

**Minutes of the
Nicolet Federated Library System Board of Directors
Tuesday, June 11, 2019 at 12 Noon
Algoma Public Library, 406 Fremont Street, Algoma, WI 54201**

Present: Miriam Erickson, Anthony Yaggie, Elizabeth Arnold, Bob Entringer, Theresa Rosik, Rosemary Rueckert, Marsha Hoeffs, Paul Gustafson, Kathy Lefebvre, Julia Wallace, Becca Berger, Cheryl Maxwell, Corrie Campbell, Kathy Pletcher

Excused: Ken Harter, Jan Gehlhoff

Also Present: Cathy Kolbeck (Algoma), Tracy Vreeke (NFLS), Megan Theys (NFLS)

1. Tour of the Library – Cathy Kolbeck

2. Welcome, Introductions, & Lunch. Wallace called the meeting to order at 12:02 p.m. Introductions were made. The Board toured the library and ate lunch. The meeting resumed at 12:49 p.m.

2. Agenda Revisions. None were made.

3. Open Forum. Nothing was reported.

4. Approval of April 9, 2019 minutes. Entringer motioned to approve the minutes; Erickson seconded. Rueckert pointed out a typo in Item 6. The word “numbers” should be “members” in the fifth sentence. Theys will correct this. **Motion carried.**

5. Reports:

5.1 President – Julia Wallace

- Wallace congratulated Vreeke on keeping her commitments and meeting all of the requirements set by the Board and state to get certified within the timeline set by the Board. She also thanked Theys for continuing to work and going to school.
- NFLS received their second state aid payment.
- Wallace suggested setting dates ahead of time for the Personnel and Finance Committees. She also wants to make sure there is equal representation of the counties on the committees. Wallace will ask the Personnel and Finance Committee chairs (Harter and Pletcher) to set a yearly schedule for their meetings and to bring their schedules to the next Board meeting. Gustafson is resigning from Finance Committee due to other commitments. Wallace will be looking for someone to replace him and wants to make sure the balance between big and small libraries is maintained on the committees. Yaggie said that he understands the need for diversity on the committees but it shouldn't be a priority. He said they should also focus on qualifications of the members being asked to join and the requirements of the committee. He suggested looking at the backgrounds of the members who are applying for the committees. Vreeke said another part of this is to get the smaller libraries on the committees. Lefebvre said she didn't join the committees because she noticed that many of the committees have a lot of Brown County members on them. She said that distance and travel also affects the makeup of the committees. She suggested having the meetings at different locations. Vreeke said they will start making every meeting available on GoToMeeting. Gustafson said having a set date is

important because he can plan around it. Wallace said that's the place to start. Hoeffs said they could always have a set date and cancel if needed. Gustafson would reconsider resigning from the Finance Committee if there are set dates. Arnold asked what the representation is on each Committee right now. Representation is good right now but it could become unbalanced.

- Wallace said that there are number of WLA award applications that are due August 1. She encouraged the NFLS Board to start applying for these awards by nominating their libraries and library staff. Wallace will get out more information to the Board about this.
- Berger said that Erickson was voted the WLA Library Board Trustee of the Year (2000).
- Wallace thanked those who attended the Joint Finance Committee meeting.

5.2 Treasurer's Report – Kathy Pletcher

- Finance statements from January through April were included in the Board packet. Pletcher said they are in good shape right now. NFLS got its second state aid payment.
- Erickson asked about technology and if when it is needed, it comes out of the reserve fund. Vreeke said technology is bought on an ongoing basis right now and those funds are in the current budget. She also said OWLSnet has their own reserve and most of the NFLS technology is tied in with OWLSnet. She said that in the future there will be a policy page that lists what the reserve fund can be used for with Committee approval; the Finance Committee needs to discuss the wording of this policy page.
- Maxwell motioned to accept the report; Hoeffs second. **Motion carried.**

5.3 Finance Committee – Kathy Pletcher

- The Committee met last week but there was not a quorum. They reviewed the Innovation and Improvement grant applications.

5.4 Personnel Committee – Ken Harter

- Harter was not present. There will be a Personnel Committee on June 20 at 1:00.

5.5 Director's Report – Tracy Vreeke

- Vreeke said a NEWIL meeting was held. NEWIL will be working with NEWI to get a bus for 2020 ALA conference in Chicago.
- Vreeke, Holly Handt, Cathy Kolbeck, and Carol Petrina met with Waltco to discuss delivery issues at the Nicolet Bank in Luxemburg. Kolbeck said delivery has been going well since their meeting with Waltco.
- BCL had a Workforce Development staff training day that was open to all of the libraries. It went well.
- A federal grant was given to Wisconsin to develop a pilot program for LAWDS (Library Accessing Workforce Development Skill). The pilot program is a collaboration between workforce development and libraries. The goal of the pilot program is to develop an ongoing relationship between the two; not just be a one-time presentation. Vreeke will participate in a focus group with DPI to discuss its implementation.
- As part of a state grant, the library systems are receiving digitization kits. There will be a training at Menominee in July for the system staff who will be managing the equipment. Eventually NFLS will have a kit available for NFLS libraries to use.
- Vreeke received permanent certification.

6. Member Library Report – Algoma Public Library / Cathy Kolbeck

- Kolbeck has been working at Algoma Library since October 2015 and became the director in May 2017. The past few years they have been focusing on programming. Their programs include: stuffed animal sleep over, story walks (on the beach boardwalk), a Halloween Party, interactive movies, and an outdoor movie every summer. They are using their Youth Services grant for a homeschool program that invites homeschool families to the library. They have a cookbook book club. They also have passive programming – Mr. Potato Head, sticker checkout (to make a picture). The library is usually busy after school with school kids.

7. Approval of Innovation & Improvement Grant proposal

- Pletcher handed out a summary of the 10 grant proposals. The Finance Committee didn't have a quorum but reviewed the grant applications. The total amount requested was slightly above the total funds, so the Finance Committee decided to recommend fully funding the grant requests below \$1,000 and funding the rest at 97%. The Committee was impressed with the diversity and collaboration in the grant requests, and how well written the grants were. As part of the grant, the libraries will work with Lori Baumgart to have a visual/written aspect that can be brought to the legislature.
- Berger motioned to accept the Finance Committee recommendation of fully funding the grant requests below \$1,000 and fund the rest at 97%; Lefebvre seconded. Campbell expressed concern that the request for furniture does not fall within the grant parameters of workforce development, technology, or lifelong learning. Wallace and Maxwell said they understood the concern but believe because of the extenuating circumstances it should be allowed. Campbell said she doesn't think it fits the purpose of the grant and should be reconsidered in future grants. In the future we may want to be more specific as to our intent in granting funds. This was noted. **Motion carried.**

8. LD&L/ Joint Finance Committee Update – Kathy Pletcher

- **Public Library System Aid** – JFC approved \$1,000,000 annually above base level funding of \$15,013,100 for FY 2019-2020 and FY 2020-2021. This means the \$16,013,100 shared among Wisconsin public library systems in 2019 will be maintained at that amount in 2020 and 2021. Two years ago, Joint Finance Committee members made a significant additional investment in public library services to support new technology resources and enhanced services in the areas of workforce development and lifelong learning. An extra \$500,000 for the first year of the current biennial budget and \$1 million in the second year was approved. The extra appropriation ending seven years of flat funding was granted on a "one time" basis. Thanks to excellent relationship building and contacts from the library community, that extra support has just been renewed at \$2 million – \$1 million for each year of the 2020-2021 biennial budget. The Joint Finance Committee has included 1 million for each biennium for system aide. This is base money and the next biennium will build on this. We represent 7% of the state so this means about \$70,000 for NFLS.

9. Samarbeid (ILS Merger) Update –Tracy Vreeke

- The ILS merger is called the NOW Consortium (NFLS, OWLS, and Winnefox). They have voted on bylaws, grievances and non-compliances. They recently spent two days looking at the two most popular ILS platforms: Sierra and SyrsiDynix. A Committee will meet and compare the two. The decision may come down to pricing.

- Currently BCL is not involved in this merger but they could be down the road. Vreeke said the ILS merger is leaving room for others to be added if they want.
- Erickson asked if Vreeke thought this merger would lead to other mergers. She said NFLS has already merged their CE services and the ILS merger would be another big merger. She said PLSR is looking at discovery layers at the state level. Wallace said NFLS could end up with a bunch of sub-mergers.

10. Trustee Training Week – Megan Theys

- Theys handed out the Trustee Training Webinar brochures. Board members can view the webinars at home, at their local library, or at NFLS; just let them know ahead of time. The webinars are recorded and can be viewed later. The webinars are aimed at Board members and members are highly encouraged to view them.

11. New Business.

- Arnold mentioned some recent security issues at the libraries. Vreeke said some sessions at the WLA conference will be focusing on security and DPI is also working on this. She said that librarians do get training in these situations and it sounds like the situation was handled correctly.

12. Next meeting – Tuesday, August 13 – Kress Library, DePere, WI

13. Adjourn. Meeting adjourned at 2:21 p.m.