

**Minutes of the  
NFLS Board of Directors  
Tuesday, December 3, 2019 at 12 Noon  
at the Kress Family Branch, Lower Level Meeting Room**

**Present:** Corrie Campbell, Julia Wallace, Theresa Rosik, Rebecca Berger, Miriam Erickson, Bob Entringer, Paul Gustafson, Cheryl Maxwell, Elizabeth (Arnold) Fernandez, Ken Harter, Marsha Hoeffs, Rosemary Rueckert

**Excused:** Janice Gehlhoff, Anthony Yaggie, Kathy Pletcher, Kathy Lefebvre

**Also Present:** Lori Baumgart (NFLS), Tracy Vreeke (NFLS), Joan Denis (Oconto Falls Public Library); Kristie Hauer (Shawano County Library); Emily Rogers (Brown County Library)

**1. Welcome & Lunch.**

- Election of officers may be a possibility remotely
- Vreeke is waiting to hear from DPI if a January meeting is required; she will follow up.
- The nominating committee has already completed its work.

**2. GoToMeeting set up and training**

- Test went well; we may need to get a little closer to the microphone or look at wireless microphone options.

**3. Agenda Revisions.**

- Approve the long-term reserve policy within Treasurer's Report
- Add Oconto Falls Library Report as 6.6  
**Motion to approve agenda revision (Harter/Erickson- passed)**

**4. Open Forum.** None

**5. Approve minutes: October 15, 2019**

**Motion to approve minutes (Erickson/Berger – passed)**

**6. Reports:**

**6.1 President – Julia Wallace**

- Wallace has worked with the Exec. Committee on revision of Constitution and Bylaws since October. NFLS Bylaws originated in 1976 and the Constitution in 1981. Most systems have combined them. Committee, with the board's prior agreement, combined these documents.
- Changes:
  - Wallace and Vreeke presented a clean copy of the Bylaws and reviewed changes made.
  - The mission statement was added.
  - Counties currently in NFLS are added and language allows for additional should that occur

- Board of Trustees section: No one county should constitute a majority (by population)
  - Campbell asked if Brown is the majority, can we fix that? Berger asked if it addresses growth/shrinkage of counties - Campbell and Rozik asked that we add something that addresses this in the event that it does happen. Wallace said Brown is only one of 8 counties currently.
- Section 6: term limits for exec committee members changed to 6 years (was 5)
  - Two new standing committees were added and defined (Finance and Personnel)
  - Article 5 Section 1: Annual meeting changed to “Jan/Feb”
  - Section 3: Changed from “mailed” to “sent” to allow other forms of delivery
  - Robert’s Rules of Order and Trustee bonding was incorporated from the old Constitution.
  - The process for amending the Bylaws was simplified.
  - Delete sections...Deletions include: location of administrative headquarters, statutory requirement for advisory committee, and policy matters such as expense allowances
  - All committees are required to report to the board.
- COLAND presented proclamation commending and thanking Kathy Pletcher for her contributions to the WI library community. Kathy is stepping down from COLAND. Erickson will remain on. Campbell was asked by Pletcher to join; she will do so.
- DPI superintendent approved our 2020 System Annual Plan, and the check has been deposited.

## **6.2 Treasurer’s Report – Ken Harter & Tracy Vreeke (for Kathy Pletcher)**

- Changes to financial reports
  - We’ll have extra funds from being short-staffed
  - A budget line was added to account for last year’s surplus \$63,000 from last year to more accurately reflect spending
- Finance committee will be meeting to discuss carryover from this year to next year. Will discuss with Glen at Heartland, then discuss in January meeting.
  - Last year a portion went to long term reserve, I&I grants, marketing equipment, etc.

### **Motion to approve treasurer’s report (Hoeffs/Maxwell – approved)**

- Long-term Reserve Policy
  - Harter presented the Long Term Reserve Policy prepared by the Finance Committee.
  - Target: 10-15% of annual state allocation. Right now, the books have 20%.
    - **Motion to approve the LTRP (Berger/Maxwell – approved)**
  - Berger asked that this is shared with local boards (Vreeke noted)
  - Rozik – are there any safeguards we can take so we don’t get it taken away for having too much. Vreeke said it is in the Local Government Investment Pool and we receive a good interest rate. Campbell said the Brown County board has a restricted and unrestricted reserve option if we need to define further what to do with reserve funds.
  - Vreeke said one account is set aside for payroll liability, and the board decided to consolidate the others we did have into the LTRF. The policy explains why we have what we do, and how we will use it. We are holding

less money than recommended by our auditor, who recommended 20% (non-profit standard).

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

- Last meeting reported contract offered to Hanna Goode Zima. She accepted, and will start February 3, 2020; with option to come in early to start the orientation process or part-time in mid-January.
- General targets for meetings: 3<sup>rd</sup> week in Jan, May, and Sept. Will firm up.

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

- More exciting I & I Grant implementations! See the NFLS website Grants page
- AAC decision re ILS library catalog system: going with CarlX – we're the only Wisconsin system they service right now; they serve several larger consortia public libraries. Transfer starts next winter-spring. Also a new discovery layer that patrons will see. This is for all OWLSnet libraries.
- Kewaunee wrapped up its strategic planning with WiLS Strategic Planning Cohort. All libraries involved were very pleased.
- Stef Morrill with WiLS is retiring in February, following the death of her husband. She is a tough one to lose, but she's curated a good staff around her.
- Tracy presented at LAWDS' WIOA roundtable in Green Bay this last month, on a panel regarding the partnership of Workforce Development and WI Public Libraries. The work we do will be passed on as a template to other states. The project will be rolling out just after the first of the year.
- John DeBacher retired from DPI
- Kronenburg had his 10-year anniversary with NFLS, Baumgart celebrated her first.
- Baumgart and Vreeke are working on remote work liability and agreement.

### **6.5 Nominating Committee Report – Bob Entringer**

- The Nominating Committee consisting of Erickson, Arnold, Entringer presented the following slate of officers for January election.
    - Hoeffs secretary
    - Pletcher treasurer
    - Arnold at-large
- Motion to close nominations (Wallace/Rueckert – approved)**
- Vote at January meeting

### **6.6 Oconto Falls Library Director, Joan Denis**

Presented on the activities at the library, and what makes it unique!

- Social media examples
- Oconto Falls Memory Project on InfoSoup
  - Photos and descriptions; lots of aerial photos (200+)
- WI Cemetery Search Database, along with Oconto County Genealogical Society. Oconto Fall Library added obituaries to this database.
- Oconto County Times Herald Years Gone By Column – library staff took over the column about eight years now.
- Library did a 4-page spread in the newspaper with historical photos and history for the 100<sup>th</sup> anniversary of the incorporation of Oconto Falls
- Digitizing Oconto Falls Newspaper (ResCartaWeb). Starting 1898 to (eventually) 1945.

- Photo negatives gifted to the library by John Larsen (30 boxes!). Aerial photos of city, farming communities, etc. Class reunion pictures.
- Farm photos: 1955 to present
- Wedding/church photos coming
- See more about the library's historical offerings at <https://ocontofallslibrary.org/history/>
- Silver Society projects. Visits with Meadowlands Assisted Living.
- Sewing classes (and why you should switch the name from "programming" to "class")
- Art classes meet every week
- Yoga class – weekly for the past five years
- School artwork displays
- Annual book sale brings in \$2500-3000!
- Make & Take station
- Games Collection
- Nickolas Butler WI author visit
- Main Street Christmas Open House
- Fines for Heroes collection

## **7. Approve recommended By-Laws**

**Motion to approve the NFLS Constitution & Bylaws (Harter/Campbell – approved)**

## **8. Approve letter to TEACH re: Data Outages**

- TEACH sets up our internet services in BadgerLink. There have been a lot of fiber cuts, which has an impact on libraries. The letter gives notice of dissatisfaction with service. Vreeke and Shipps (OWLS) talked with Bill Herman (DPI) at system directors meeting, and there are plans in the works with AT&T to improve service. Systems were asked to note their challenges in writing.

**Motion to approve TEACH letter from NFLS Board (Harter/Erickson – approved)**

## **9. Approve Annual Resource Library Agreement**

- This agreement has not yet gone before the Brown County board, but changes have been discussed with BCL director Sugden. Only a few changes:
  - 2A and 2B re WPLC digital library buying pool: Brown County and OWLSnet are now separated so they can do their own purchasing and reduce book-keeping done by the staff. Advantage account is accessed by the owner library patrons first (before going to entire state-wide consortium after local holds are filled). The change in dollar amount from \$15K to \$10,500. Reflects the fact that BCL will now do only BCL purchasing. BCL previously purchased for both BCL and OWLSnet InfoSoup.
  - 3C: Wording has been changed to reflect that we are no longer in the two-year process of working up to delivery equity and we are now in the process of sustaining.
- Campbell mentioned that the prior BCL director felt that a delivery inequity existed. Even though it was agreed upon at that time and the RLA reflected that, Campbell feels

this should be revisited to see if an inequity did/does exist and if so, to what degree. Vreeke explained that the reason NFLS is reimbursing BCL for these stops rather than paying WALTCO outright, is that it's cheaper to do it this way...(quite a bit). It was decided that we readdress the resource agreement at a future meeting to gain understanding and negotiate changes (if any) prior to signing the 2021 agreement.

- Vreeke explained the concept of a Resource Library and what it is responsible for within its system.
- Approval of the agreement, as is, was requested by Tracy, after which time it will go to Brown County Library Board.

**Motion to approve the RLA for 2020 (Harter/Erickson – approved with understanding we'll address again in February board meeting)**

#### **10. New Business.**

- n/a

#### **11. Adjourn. 2:10pm Motion to adjourn (Maxwell/Harter – approved)**

Recording Secretary Lori Baumgart, December 3, 2019