

**Minutes of the
Nicolet Federated Library System
Board of Trustees
October 7, 2014 – 12:00 p.m.
Brown County Central Library**

Present: Denise Bellmore, Corrie Campbell, Bob Entringer, Miriam Erickson, Paul Gustafson, Ken Harter, Marsha Hoeffs, Cheryl Maxwell, Nancy Miller, Kathy Pletcher, Gina Reinardy, Sandy Ryczkowski, Rosetta Stern

Excused: Christopher Wagner, Julia Wallace

Also Present: Lori Denault (Brown), Lynn Stainbrook (Brown), Gerri Moeller (OWLS), Mark Merrifield (NFLS), Kristin Tenor (NFLS)

1. **Welcome and Introductions.** President Cheryl Maxwell called the meeting to order at 12:17 p.m. Introductions were made. Lori Denault, Library Automation and Finance Manager of the Brown County Library, was welcomed.
2. Lunch.
3. **Agenda Revisions.** Cheryl Maxwell proposed that item 7 “OWLSnet Report – Gerri Moeller, OWLS” be moved to item 6 on the agenda. Denise Bellmore moved to accept the agenda as presented with revisions; Kathy Pletcher seconded. **Motion carried.**
4. **Open Forum.** No one came forward.
5. **August 12, 2014 minutes.** Miriam Erickson moved to accept the minutes as mailed. Bob Entringer seconded. **Motion carried.**
6. **OWLSnet Report – Gerri Moeller, OWLS.** Gerri reported that John Kronenburg (NFLS) and Dave Bacon (OWLS) have completed installation of the new wireless access points at the OWLSnet libraries. She commented that there has been a steady increase in wireless usage among the libraries. Statistics indicate that 3,000 unique patrons utilized wireless access at the OWLSnet libraries in January 2014, compared to 12,000 patrons in June 2014. Fiber installation is also nearing completion. A new central network switch has also been installed. The new fiber and wireless hardware upgrades will ease the process of increasing bandwidth, as needed, in the future. The OWLSnet libraries are currently using all available bandwidth. Most OWLSnet libraries have 10 Mbits of bandwidth. Gerri stated that there may be a need to increase the bandwidth of some libraries by next year. Mark commented that the state-wide fiber project is being funded by the Universal Service Fund. He and John Kronenburg have participated in monthly conference calls regarding the progress of the fiber project. Gerri also reported that the OWLSnet libraries voted unanimously to choose Encore as their Discovery Layer provider. Gerri provided a demonstration of Encore’s Discovery Layer interface, highlighting the advantage of being able to search all library material formats via one keyword search. The cost of the basic Discovery Layer is being funded through an agreed increase in OWLSnet membership fees by member libraries. Depending on future funding, the Discovery Layer may also allow for shared use of digitized local history and genealogy items owned by the OWLSnet libraries. The Encore contract will begin January 2015. OWLS would like to implement the Discovery Layer by Summer 2015.

7. Reports.

7.1 President – Cheryl Maxwell.

7.1a. Executive Committee Report – Cheryl reported that the Executive Committee met prior to this afternoon’s meeting to further discuss the lease of NFLS office space. Currently, the committee is reviewing possible commercial properties for lease. Mark will meet with Lynn Stainbrook and Chad Bianchi, Brown County Library Board Trustee, to discuss possible re-negotiation of the current five-year lease. The committee hopes to have a lease contract available to present for approval at the November 11th NFLS Board of Trustees meeting.

7.2 Treasurer – Sandy Ryczkowski. Financial statements through August 2014 were mailed to the NFLS Board prior to the meeting. All items appear to be in order; however, a request has been made to modify the 2014 budget to cover an increase in cost of accounting/audit services, as well as an unbudgeted expense for a copier lease. A proposal was made to add a line item to Operating Expenses called “Equipment Leases” in the amount of \$2,500 to cover the cost of the new copier lease. Also, an increase of \$3,000 to Audit & Accounting Services (6320) to total \$35,000. Contracted Services – Online Data Bases (6370) would be decreased in the amount of \$5,500 cover the increases, with a remaining balance of \$34,500. Miriam Erickson moved to accept the financial statements as distributed, as well as the modifications to the 2014 budget. Kathy Pletcher seconded. **Motion carried.**

7.3 Personnel Committee – Miriam Erickson. Miriam stated that the Personnel Committee will be meeting in mid-October to evaluate the progress on goals and discuss the salary distribution for the 2015 budget.

7.4 Director – Mark Merrifield. The Director’s Report and Goals were also mailed to the NFLS Board for review. Mark noted that COLAND will be presenting its recommendation on the *Strategic Vision for Library Systems in the 21st Century* to State Superintendent, Tony Evers, by early 2015. Mark stressed the importance of incorporating COLAND’s recommendations as a guideline for NFLS’ strategic planning process. In August, Mark and John DeBacher met with representatives of the College of Menominee Nation, as well as those of the tribe, administration and county, to discuss the progress of Menominee’s compliance with public library standards. In September, COLAND also held a meeting in Keshena to discuss the role of tribal libraries in Wisconsin. Mark will continue to work with the College of Menominee Library with its efforts to name a library board and representative to the NFLS Board of Trustees by the end of 2014. Mark also stated that he has completed the draft of the Annual Plan of Service and has submitted two LSTA grants. Grants will be awarded near the end of 2014.

8. **System Configuration/ Strategic Planning Update.** Mark distributed an email from Nita Burke, Chair of COLAND, outlining the primary mission of a work group which is meeting to develop the *Strategic Vision for Library Systems in the 21st Century*. This handout was also distributed at the August 12th NFLS Board of Trustees meeting. Kathy Pletcher, who is also chair of the COLAND work group, stated that the work group is comprised of trustees, library directors, as well as public and academic librarians. The group was organized at the request of State Superintendent, Tony Evers. A progress report of the work group’s efforts, as well as a copy of SRLAWW’s Lean Study can be accessed online at the COLAND website -- <http://coland.dpi.wi.gov/> -- under the *Strategic Vision for Library Systems in the 21st Century* heading. Kathy also encouraged everyone to participate in providing feedback via the feedback form, also found at the COLAND website. The COLAND work group will present two sessions at the upcoming WLA conference on November 4th at Kalahari Resort & Convention Center in Wisconsin Dells. The work group plans to present a draft of its recommendations to the full COLAND board on November 14th for amendment and approval. The final recommendation will be sent to State

Superintendent, Tony Evers, by January 2015. COLAND updates and information can be also accessed online via the Wispublib and/or ChannelWeekly listservs. Mark stated that Stef Morrill from the Wisconsin Library Service (WiLS) will be invited to the November 11th NFLS Board of Trustees meeting to discuss NFLS' strategic planning process. Stef is currently assisting six other WI library systems with strategic planning.

9. **Approve NFLS 2014 Annual Plan of Service.** A draft of the Annual Plan of Service was mailed to the NFLS Board for review. Mark stated that the first section provides an update on demographics, as well as a summary of needs and challenges faced by the system. Mark commented that a decrease in system funding continues to make it challenging to provide the same level of services, which NFLS is statutorily required to provide to its member libraries. The Assurances Section contains information about NFLS' Membership and Resource Library Agreements, as well as the activity status of each of its departments. Mark indicated that the Interlibrary Loan (ILL) Department is in the process of transformation. The implementation of Wiscat has streamlined the ILL process. ILL staffing has been decreased; however, the number of items being requested through ILL has remained constant. The Continuing Education (CE) Department continues to provide an array of programs. Beginning in 2015, the department will provide targeted CE training based on the individual needs of the member libraries. NFLS has provided professional consultation to both Oconto and Kewaunee Counties in the development of their updated library plans and will assist Marinette County in the coming year. NFLS continues to seek funding for activities related to the special needs of its member libraries and their patrons. An application for a LSTA planning grant has been submitted. A new section titled *Collaborative Activities* has been added to the Annual Plan of Service application. Mark distributed a handout outlining the collaborative benefits of NFLS' participation in its OWLSnet automation partnership w/OWLS; the Wisconsin Public Library Consortium (WPLC) e-book project, and continuing education programs supported by other Wisconsin library systems. The Annual Plan of Service needs to be filed with the Wisconsin Department of Public Instruction (DPI) by October 15, 2014. Once approved, NFLS will receive its funding payment. Corrie Campbell moved to approve the Annual Plan of Service as presented; Ken Harter, seconded. **Motion carried.**
10. **Proposed November 11th meeting to discuss and approve office lease, 2015 budget, and to discuss the strategic planning process.** Mark reiterated that Stef Morrill (WiLS) will make a presentation regarding NFLS' strategic planning process. Also, John Kronenburg will present an update on the technical upgrades being implemented at the NFLS member libraries. Miriam Erickson inquired as to whether the meeting could be made accessible via webinar/teleconference. Mark will talk to John about setting up the call.
11. **New Business.** Mark reported that Kristin Stoeger will be leaving her post as the director of Farnsworth Public Library and will be joining the Brown County Library – Weyers-Hilliard Branch, as a supervising librarian. Becky Bartell, director of the Lena Public Library, has been hired as the new director of the Farnsworth Public Library. Lena will begin the process of hiring a new director. Kathy Pletcher reported that Lynn Stainbrook will be leaving the Brown County Library to take on a position as director of the Rockford Public Library in Illinois. The Brown County Library Board will post the director opening nationally and hopes to hire a replacement by January 2015. Kathy thanked Lynn for her hard work at the Brown County Library and wished her well.
12. **Adjourn.** Sandy Ryczkowski motioned to adjourn at 1:47 p.m. Miriam Erickson seconded. **Motion carried.**

Next Meeting: Tuesday, November 11, 2014, Brown County Central Library, Lower Level

Gina Reinardy, Secretary
Kristin Tenor, Recording Secretary