda. The NFLS staff met a few weeks ago, broke down the plan, and assigned staff members specific tasks. They will be meeting regularly to share updates on the Strategic Plan and to discuss the service plan.
5. **Director’s Goals for 2016**. –Mark Merrifield was going to discuss this with the Personnel Committee before distribution, but since the meeting was cancelled, he distributed the goals anyway. Goals 3 and 4 are on there again because they haven’t been completed. They were supposed to have been completed in 2015, but weren’t. In progress Goal 3 there needed to be language changes to clarify who is actually in charge. In progress Goal 4, a change-over in the Board led to a delay in progress on the goal. Mark will give updates on the goals in his director’s report. The Board agreed that the goals are acceptable. The discussion of Waltco came up again, and Bob Entringer suggested a handout with all of the Waltco information on it (services and steps).
6. **New Business.** Megan Theys’ hours at NFLS have increased from 30/week to 40/week. Kathy Pletcher will not be able to attend the Wisconsin Library Association conference in February. Reimbursement is available if anyone would like to go. She also suggested the Board consider a contribution to WLA.
7. **Adjourn**. Ken Harter motion to adjourn at 2:41. Chris Wagner seconded. Meeting adjourned.

**Next Meeting: Tuesday, February 16, 2016**

**Kress Family Branch, De Pere**

**Emil and Gail Fisher Meeting Room B, Lower Level**

Marsha Hoeffs, Secretary

Megan Theys, Recording Secretary

2/10/2016