

**Minutes of the
Nicolet Federated Library System Board of Directors
Tuesday, January 8, 2019 at 12 Noon
Kress Family Branch, 333 N. Broadway, De Pere, WI 54115**

Present: Tony Yaggie, Elizabeth Arnold, Marsha Hoeffs, Bob Entringer, Julia Wallace, Kathy Lefebvre, Corrie Campbell, Cheryl Maxwell, Ken Harter, Becca Berger

Excused: Theresa Rosik, Paul Gustafson, Jan Gehlhoff, Kathy Pletcher, Miriam Erickson, Rosetta Stern

Also Present: Linda Chosa (Brown), Kristie Hauer (Shawano), Megan Theys (NFLS), Tracy Vreeke (NFLS)

1. Welcome & Lunch.

- Wallace called the meeting to order at 12:12 p.m.
- Becca Berger was introduced. She is a new Board member for Brown County. She has worked at multiple libraries, including ones at Brown County and Door County.

2. Agenda Revisions. None were made.

3. Open Forum. Nothing was reported.

4. Approve minutes: December 4, 2018. Maxwell moved to approve the minutes; Harter seconded. **Motion carried.**

5. Reports:

5.1 President – Julia Wallace

- The Finance Committee is examining the end of the year finances. There is a surplus and the Committee is discussing what to do with this surplus, including adding some to the Long Term Reserve fund and grants for the libraries. It was clarified that there is no limit on how much can be carried in the Long Term Reserve fund from year to year.

5.1a – Nominating Committee –

- The Nominating Committee, consisting of Yaggie, Arnold, and Hoeffs, met to determine the 2019 nominations.

5.2 Treasurer’s Report – Kathy Pletcher/Julia Wallace –

- Nothing to report. No action was taken.

5.3 Finance Committee – Kathy Pletcher/Corrie Campbell –

- At their last meeting, the Finance Committee discussed the surplus and what to do with it.
- At the May 2016 Board meeting, the Board voted to move the Technology fund to the Long Term Reserve fund and to work towards 20% for the Long Term Reserve fund. Both motions passed. Nothing was done with the Capital Project Automation fund at that time.
- The current Finance committee is again discussing the 20%. Two years ago NFLS was in a different setting (had deficit; now there’s have a surplus) so they

are looking at it again. NFLS currently has 7% in the Long Term Reserve fund and the Finance Committee is leaning towards 15%. Wallace said we need to figure out if that is a number that NFLS wants to continue to work towards or change it. Maxwell said they need to consider additional costs. Lefebvre said 20% is too high. Campbell agreed. Maxwell said if we are able to articulate what the fund is for and used for, it shouldn't be a problem. Wallace said the Finance Committee can work on this. Harter said with PLSR changes, it might be worth having a healthy reserve funds. Yaggie said that NFLS has a new marketing position that will require additional funds.

- Wallace said that the Finance Committee is meeting February 7 to further discuss this. They will come with a recommendation for Board to vote on at the Board meeting on February 19th.
- The Committee is also discussing using some of the surplus for some sort of grant program for the libraries. The use of the money should be tied to lifelong learning, workforce development, or technology to align with the state library campaign. Wallace suggested using the money to produce library videos and then giving a reward for the best. Berger said that Baumgart, the NFLS marketing and communications employee, could help the libraries create the videos. Yaggie said that before starting, we should check with Baumgart to make sure she is prepared for this work. The Committee will also decide how to coordinate and judge the grant applications. Maxwell said money should be set aside for each county and have the county work together on something. Harter said first step is to create a concept, set a budget, and create the application. Maxwell and others voiced concerns about smaller libraries competing with the bigger libraries.
- The videos or other end results can be used for lobbying. Campbell said lobbying is going to begin for continued additional funding from the state so the sooner the better. Wallace suggested putting out a statement to the libraries so they are aware of it. There is a Library Director meeting at beginning of February and they will discuss it then.

5.4 Personnel Committee – Ken Harter –

- Nothing was reported. No action was taken.

5.5 Director's Report – Tracy Vreeke –

- Gustafson and Wallace were reappointed to the Board and Berger was appointed to the Board.
- The ILS merger meetings continue. They are looking at merging the ILS by 2020. They are currently looking at ILS options.
- There will be a CE Youth Services workshop in February.
- PLSR will be sending their report to DPI in the next few weeks.

6. Election of officers. Hoeffs – reported Committee nominated.

- Hoeffs reported that the Committee are nominating Tony Yaggie as President-elect and Elizabeth Arnold as Member-At-Large. Marsha Hoeffs is running for reelection as Secretary and Kathy Pletcher is running for reelection as Treasurer. **Harter moved to cast a unanimous ballot and close the slate. Motion carried.**

7. Committee Appointments.

- The list of the 2018 Board Committee members was sent out in the Board packet. Wallace called for new members on the committees. Harter was added to the Finance

Committee. Wallace will send out an email about the committees to the Board and ask for new members.

8. Consolidation of Local Government Investment Pool (LGIP) funds approval (see Finance Committee letter incl).

- Maxwell motioned to move the Capital Project Automation funds into the Long Term Reserve fund; Lefebvre seconded. The Finance Committee will determine what the Long Term Fund should be used for and any stipulations on it. **Motion carried.**

9. Board goals for 2019.

- **Review of Constitution & By laws**
 - The NFLS Constitution and bylaws were included in the Board packet. Harter said in many other organizations the constitution and bylaws are combined. Vreeke suggested that the Board look at and revise these in 2019. Wallace said she will draft some changes and send them out to the Board to be discussed at the April meeting. It was also suggested that the Executive Committee work on this.

Creation of NFLS board member job description

- Vreeke noticed that other systems have Board member job descriptions, so she drafted one for NFLS.

Bonding of officers?

- It was clarified that the Treasurer and President of the NFLS Board are bonded.

Discussion of financial reserves

Other

- If the Board has other things to update, let Wallace know. PLSR may also cause some changes.

10. Trustee Training.

- They reviewed the goals of NFLS and the Board's roles in these goals. Additional resources are available on the NFLS website.
- Hoeffs asked about the Board majority. Because it is based on population, this may change. Wallace said she wants to work on getting better representation of the counties on the Board committees.

11. New Business. None was reported.

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