

**Minutes of the
Nicolet Federated Library System
Board of Trustees
December 3, 2013 - 12 Noon
Kress Branch Library, De Pere, WI**

Present: Paul Kegel, Connie Seefeldt, Sandy Ryczkowski, Cheryl Maxwell, Miriam Erickson, Ken Harter, Corrie Campbell, Christopher Wagner, Kathy Pletcher, Marsha Hoeffs, Julia Wallace, Denise Bellmore.

Excused: Kay Krall, Bob Entringer, Rosetta Stern.

Absent: Gina Reinardy.

Also present: Lynn Stainbrook (Brown), Jen Thiele (Marinette), Mark Merrifield (NFLS), Jamie Matczak (NFLS), Denise Fitzgerald (NFLS).

1. **Welcome and Lunch.** Cheryl Maxwell called the meeting to order at 12:18.
2. **Agenda Revisions.** None were made. Miriam Erickson moved to accept the agenda as mailed; Kathy Pletcher seconded. **Motion carried.**
3. **Open Forum.** Connie Seefeldt attended the October 2013 WLA Conference held in Green Bay, and thought there were excellent programs each day of the conference. She thanked NFLS for allowing her to go. Cheryl Maxwell attended the conference and concurred with Connie. She encouraged board members to attend future WLA conferences, noting that it is a wonderful venue for trustees. Sandy Ryczkowski and Kathy Pletcher also attended sessions, which they stated were very informative, and they also thanked NFLS for sponsoring their attendance.
4. **October 8, 2013 minutes.** Kathy Pletcher moved to approve the minutes as presented. Ken Harter seconded. **Motion carried.**
5. **Reports:**
 - 5.1 President – Cheryl Maxwell. Read a letter from State Superintendent Tony Evers, DPI, approving NFLS's 2014 annual plan. Nicolet's system aid remains the same as 2013's, with funding provided by the Universal Service Fund, a telecommunications fund generated in every state. The total 2014 fiscal aid for NFLS is \$1,069,413.
 - 5.1 a. Appoint Nominating Committee: Cheryl appointed Kathy Pletcher, Julia Wallace and Marsha Hoeffs to present names for NFLS offices of Treasurer, Secretary and Member-at-large, to be considered for appointed at the January meeting.
 - 5.2 Treasurer's Report – Sandy Ryczkowski. Summarized the September and October reports which were sent in the board packet. Stated that 20% of the budget remains, and this is right on target. Ryczkowski moved to approve the statements; Pletcher seconded. **Motion carried.**
 - 5.3 Personnel Committee – Miriam Erickson. Stated that the committee discussed staff compensation in 2014, and a director's performance evaluation correlating with specific goals and a time table, and discussed the annual performance review from 2012. The committee will draw out goals from this review, and create a new evaluation to be tabulated in the fall of 2014. The full NFLS Board will then have goals to review in December. Cheryl Maxwell stated that Mark will meet with the librarians and get their feedback on particular goals they would like to see met.
 - 5.4 Director – Mark Merrifield. Mailed his report to the board. He is working with the Oconto County Library Services Board and the Kewaunee County Library Services Board on their planning process. He is also working with the Menominee Library director to make sure the merged college and public library meets state requirements, and their director is up-to-date as a certified public librarian. A public library board also needs to be reestablished, with a new board member appointed to the NFLS board. Kathy Pletcher stated that the NFLS Board should explore making web or phone conference attendance available to NFLS board members.

6. **NFLS Continuing Education Report** - Jamie Matczak, NFLS CE Coordinator. Distributed a handout on the Wild Wisconsin Winter Webinar, a two day event January 15 and 16, 2014. Jamie created this webinar conference in 2013, and invited the other Wisconsin library systems to cosponsor the event. Twelve other systems will cosponsor the web conference this year. Each webcast session can accommodate 1,000 attendees. Each presentation will be worth one continuing education (CE) credit. Jamie is encouraging the librarians to set up a room for several staff members to view the webinars together. Stated that 60-70% of the CE programs she coordinates feature presenters she has heard speak at different conferences.

Bellmore left the meeting. Jamie summarized the other workshops and webinar sessions she has planned for the spring. She will have a complete list available for the NFLS Board at their January meeting.

7. **Discussion of NFLS Board CE Activities for 2014.** Mark reiterated Jamie's request that board members give suggestions for programs to meet their CE needs. Seefeldt stated that as a county board member, with budgets getting tighter all the time, it's hard to promote libraries. She asked how to answer that. Erickson noted that Friends groups and board members can contact county supervisors for library support. Wallace said a conversation on how libraries are not a luxury is important. Pletcher stated that advocacy would be a good topic for a trustees' CE program. She asked if Jamie could develop a program like the Wild Wisconsin Winter Webinar for trustees across the state. Kathy is currently the chair of the Wisconsin Library Trustees and Friends (WLTF) group.
8. **Approve Resource Library Agreement.** Mark noted that the draft he handed out has already been approved by the Brown County Library Board. He met with Brown County Library Director, Lynn Stainbrook, to firm up the plan. The PC management piece is less than last year, in order to be in line with comparable funding for OWLSnet libraries. It was also noted that the \$15,000 collection development line item will go into the Overdrive digital e-book collection, so all the member libraries will have access. Seefeldt asked why the agreement was not included with the board's agenda, and asked what the RLA agreement amount will total. Mark stated the current financial statement has the Resource Library amounts listed, under Library Development. The actual cash paid adds up to \$61,000, partially to equalize funding in place for OWLSnet libraries. Maxwell would like to see the Resource Library Agreement as soon as possible in the future. Corrie Campbell moved to accept the agreement; Sandy Ryczkowski seconded. **Motion carried.**
9. **Planning Updates.** Mark said OWLSnet is looking at adding the Zinio magazine database to the shared online library databases. Connie Seefeldt would like a copy of the technology plan after it is presented and updated at the December 4 librarians' advisory meeting. Mark said he will send the plan out with the January board packet.
10. **System Configuration Update.** Mark noted that there is a consortium of four northern Wisconsin library systems which use the Innovative library services platform and catalog system. They are exploring the possibility of merging and sharing materials, at a lesser cost. Pletcher asked if it would be possible to merge the systems. Mark said that would be the next step.
11. **New Business.** Hoeffs asked if there are term limits to the officers of the board. Mark said they could serve as many as they want.
12. **Adjourn.** Meeting adjourned at 1:40 pm.

Next Meeting: Tuesday, January 7, 2014, Brown County Central Library, Lower Level

Gina Reinardy, Secretary
Denise Fitzgerald, Recording Secretary