

**Meeting of the NFLS Board of Directors
Tuesday, April 10, 2018 at 12 Noon,
Kress Family Branch, 333 N. Broadway, De Pere, WI 54115.**

Present: Elizabeth Arnold, Paul Gustafson, Robert Entringer, Theresa Rosik, Tony Yaggie, Kathy Pletcher, Ken Harter, Corrie Campbell, Julia Wallace, Miriam Erickson

Excused: Rosetta Stern, Jan Gehlhoff, Cheryl Maxwell, Marsha Hoeffs

Unexcused: John Lemke

Also Present: Kristie Hauer (Shawano), Brian Simons (Brown), Tracy Vreeke (NFLS), Megan Theys (NFLS), Kristen Laufenberg (Oconto), Jen Thiele (Marinette)

1. Welcome & Lunch. Campbell called the meeting to order at 12:07 p.m. Introductions were made.

2. Agenda Revisions. Vreeke wanted to add a discussion about the OWLSnet agreement after item 5.4 Director's Report. Arnold motioned to approve the agenda addition; Harter seconded.

Motion carried. Arnold asked about the strategic plan. Campbell said she will put it on the next agenda.

3. Open Forum. Nothing was reported.

4. Approve minutes: Erickson moved to approve the January 9, 2018 and February 13, 2018 minutes. Wallace seconded; **motion carried.**

5. Reports:

5.1 President – Corrie Campbell –

- Campbell announced that Brian Simons will be leaving his position as director of Brown County Library at the end of April.
- Campbell lost her election, so she will be reappointed to the NFLS board as a citizen.
- Campbell has been looking at other systems for ideas about the open position at NFLS. She thinks we need a strong communication position. She thinks the Continuing Education (CE) position and Communications position can be merged into one position. She will write a rational/explanation for the Personnel Committee to consider. The Personnel Committee will write a job description to bring to the Board. Erickson reminded the Board that PLSR is still happening and suggested they should wait until PLSR decisions have been made. Vreeke said she created a survey for the library directors about the open position. NFLS staff and library directors have discussed/looked at the results and discussed the position. She has also met with three other systems to discuss the position and has some ideas of how they could collaborate. She discussed the Wild Wisconsin Winter Conference (WWWC) with Jamie Matczak and Wisconsin Valley. Matczak said she will continue to do WWWW and have the other systems contribute to it. The NFLS library directors said this is acceptable to them. Vreeke also found job descriptions from other systems for a marketing/CE position. She has sent all of this info to Harter for the Personnel Committee to review. She reminded them that she is on the PLSR review committee so she know what is going on with that. She is looking at hiring by August. Yaggie said he supports this and said he would like to be part of the Personnel Committee (he has a background in this).
- NFLS will continue to be a part of the ALA Libraries Transform Campaign.

5.2 Treasurer's Report – Kathy Pletcher –

- The February financial report was sent out in the Board packet. So far so good. Nothing unusual.
- Wallace asked about the CE position and said we should have some salary savings due to this.
- Pletcher would like to get the Finance Committee going now that Vreeke is settled in as director. She also wants to create a plan for the year (budget/reviews timeline). Vreeke and Pletcher will meet to go over the budget closely.

5.3 Personnel Committee – Ken Harter –

- Harter will set a date for the Personnel Committee today with its members.

5.4 Director's Report – Tracy Vreeke –

- Vreeke thanked Simons for his service at Brown County Library.
- The book and author festival Untitled Town is April 19-22.
- Florence has a new Board member, Jan Gehlhoff. She couldn't make it today.
- Annual reports are done.
- Vreeke attended an ILS merger meeting with OWLS/OWLSnet and Winnefox. The committee consists of both OWLS members and Winnefox members. It was an introductory meeting and they are exploring the feasibility of a merger. They will continue to meet on a monthly basis.
- NFLS's audit is on April 18.
- Vreeke is on the Core Recommendation Collaborator Committee of PLSR. After the Core Recommendation finalizes its proposal, it will be brought to the Model Development Summit in July. There will be three or four members from NFLS on the Model Development Summit. After they write their recommendation, it will be submitted to DPI. There is a link to the current reports on the Director's Handout. Take a look and give your feedback. The Core Recommendation Collaborators will review these comments. Kristie Hauer explained that some of the things proposed in PLSR may already be in motion and others may happen in phases over the next few years.
- Theresa Rosik brought up her issue with getting an Interlibrary Loan (ILL) book recently. Vreeke said that if we look at the overall volume of items delivered it works well, but we always look at ways to improve delivery. Yaggie agreed with Rosik's remarks about getting ILL. Vreeke said this is one issue that is being looked at in PLSR. Rosik suggested a logistics company. Vreeke pointed out that there are several different pieces, including the ILS system, the delivery system, and the local libraries, involved in ILL. She said we would have to break it down more to figure out where it went wrong. Campbell expressed an idea for the Communications position to deal with complaints.

6. Discussion of the OWLSnet Agreement – Vreeke wants to set up a committee for the OWLSnet agreement. She wants to re-sign the agreement with OWLSnet for this year; the only thing that changed in the agreement is the dates. Part of the agreement states that the NFLS and OWLSnet Boards meet to discuss it before it is signed. Vreeke will send the agreement to the Executive Committee and they will view the agreement.

6. Member Library Report – Kristin Laufenberg / Farnsworth Public Library – Laufenberg grew up in Vesper, WI. She started as a children's librarian then took over as library director in Vesper. Now she is the Library Director at Oconto. The Oconto Library has been in the same

building since 1903. This year is their 115th anniversary. The building was added to the state and national registrar of historical buildings in the past year. She has a supportive city administration and community in keeping the library and original library building. Laufenberg tries to do at least one teen and one adult program a month. Past programs include henna tattooing, cookie decorating, adult crafting and paint classes. The library has been partnering with UW-Extension; an Oconto Library Board Member runs a book club; and the library hosts and does programming for New View (adults with disabilities) Student art is displayed in the library. She tries to get out to the local events and promote the library. Her Friends group covers the entire programming funds (there is no funding from city). The library circulates backpacks containing magnifying glasses, booklets about how to identify birds, etc., to be used at the local parks. Her children's librarian recently retired after 16 years of service. The new librarian is doing well. She will be doing a staff development day in which the whole staff will go out and visit other libraries in WI. There are nine staff members in total, with Laufenberg being the only full-time employee.

7. Approve Additional Member Library Collection Development Grants – Wallace motioned to approve the remaining grants. Entringer seconded. **Motion carried.**

8. LD&L Update – Kathy Pletcher –

- The Public Library Data and Technology Training Bill was signed by Gov. Walker at Florence Library on March 14, 2018. Vreeke, Stephanie Weber, and Jan Gehlhoff from Florence were in attendance. The libraries can now apply for TEACHfunds. There are 6 libraries in NFLS that are eligible to apply for this grant. They could get up to \$750-\$1000 per library. The deadline is May 4, 2018. This will be an ongoing grant (every year).
- The Legislative Day participants met with legislators to thank them for the grant money for this year. Now they will start advocating for next year's funding.
- Libraries Transform effort through ALA – Campbell has done some work on this. She will work with Vreeke to get this info out.

9. New Business. The Strategic Plan will be put on the agenda for the next meeting.

10. Adjourn. Entringer moved to adjourn. Rosik seconded. **Meeting adjourned at 1:37 p.m.**

Megan Theys, Recording Secretary
April 10, 2018