

**Minutes of the Nicolet Federated Library System Board of Directors
Tuesday, January 9, 2018 at 12 Noon
Kress Family Branch, 333 N. Broadway, De Pere, WI 54115**

Present: Paul Gustafson, Ken Harter, Kathy Pletcher, Cheryl Maxwell, Bob Entringer, Marsha Hoeffs, Tony Yaggie

Excused: Julia Wallace, Rosetta Stern, Miriam Erickson, Nancy Miller

Unexcused: John Lemke

Also Present: Tracy Vreeke (NFLS), Megan Theys (NFLS), John Kronenburg (NFLS), Holly Handt (NFLS), Teresa Rosie, Brian Simons (BCL), Kristie Hauer (Shawano)

- 1. Welcome & Lunch.** Corrie Campbell called the meeting to order at 12:15 p.m.
- 2. Agenda Revisions.** None were made. Cheryl Maxwell moved to approve the agenda; Paul Gustafson seconded. **Motion carried.** Introductions were made.
- 3. Open Forum.** Nothing was reported.
- 4. December 5, 2017minutes.** Kathy Pletcher moved to approve the minutes; Ken Harter seconded. **Motion carried.**

5. Reports:

5.1 President – Corrie Campbell –Campbell encouraged the new NFLS Board members to learn about the NFLS Committees and express interest if they want to join one.

Library Legislative Day is February 20th this year. As a result of the work done last year at Library Legislative Day, NFLS got \$30,000 of additional funding for 2018. This year they are working to make this funding permanent. Campbell encouraged members of the small libraries to attend Library Legislative Day; she said their voices are important and effective. NFLS will reimburse for registration and mileage. Pletcher and Tracy Vreeke will be attending.

Sandy Ryczkowski moved out of Brown County so she will no longer be on the Board. Campbell said she has been an asset to the Board. She will ask Ryczkowski to attend the February Board meeting for recognition of her work on the Board.

a. Appoint Kathy Pletcher to Personnel Committee Campbell appointed Kathy Pletcher to the Personnel Committee.

5.2 Treasurer's Report – Sandy Ryczkowski – No report because Ryczkowski is no longer on the Board.

5.3 Personnel Committee – Ken Harter – The Personnel Committee met in December and again this morning. Vreeke reported to the Committee to update where she is at and to present future goals and priorities. She had requested additional vacation days; they are accrued throughout the first year (there are none at her start date). The Committee agreed to give her an additional 5 vacation days for this year; will most likely be used a day at a time for family and school commitments.

The Personnel Committee will provide an orientation for Vreeke and the new Board members on February 13 (before the Board meeting). The orientation will focus on NFLS – background info, its role in the state, and what NFLS does.

Vreeke will be reviewed by the Board and she will review the other NFLS employees. The Personnel Committee has started the process of creating reviews and timelines of the reviews in order to align reviews with budget/raises.

The Personnel Committee decided that with Vreeke being new and the PLSR recommendation in spring, they will hold off on a decision about the open Continuing Education (CE) position. They will hold the position in the budget but will not hire yet. Maxwell expressed concern about delaying the hiring of the open CE position. She said there is still a need for a strong CE position at NFLS and strongly urged relooking at this issue. John Kronenburg said that the NFLS staff has discussed that NFLS has other areas of need, such as web development and marketing. Other options to fill these needs include collaboration and/or hiring out. Pletcher said the committee also discussed creating a needs assessment for the librarians to fill out to find out their needs/wishes. Maxwell said we don't want to wait for PLSR recommendations; we want to influence their decisions. Campbell agreed; she feels we need to take a stronger role in the state. She asked Brian Simons (Brown) and Kristie Hauer (Shawano) for their input. Simons said that Brown County Library (BCL) is a resource library has a different perspective, but he agrees with Kronenburg. BCL re-evaluates the needs of the library/staff when there is an open position at their library. Hauer agreed. She is part of PLSR Steering Committee and thinks that the PLSR recommendations probably won't come until fall. She said that these will just be recommendations—it's not what is going to happen. Things like funding would still need be figured out. She thought that a needs assessment for the librarians is a good idea. The Personnel Committee decided to relook at this issue.

5.4 Nominating Committee Report – Marsha Hoeffs and Bob Entringer nominated Julia Wallace as Vice President, Marsha Hoeffs as Secretary, Kathy Pletcher as Treasurer, and Rosetta Stern as Member-At-Large. All of been contacted and accepted their nominations. Entringer moved for unanimous approval of the various officers of the board. Ken Harter seconded. **Motion carried.**

5.5 Director's Report – Tracy Vreeke – Vreeke has been in her new role as NFLS director for a week. She thanked the Board for their support. She has met with the NFLS staff, Bradley Shipp from OWLS, Becky Peterson from Manitowoc-Calumet, and Associated Bank. Her short term goals are to work with the accountant and figure out payroll, familiarize herself with her Human Resources responsibilities, and orient herself with DPI, including doing an online orientation and introducing herself to DPI employees. Her long term goals are to create stronger connections between NFLS and its member libraries, attend Board meetings of the member libraries, and have informal “coffee meetings” via Skype with individual library directors. She will be attending the SRLAWW meeting and Library Legislative Day. She would like to become involved in PLSR. She will also be working on annual reports and familiarizing herself with the NFLS budget. She said there is a learning curve but she feels that she has good resources.

The annual report will be presented at the February meeting. It needs to be approved by Board.

Bradley Shipp from OWLS told Vreeke that OWLS and Winnefox are talking about the possibility of merging their Shared Automation Systems, which are the computer systems that their member libraries use as a catalog, a patron database, and for checking items in and out.

NFLS will receive a credit of about \$19,000 from Badgernet because there was a delay in their upgrade. However, this is a service provided through OWLSnet so it will take a little time to figure out the specifics of it. Vreeke is still not sure if this will be for 2017 or 2018.

Megan Theys will send the OWLS/NFLS agreement to the Board members.

a. WLA Funding Report

5.6 NFLS Staff Updates –

John Kronenburg – Shawano has become a consolidated system, so he has had to align the technology and computers to meet these new needs. They have also invested in a printer that allows patrons to print remotely (from cell phones, laptops, etc.).

Holly Handt—Nothing to report.

Megan Theys—Theys reminded the Board members to send their letters of reappointment to her so she can have a copy on file. She is working on updating the NFLS Board directory, but is waiting until final changes in the Board have been made. She will send out a copy to the Board once the changes have been finalized.

6. Election of Officers. (See 5.4 Nominating Committee Report)

7. Letter from Bradley Shipps/Direction with OWLS. Bradley Shipps is the new director of OWLS. She sent out a letter to the NFLS Board members that was included in the Board mailing. In the past, the relationship between OWLS and NFLS has been challenging. Shipps and the NFLS Board are hopeful for a stronger relationship between the two systems, especially with two new directors.

8. PLSR Update. – Kristie Hauer said that WILS has hired a consulting group to ---Steering Committee meets next week. Still attending overnight retreats three days. Steering committee will get workgroup plans and will overlap the plans, trying to look at holes and make them fit. Focus of this year will be to formulate a comprehensive plan by July/August. Tracy will forward PLSR email to Board.

9. LD&L Update – Kathy Pletcher. – Library Legislative Day is February 20th. WLA has been working with legislatures on two bills. Currently, DPI gets money for school library programs; one of the bills would open up this money to public libraries as well. The other bill is about the TEACH grants. These bills are expected to be passed and signed. They would likely be grants programs and the libraries would have to apply to get the grant money.

10. New Business.

a) Delivery and Menominee County – Possible Action. – The Board received a letter from Elizabeth Arnold, asking for Menominee to get delivery 1-2 days per week through NFLS. Handt (NFLS) checked with Waltco and found that one day a week service would cost about \$97.50 per month and twice a week would cost about \$165. She recommended that they start at one day a week delivery and increase service if necessary. Menominee is in compliance. Hoeffs asked why they aren't currently getting delivery service. Hauer (Shawano) explained that Menominee Tribal Library used to exist and got delivery. In 2012, they closed suddenly. The library was absorbed by college and delivery was never reestablished. Delivery is a standard service for all NFLS libraries. Hoeffs moved to approve once a week delivery for Menominee; Entringer seconded. **Motion carried.**

b) The next Board meeting will be February 13. The Leadership Orientation for Vreeke and the new Board Members will take place before the meeting.

11. Adjourn. Maxwell moved to adjourn. Pletcher seconded. **Motion carried and meeting adjourned at 1:24 p.m.**

Next meeting: February 13, 2018