

**Minutes of the
Nicolet Federated Library System Board of Directors
Tuesday, August 13, 2019 at 12 Noon,
at the Weyers-Hilliard Branch Meeting Room**

Present: Becca Berger, Miriam Erickson, Ken Harter, Julia Wallace, Kathy Pletcher, Paul Gustafson, Theresa Rosik, Kathy Lefebvre, Corrie Campbell, Janice Gehlhoff, Robert Entringer, Rosemary Rueckert, Elizabeth Arnold, Cheryl Maxwell, Marsha Hoeffs

Also present: Jill Trochta (Suring), Jen Thiele (Marinette), Megan Theys (NFLS), Tracy Vreeke (NFLS), Becky Phillips (Brown)

1. Welcome, Introductions, & Lunch. Wallace called the meeting to order at 12:06 p.m.

2. Agenda Revisions. No revisions were made.

3. Open Forum. Nothing was reported.

4. Approval of June 11, 2019 minutes. Erickson motioned to approve the minutes, Lefebvre seconded. **Motion carried.**

5. Member Library Report – Suring Public Library / Jill Trochta.

- Trochta handed out copies of the Suring library newsletter. Their Board is focusing on grant writing and creating a long-term plan.
- They show movies 2-3 times a month; 10-15 people usually show up which is good for the town.
- Every two weeks Trochta visits the nursing home in Suring.
- The summer reading program was a success again this year. For the Adult Summer Reading program they had a blind date with a book. The adults loved it and may want to do it again.
- In July they hosted Incredible Bats event. The Village of Suring Police Department had their National Night Out Event. The library set up a booth with crafts and library card registrations.
- The Friends of the Library hosted their annual Pie and Ice Cream Social in July. The Friends have their annual rummage sale in the spring and book sale on Labor Day weekend. The Friends contribute monetarily to the library for programming.
- Suring Library works with the schools for library card registration, maintaining the gardens, Back to School night, and participating in the after school programs.
- They have lots of programming throughout the year, including book clubs, painting classes, maker Mondays, Knit and Hook, informational events, and a program to help adults download e-books and audiobooks on their electronic devices.
- They are using the money from the Innovation Grant for Virtual Reality headsets.
- Trochta will be attending the Annual Association for Rural and Small Libraries Conference next month.

- Rosik suggested increasing the use of Playaways. Trochta and Vreeke will discuss having a floating collecting of Playaways, possibly having the collection at NFLS.

6. Reports:

5.1 President – Julia Wallace –

- Wallace said last time they said that they needed to set up meeting dates throughout the year for the Personnel Committee and Finance Committees. Both have set dates now.
- The Board also have been talking about revising the Board bylaws. NFLS has a constitution that was approved in 1976 and it was last amended in 1981. (This was included in the Board packet.) The Constitution talks about the authority of the library system and the Board is only mentioned in the bylaws. They bylaws were last amended in 2000. She would like to merge the bylaws and constitution. Vreeke looked at other systems and their bylaws and they are all combined. The Constitution can only be amended if 25% of the Board members petition to amend it. 25% of the Board do want to amend it and signed a petition. (Copies of the petition were in the board mailing packet.) She would like to amend this by the end of the year.
- Wallace thanked Theys for her work and service at NFLS and wished her luck in the future.
- Wallace just discovered Overdrive. BCL just started using Access 360 – no waitlists—in conjunction with Libby/Overdrive. The Board asked for a “how to use Overdrive” session at/before the next Board meeting.
- Wallace read an article about how librarians need social work skills. She would like to bring this up to our library directors and see what kinds of professional development they need. Rosik suggested shadowing the library directors. Vreeke said there are organizations that observe this and offer these types of services already (DPI, etc.). Vreeke doesn't think that this is in the purvey of the Board. Vreeke said this information is out and available on websites and webinars. Maxwell asked Vreeke to put something together on where to find this information. Vreeke said this is available on the NFLS trustee page. Campbell said many webinars have addressed these issues as well.

5.2 Treasurer's Report – Kathy Pletcher –

- The Finance Committee met on August 5 and have set meetings for October 2 and November 25. They will present the draft budget at today's Board meeting and create a final budget on October 2. They will review the budget and 2019 finances at the November 25 meeting.
- The meetings are available online/call-in too. The meetings are open to entire board; let Vreeke or Pletcher know if you are planning on attending.
- The Board was sent the finance report for January-May. The reserve fund is now at 7%. The rent increased because of rent agreement changes (due to an old agreement, NFLS used to have a free month of rent but now they don't).

- Pletcher doesn't have any concerns on the budget.

5.3 Finance Committee – Kathy Pletcher –

- The Finance Committee reviewed the draft audit at their August 5 meeting. The audit is not finalized yet because Schenck was bought out by CLA and they are transitioning.
- NFLS doesn't have any compliance issues and the fund balance is going in the right direction. They had two recommendations – the preparation of annual report (outsourced) and separation of duties. These recommendations are common for businesses of NFLS's size. Maxwell motioned to approve the report; Lefebvre seconded. **Motion carried.**

5.4 Personnel Committee – Ken Harter –

- The Personnel Committee met on June 20. They discussed creating a code of conduct for the Board. They aren't having issues but they want to be proactive. They looked at samples of code of conducts and decided the one from the state of WI met their needs. They decided to adopt it with a few changes. The code of conduct will be signed by new Board members and need resigned each time Board members are up for reappointment.
- The Personnel Committee will meet on the third week of January, May, and September. They will focus on staff and director's reviews at the September meeting in preparation for salary adjustments that will be discussed at the October meeting.
- In the past they have used an online survey/review form for member libraries to review Vreeke as a director. They will work on converting this to Google Forms for this year. They will also ask for input from the trustees and NFLS staff. They will send out the surveys soon.
- The Committee also discussed using interns at NFLS. Vreeke is interested in this and there is space in the office for this. They are looking at interns to work with Kronenburg in IT or with Baumgart in marketing. Vreeke will talk to UWM and other systems for further ideas on this.
- The Committee met today to review the modified position description for Administrative Assistant. There were some small changes – changing wording from requiring an associate's or bachelor's degree to a degree being preferred but consideration given to experience. They discussed the salary range. The job will be posted internally for three weeks and then they will interview for a week. If this doesn't turn up anything, they will use Cadre to hire.
- Harter also thanked Theys for her work at NFLS.

5.5 Director's Report – Tracy Vreeke –

- Vreeke has been attending the Personnel and Finance Committee meetings.
- At the last Advisory meeting Bobbi Kuehn gave an Inclusive Services presentation.
- They are at an impasse at the ILS merger financially – it doesn't seem to be financially good for OWLSnet and they may move forward in a different direction.
- The WILS strategic planning for Kewaunee going well.

- Vreeke and Baumgart went to a digitization kit training.
- Vreeke thanked Theys for her work at NFLS.

7. Request to move October meeting date to 3rd Tuesday (10/15) –

Vreeke asked that the Board meeting be moved to the 3rd Tuesday of October because WLA is on the second Tuesday of October. Berger moved to move the Board meeting date; Maxwell seconded. **Motion carried.**

8. Draft of 2020 Budget / Intersystem Agreement discussion –

- The draft budget was included in the board mailing. Pletcher and Vreeke had met and Finance committee reviewed the budget as well. The budget comes as a recommendation from the Finance Committee.
- Wallace said the biggest change is the intersystem agreement for Shawano. Due to Shawano being a consolidated county now, NFLS is required to pay for part of the intersystem agreement. The agreement was also included in packet. NFLS has an OWLSnet reserve account. The money for this year can be taken out of this for that payment. This is not sustainable to do this but can do it this year. Berger confirmed that legally we have to pay this. NFLS would be in breach of conduct if we didn't pay for this. Vreeke said we can also relook at the agreement but this is a fair agreement. NFLS patrons do use the OWLS libraries and this needs to be paid for. Pletcher said it was built into the 2020 budget and could be taken out of the undesignated reserve fund.
- Internships have not been included in the budget because there's not enough information on them yet.
- The Board will vote on the 2020 budget at the next Board meeting.

9. ETF (Employee Trust Fund) Resolution update

- Adoption is needed to continue in the Wisconsin Group health insurance program. The agreement had some changes. Harter moved to approve signing of the ETF agreement in order to continue in ETF; Hoeffs seconded. **Motion carried.**

10. Petition to amend the NFLS Constitution.

- Entringer motioned to accept the petition to amend the constitution; Erickson seconded. **Motion carried.**

11. New Business. Nothing was reported.

12. Next meeting – October 15, 2019

13. Adjourn. Rosik moved to adjourn at 2:09 p.m., Lefebvre seconded. **Motioned carried.**

Amendment to the Constitution for the Nicolet Federated Library System to dissolve the current Constitution for the Nicolet Federated Library System, last amended November 5, 1981 and incorporate its contents into the By-Laws for the Nicolet Federated Library System.

Proposed by members of NFLS Board of Directors

Requires a 2/3 vote of the full board for adoption

Proposed this 13 day of August, 2019

John Wallace 8-5-19
Name Date

Paul S. Gant 8-5-19
Name Date

Corn Campbell 8-5-19
Name Date

Anthony J. Gagne 8-5-2019
Name Date

Kathy Peltola 8-5-2019
Name Date

Name Date