

Minutes of the Nicolet Federated Library System Board of Trustees
May 17, 2016—12pm
Rite Place Restaurant, 1580 Bellevue St. Green Bay, Wisconsin 54311

Present: Miriam Erickson, Sandy Ryczkowski, Nancy Miller, Christopher Wagner, John Lemke, Paul Gustafson, Marsha Hoefts, Rosetta Stern, Robert Entringer, Ken Harter, Elizabeth Arnold

Excused: Cheryl Maxwell, Julia Wallace, Kathy Pletcher

Absent: Corrie Campbell, Evan Hucek

Also Present: Mark Merrifield (NFLS), Megan Theys (NFLS), Gerri Moeller (OWLS), Bradley Shipp (OWLS), Brian Simons (Brown County Library), Amanda Burns (Algoma Library), Krisite Hauer (Shawano Library), Tom Karman (Schenck)

AGENDA

1. **Welcome & lunch.** Ken Harter called the meeting to order at 12:06. Introductions were made.
2. **Agenda Revisions.** The audit report was moved to follow the treasury report. The OWLS report was deferred until after discussion of the automation agreement.
3. **Open Forum.** Nothing was reported.
4. **February 16, 2016 minutes.** Miriam Erickson moved to approve the February 16 minutes. Marsha Hoefts seconded. Motion carried. Chris Wagner asked about the April meeting minutes. The April meeting was cancelled and therefore there are no April minutes.
5. **Reports:**
 - 5.1 **President – Ken Harter**
 - 5.1a. Executive Committee Report
The Executive Committee met on March 17, 2016. They looked at the end of the year balances and discussed the undesignated funds account. (The meeting recessed at 12:11 to order food. Ken Harter called the meeting back to order at 12:15.) Harter read an email from John DeBacher from the Division for Libraries and Technology of DPI. According to the email, the county plan of service committee appointment notification was never received from Menominee, and Shawano County had also not notified the Division that they were asking Shawano County to appoint a planning committee. This makes NFLS non-compliant and state aid may be delayed if the requirements aren't met by June 1. NFLS's final payment (25% of NFLS's entire budget) is being held until compliance is met. Mark Merrifield explained that he called John DeBacher after receiving the email. Merrifield never received prior notification of the missing requirements. Merrifield talked to all library directors via email and sent DeBacher evidence of Shawano being in compliance. Merrifield also explained that Menominee

has a three person committee working on a plan; one from the college, one from the county, and one from the tribe. Jeremy Weso of Menominee emailed evidence of membership of the planning committee and sent DeBacher a draft of the three party agreement. Menominee is moving along well with their plan. They have a draft that will be brought to their county Board this week. Merrifield is actively working on resolving the non-compliance issue. Miriam Erickson said that there is a COLAND meeting on Friday. She confirmed that Shawano is in compliance and there is evidence of Menominee working on their agreement. Chris Wagner suggested that Ken Harter also call DPI. John Lemke asked if Northern Waters was one of the other systems whose funding was being held. Merrifield did not know but said he will find out the other systems whose funds are being held and why they are being held.

- 5.2 **Treasurer's Report– Sandy Ryczkowski** – The tentative budget has been approved; they are working on changes. The Board will need to work on increasing revenue or decreasing spending. Further discussion is needed but at present the budget is acceptable. Ryczkowski moved to approve. Seconded by Elizabeth Arnold. Motion carried. The technology and reserve fund will be combined into the reserve undesignated fund account. The Board will need to approve any movement of money to or from this account. Ryczkowski moved to approve; Elizabeth Arnold seconded. Motion carried. The reserve undesignated fund account should be 20% of the operating budget. Ryczkowski moved to approve; Paul Gustafson seconded. Chris Wagner believed that 20% is too high and believes it should be 15%. Tom Karman (of Schneck) said as long as the timing of the funding stays the same (advanced funding), 20% shouldn't be an issue from a cash flow standpoint. When trying to establish a reserve fund it needs to come from outside grant money. Ryczkowski said she is comfortable moving it to 15%; it can always be adjusted later. NFLS get three-fourths of its funding in November which can be used for the following year. Ryczkowski said that this is a long term goal, the plan is to get the full 20% by 2030. Paul Gustafson said that we should err on the side of caution and go for 20%. Vote taken. Chris Wagner nay. Motion carried. Mark Merrifield said that the money market fund has been sitting, unused, and has about \$6000 in it. The executive committee proposed putting these funds in the regular account and an equal amount put in the reserve undesignated fund. This money is already included in the report; the executive committee is just cleaning up/combining accounts. Motion to close account/move balance by Ryczkowski. Seconded by Hoeffs. Motion carried.
- 5.3 **Personnel Committee – Miriam Erickson**—The Personnel Committee met on May 9. They discussed the new CE/Assistant Director position. They will continue to discuss detailed job descriptions for all NFLS staff. A new position will be developed that will include web development. The committee also looked at salaries of NFLS staff and will take a closer look at them at their June 7 meeting. Miriam Erickson reminded the Board to return the director's survey to her. Nancy Miller did not receive her director's survey;

Megan Theys will send it to her again. Chris Wagner reminded board members to ask directors on their opinions for the director's survey. Erickson said that the library directors and NFLS staff will also receive a director's survey for feedback in the next review cycle. The goal is to have all the surveys done before work on a new budget begins next year.

- 5.4 **Director's Report – Mark Merrifield**—NFLS's audit was completed. It was done earlier this year to give NFLS an idea of where it is financially and to have the numbers before beginning the budget. NFLS staff members meet every two weeks to go over their progress on the Strategic Plan. The Request for Proposal on delivery and sorting has been started. OWLS and Winnefox have been talking about delivery. NFLS is talking to Manitowoc-Calumet about collaboration on delivery. (At 12:53 the meeting recessed for lunch. Harter called the meeting back to order at 1:09.)
- 5.5 **OWLSnet Report – Gerri Moeller**, Outagamie Waupaca Library System. Mark handed out updated information and changes on the NFLS/OWLS agreement. The joint committee meeting went well; NFLS and OWLS are planning on continuing to meet once a year. The OWLS board has already signed and approved the NFLS/OWLS agreement. Motion to approve NFLS/OWLS agreement by Elizabeth Arnold. Chris Wagner seconded. Motion carried. Gerri Moeller said that Bradley Shipps has been the assistant director since last summer. She has taken over running the AAC meetings. OWLS membership and agreements are now done. OWLS is working on revising the collection agency this summer. They are also working on the OWLSnet fee system. A committee is working to develop and recommend a simple, straightforward fee system to be implemented by 2018. Bradley Shipps introduced herself. She used to be the Continuing Education person at OWLS. Shipps went over her updates: Ten libraries are currently using Sierra in the Wild, which allows library staff to check out items from outside of the library. ShoutBomb is being used. It is a text messaging service for patrons that informs patrons about their holds and when their items are available. Patrons used to not know that their accounts were expired until they were expired. Now in Sierra there are pop-up reminders, Shoutbomb will inform patrons (if they are signed up for the service), and an email expiration notice is sent out two weeks before the account expires. In March 2016 OWLS increased the maximum number of holds per patron to 25. Libraries can have a lower amount if they wish. The five year no circulation report was sent out. OWLS has ongoing technology projects—Windows 10, SAMS updates, and a network upgrade of virus protection. They are researching new apps for Sierra. They have been working on the cataloging backlog. Their goal was to get it down to six weeks. Due to improvements on cataloging requests, the backlog is down to 4 weeks (usually odd or problematic records). Recollection Wisconsin migration of digital records is a work in progress. The records are on different platforms but a user can search the entire state's records. They are hoping to go live this summer.

6. **NFLS 2015 Audit – Tom Karman, CPA, Schenck, SC.**—The executive committee went through the audit in detail. There is one new principal (page 10) —any pension plan net amount must be included. NFLS participates in WRS, so this applies to NFLS. Another new item—deferred workflows—relates to pension. This looks at the projection of investment returns vs. what is actually happening. Operations for the year (page 17) 2015 budget changes—end of year of fund balance of a little over \$50,000. Need to look at creating a budget that will come in to zero at the end of the year. Motion to approve by Miriam Erickson. Robert Entringer seconded. Due to the small staff size at NFLS, they don't have enough to thoroughly segregate fiscal duties. Having an outside agency providing an accountant provides some control. Sandy Ryczkowski signs off on the checks before they are sent out. Tom Karman doesn't believe there are significant issues with this because having an outside agency helps immensely. He said that Schneck provides services for about 300 government agencies; about 25% are small enough that they get the same comment. Motion carried.
7. **Member Library Report – Amanda Burns, Algoma Public Library**—Amanda Burns—In the past year and a half, she's had a full turnover of staff. She used to have no MLS librarians; now she has three. Algoma has a new microfilm machine which is heavily used. Amanda has created a new website for the Algoma Library, which has been well received by patrons and staff. She worked with BirdCity to create a BirdCity outside of the library. The library has seen a decrease in patrons due to staff turnover (so many new staff members, not the familiar faces). So during national library week, the library had an "Amnesty and Food for Fines" program. They had 323 pounds of food donated in a week. Kathy Kohlbeck and Pam Johnson have received CE grants from NFLS. Amanda has been working on Summer Reading programs. They are fully funded to do an outdoor movie in July. This summer they will also have a Wine and Canvas event and Mark Moran will be coming to appraise antiques. Amanda is also in charge of OverDrive in NFLS and is the first point of contact with questions.
8. **Approve Library Services Grants.** A correction was made to show Algoma and Kewaunee split the total 50/50.
9. **Approve OWLSnet Automation Agreement Extension.** This was done earlier in the meeting.
10. **Review NFLS Strategic Plan 2015-2017.** This item was postponed until the June meeting.
11. **Menominee, Marinette and Shawano County Library Plans of Service.** This was already reported on by Mark earlier in the meeting.
12. **New Business.** None reported.

13. **Adjourn.** Motion to adjourn at 2:27 by Ken Harter. Seconded by John Lemke.
Meeting adjourned.

Next Meeting: Tuesday, June 14, 2016
Gillett Public Library

Megan Theys—Recording Secretary
5/17/16