**Minutes of the**

**Nicolet Federated Library System**

**Board of Directors**

**Tuesday, December 6, 2016 at 12 Noon**

**DePere-Kress Branch Library**

**Present:** John Lemke, Elizabeth Arnold, Miriam Erickson, Marsha Hoeffs, Ken Harter, Paul Gustafson, Chris Wagner, Kathy Pletcher, Sandy Ryzckowski, Julia Wallace, Corrie Campbell

**Excused:** Robert Entringer, Nancy Miller, Cheryl Maxwell

**Unexcused:** Evan Hucek, Rosetta Stern

**Also Present:** Mark Merrifield (NFLS), Jamie Matczak (NFLS), Megan Theys (NFLS)

1. **Welcome and Introductions.** The meeting was called to order at 12:15 p.m.
2. **Lunch.**
3. **Agenda Revisions.** None were made.
4. **Open Forum.** No one came forward.
5. **October 11, 2016 minutes**.—As the minutes reported, at the October meeting Marsha Hoeffs had suggested putting the attendance protocol as stated in the bylaws on all agendas. Hoeffs wondered why the language wasn’t on the December agenda. Mark Merrifield said that he forgot and it will be on the next agenda. Miriam Erickson moved to accept the minutes. Corrie Campbell seconded. **Motion carried.**
6. **Reports**

**6.1 President – Ken Harter** – Ken read a letter from Cheryl Maxwell voicing objection on behalf of Marinette County of the new OWLS fees structures. Mark Merrifield explained that the OWLS fees committee has met four times to discuss the OWLS fees structure, which haven’t changed in 15 years. Members of the OWLS Fees Committee include four library directors from NFLS and Merrifield. The committee created a new formula based on current usage and presented it to the libraries for discussion purposes. The work of the committee is to be completed by March of 2017. It was clarified that because Marinette is a consolidated system, financially they are looked at as one entity rather than individual libraries. The committee also took the finances of smaller libraries into consideration. There was a consensus among the members of the OWLS Fees Committee on the new formula. No concrete decisions have been made yet because it hasn’t been taken to the OWLS Board for approval. In the meantime, Maxwell will contact Gerri Moeller of OWLS with her concerns. Kathy Pletcher asked for the past formula for determining the fees, the new formula, and the related numbers to the formulas. The OWLS Fees Committee will present the new formula to the Administrative Advisory Committee (AAC) in January and follow up in March. Pletcher also asked for copies of the materials the AAC members saw in regards to this topic. Merrifield will put this issue on the agenda for the next NFLS Board Meeting. Gerri Moeller from OWLS will also be at the meeting which will give her a chance to answer the Board’s questions on this topic.

Ken Harter read a letter from Tony Evers (DPI). The letter explained that the NFLS plan was approved and NFLS will receive their state aid for 2017, with the first payment received in late November. The amount will remain the same as 2016. However, because Menominee continues to be out of compliance, $19,000 of the state aid payment has been left out. If Menominee can be proven compliant, the money will be given to NFLS with their next payment in March. Miriam Erickson stated that the Menominee situation will be discussed further during the Personnel Committee meeting report. Elizabeth Arnold spoke saying her hands are tied, being caught between DPI, the College of Menominee Nation (CMN), and Menominee County. Arnold has tried speaking to the CMN interim president, Dr. Diana Morris, but she has proven difficult to get ahold of to discuss the matter. The sticking point appears to be who pays the salary of the librarian—the county or the college. Corrie Campbell asked if Arnold has approached the College Board about the issue. Arnold said it’s difficult to get to the board without going through Dr. Morris. Corrie Campbell established she knows some of the people involved and will help where she can. Mark Merrifield passed out a memorandum from Jeremy Weso, the Menominee County’s Administrative Coordinator. Weso has been a part of trying to resolve this issue. In the memorandum, he summarized the contacts he’s made for the main decisions in this process. He said on August 23, Menominee County received a signed agreement back from the Tribe. The agreement had some changes, most notably in Section 1.01.D which states “[The County shall] appropriate sufficient funds to support a licensed Librarian (salary & fringe) for the MPL [Menominee Public Library].” The next day, Weso told CMN that the County couldn’t afford to fully fund a librarian position; they could only afford $15,000 which was the same amount the County has annually appropriated for several years. On September 22, 2016, the County Board approved for the MITW version of the agreement, with the understanding that the $15,000 annual appropriation satisfied the “sufficient funds” provision. On October 11, the agreement was sent to CMN. Dr. Morris expressed concern about the level of funding and thought that perhaps they should go back to the drawing board in terms of the agreement. No resolution has been made yet. In Menominee, the public library is co-located within the college library. The college library would continue to exist without the public library and its funding. The current library director Maria Escalante does both academic and public library work. She is a fully accredited librarian and is expected to do both academic and public library work. Resources for the public library are limited and the library is more geared toward the college students. When the public library and academic library combined, the library pulled out of OWLS and are no longer receiving their services. The public library closed because the county couldn’t afford to fully fund it. The state legislature had to approve the combination of the public and academic library and only did so in February 2016. Mark Merrifield and Weso had a conversation posing the idea of Menominee County contracting with Shawano County for services. However, every county needs a county plan of service.

* + - * 1. **6.1a. Appoint Nominating Committee**—Ken Harter stated that Bob Entringer and Marsha Hoeffs will serve on the nominating committee. They need nominees for Vice President/President Elect, Secretary, Treasurer, and Member-at-Large. If you have an interest in serving, contact one of them.
        2. **6.2 Treasurer - Sandy Ryczkowski**—Board members received three statements of expense in their mailings. Looking at the most recent, October, they can see that there is 16% of the budget year remaining. There is currently a positive balance and it will remain positive at the end of the year. The operating/rent line is on target. Elizabeth Arnold motioned to approve. Paul Gustafson second. **Motion carried.**
        3. **6.3 Personnel Committee – Miriam Erickson—** On Wednesday December 14 Mark Merrifield will participate in the meeting of the Menominee County Library Board, which will be named by Menominee County as the County Library Planning Committee. NFLS Board member Elizabeth Arnold is a member of the committee. A DPI staff member might also participate. The goal is to try to resolve the County planning delay by early March, in order to have the Division restore the full system aid to NFLS.
        4. The Personnel Committee receivedreports that Merrifield had missed key meetings. He gave his explanation to the committee and his attendance at future meetings will continue to be evaluated by them. Evaluation surveys of Merrifield’s performance were sent out to the library directors and NFLS staff (excluding Merrifield). 11 directors and four staff members completed the survey. The results were tabulated and the issues were discussed with Merrifield. In six months another survey will be sent out to evaluate his improvements.
        5. **6.4 Director – Mark Merrifield—**Green Earth is getting fiber installed in their library and Egg Harbor will get it in their new library building. Fiber had been installed in the old NFLS office and now John and Mark are working on getting it installed in the new office building. The state will cover the entire cost of the fiber and its installation. Washington Island can’t get fiber right now due to geological constraints. Fiber allows for higher speed on computer networks.
        6. NFLS is working on a project called Libraries Transform. Assembly Representatives and Senators are getting their picture taken with the logos of the 16 Wisconsin library systems to give a positive view of the libraries. Kathy Pletcher encouraged the board trustees to help with this service.
        7. Jamie Matczak passed out the Wild Wisconsin Winter Webinar information. For the first time ever, all of the systems will help sponsor this event. This year she has 19 speakers, which is more than she had last year. If you have any questions, email her.
        8. Mark passed out 2017 Board meeting dates.

1. **2017 Resource Library Agreement with Brown County.—**A copy of the Resource Library Agreement was sent in the board mailing. Brown County Library has already signed it. There was one wording change: Zinio was added to the list of subscriptions. Corrie Campbell moved to approve the agreement. Julia Wallace seconded. **Motion carried.**
2. **NFLS Delivery Proposal. –**Mark Merrifield handed out a synopsis of the delivery RFP, his follow-up, and his recommendation. Action Logisitcs and Waltco put in bids and each of the bids are for one year contracts; the costs could go up the following year. His recommendation is that each of the two plans cost too much, so he can’t recommend either. At Friday’s Advisory Meeting, Merrifield will ask the librarians to consider the structure of the delivery. Alternative and less expensive options should be considered. The two interested vendors will be asked to respond to the alternative options. Brown County Library has a separate contract with Waltco and NFLS will need to align their chosen route and vendor with Brown County’s. After an alternative proposal is created, it will be given to the two vendors for them to give a new bid. Then the RFP committee will meet again to make a decision, and then present that decision to the Board. NFLS does not currently have a contract with Waltco and they have agreed to continue regular service until a decision has been made. PLSR is also looking at delivery, but they won’t make any changes until 2018 at the earliest so NFLS will need to make a decision.
3. **CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c)

considering employment, promotion, compensation or performance

evaluation data of any public employee over which the governmental

body has jurisdiction or exercises responsibility.

Miriam Erickson motioned to go into a closed session. Corrie Campbell seconded. Roll call taken. John Lemke—aye, Elizabeth Arnold—aye, Miriam Erickson—aye, Marsha Hoeffs—aye, Ken Harter—aye, Paul Gustafson—aye, Chris Wagner—aye, Kathy Pletcher—aye, Sandy Ryzckowski—aye, Julia Wallace—aye, Corrie Campbell—aye. Closed session began at 2:13 p.m.

Reconvene in open session pursuant to WI Statutes Section 19.85 (2). At 3:06 p.m.

**10. Possible action from closed session.** Corrie Campbell motioned to pass the director’s improvement plan. Sandy Ryzckoski seconded. **Motion carried.**

**11. New business.** Library legislative day is Feb 21, 2017. NFLS will provide funding for those who wish to go. Kathy Pletcher encouraged a strong showing from the Board because they provide a different perspective to the legislature. We are asking for a modest increase in library funding from the state. Contact Mark Merrifield if you are interested in going. Jamie Matzcak will send out link for registration.

Merrifield will put delivery services and OWLS fees on the agenda for the next meeting.

**12. Adjourn.** Corrie Campbell motioned to adjourn. Chris Wagner seconded. **Meeting adjourned at 3:13 p.m.**

**Next Meeting: January 10, 2017**

Megan Theys, Recording Secretary

12/6/16