

**Meeting of the  
Nicolet Federated Library System Board of Directors  
Tuesday, December 4, 2018 at 12 Noon,  
Kress Family Branch, 333 N. Broadway, De Pere, WI 54115**

**Present:** Julia Wallace, Miriam Erickson, Paul Gustafson, Marsha Hoeffs, Rosetta Stern, Tony Yaggie, Cheryl Maxwell, Ken Harter, Kathy Pletcher, Kathy Lefebvre, Theresa Rosik, Elizabeth Arnold

**Excused:** Bob Entringer, Jan Gehlhoff, Corrie Campbell

**Also Present:** Carol Petrina (Kewaunee), Jen Thiele (Marinette), Tracy Vreeke (NFLS), Lori Baumgart (NFLS), Megan Theys (NFLS), Sarah Sugden (BCL), Emily Rogers (BCL)

**1. Welcome & Lunch.** Wallace called the meeting to order at 12:11 p.m. Vreeke introduced Lori Baumgart, the new NFLS Communications, Marketing, and CE Coordinator at NFLS. She started about a month ago. Vreeke also introduced Sarah Sugden, the new Brown County Director. She also started on November 5.

**2. Agenda Revisions.** Vreeke moved to add Member Library Report to the agenda as Item 5, after Approve Minutes. Erickson moved to approve, Pletcher seconded. **Motion carried.**

**3. Open Forum.** Nothing was reported.

**4. Approve minutes: October 9, 2018** Yaggie moved to approve the minutes; Hoeffs seconded. **Motion carried.**

**5. Member library report: Carol Petrina, Kewaunee.**

- Petrina became the Kewaunee Library Director about a year and half ago.
- Kewaunee has a lot of adult programming, including a Men's book club and cooking classes. They also have: two book clubs for kids K-2 and 4-6, Lego club, garden club, Fun Newton's Science Club, and Video Gamer's Club. They hosted their annual Family Fall Festival. The Stick Together puzzles have been popular with teens and adults. The Children's Center has a play center that changes every so often. This is popular with families.
- There is new landscaping and a garden.
- They partner with Gnome Games for activities. They also partner with the County Health Services for the Breastfeeding Initiative and healthy eating.
- They go out and provided services to Assisted Living and day cares.

**6. Reports:**

**6.1 President – Corrie Campbell –** Campbell wasn't present. Nothing to report per Vreeke.

**6.2 Treasurer's Report – Kathy Pletcher –**

- Board members were sent the budget report for January-October. Pletcher said NFLS is in good shape because of the position that was vacant for the majority of 2018.
- Pletcher would like to meet with the Finance Committee before the end of the year to look at policies and year-end things. Maxwell asked about the budget

being balanced. Pletcher said yes, this year and next year's budget are balanced—we will not be using any of the reserves.

- Wallace asked for Pletcher and the committee to send the Board the “personal stories” behind the funds. Example: Real life stories of how databases have made a difference to patrons.
- Arnold motioned to accept the Treasurer's Report. Maxwell second. **Motion carried.**

#### **6.3 Personnel Committee – Ken Harter – Personnel Committee –**

- The Personnel Committee conducted interviews for the Communications, Marketing, and Continuing Education position and hired Lori Baumgart to fill it.
- They also met to review Vreeke's performance. Based on reports that Vreeke has provided and her accomplishments, the Personnel Committee agrees that her performance is exceptional. Vreeke is on track for graduating in May. She will provide her transcripts to the Personnel Committee. She is performing well, so they are recommending a 2% adjustment starting January 1, 2019. Maxwell moved to approve the 2% raise. Arnold seconded. **Motion carried.**
- The Personnel Committee also reviewed and approved the Employee Handbook. It was also reviewed by an attorney. They will send out an electronic copy to the full board.

#### **6.4 Director's Report – Tracy Vreeke –**

- NFLS received their second state aid payment.
- Bob Entringer has been reappointed to the Board for another three year term.
- Vreeke thanked Campbell for being Board President.
- Vreeke has met with Bobbie Kuehn, the NFLS Representative for Inclusive Services. She also met with Sarah Sugden, the new Brown County Library Director.
- Vreeke attended the WLA conference. In the past, all of the Board members were part of WLA and got email updates. Vreeke will look into making sure this happens again.

#### **6.5 LD&L Report – Kathy Pletcher –**

- LD&L is meeting with the Governor-elect tomorrow. He has historically been library friendly.
- Library Legislative day is February 12.

**7. Approve 2019 Board meeting calendar** – Maxwell moved to approve the 2019 calendar; Erickson seconded. **Motion carried.**

**8. Approve Employee Handbook** – Item not discussed (approved by the Personnel Committee and included in report). Completed.

**9. Approve Annual Resource Library Agreement** – In 2017, a delivery discrepancy was found between BCL and NFLS. A two year plan was put into place to reconcile this. The only thing that was updated in the Resource Library Agreement was the dates on this two year plan. Pletcher motioned to approve the Resource Library Agreement; Lefebvre seconded. **Motion carried.**

**10. Appoint Nominating Committee** – Wallace asked for new members for the Nominating Committee. Hoeffs, Arnold, and Yaggie agreed to be on the committee to nominate the next President-Elect.

**11. New Business.**

- Maxwell shared Jen Thiele was the head of the planning committee for the WLA conference in LaCrosse this year and did a good job.
- Rosik asked about the patent library. Vreeke said that it's outside of NFLS's scope. If a library wants to they could do it, but NFLS is not eligible.

**12. Adjourn.** Maxwell motioned to adjourn at 1:34 p.m.; Harter seconded. **Motion carried.**

Megan Theys, Recording Secretary  
12/4/18