

**Minutes of the
NFLS Board of Directors
Tuesday, October 11, 2016 at 12 Noon
Kress Family Branch**

Present: Ken Harter, Miriam Erickson, Robert Entringer, Paul Gustafson, Christopher Wagner, Elizabeth Arnold, Corrie Campbell, John Lemke, Kathy Pletcher, Sandy Ryczkowski, Marsha Hoeffs, Julia Wallace

Excused: Rosetta Stern, Nancy Miller, Cheryl Maxwell

Unexcused: Evan Hucek

Also Present: Brian Simons (Brown—left at 1:30), Mark Merrifield (NFLS), Megan Theys (NFLS)

1. **Welcome & Lunch.** Ken Harter called the meeting to order at 12:08 p.m.
2. **Agenda Revisions.** Mark Merrifield will still provide an update on the delivery RFP at today's meeting but he is working on clarifications for the two bids, particularly the fuel surcharge so the decision won't be voted on. He will provide an update at the December meeting.
3. **Open Forum.** No one came forward.
4. **August 9, 2016 minutes.** Corrie Campbell asked for clarification on what unexcused means. Mark Merrifield said according to the NFLS bylaws, Board members need to call in to get excused. Campbell asked to change the terminology to present and not present. Merrifield said there's been issues in the past with that because when a board member has three or more unexcused absences, he has to contact the county board about the member. Campbell did not know this was a policy and would like it marked in the minutes that she didn't know it. She would like it told to all Board members that this is the policy. Miriam Erickson moved to accept the minutes. Robert Entringer seconded. All members except Campbell voted aye. Campbell voted nay. **Motion carried.**

5. Reports:

5.1 President – Ken Harter. Harter had nothing to report.

5.2 Treasurer's Report – Sandy Ryczkowski. Ryczkowski explained that everything was in order on the July statement of revenue and expenses. Board members were sent a copy of this in their mailing. She made a recommendation to accept as is. Chris Wagner seconded. **Motion carried.**

5.3 Personnel Committee – Miriam Erickson. The personnel committee has been creating final edits for the director improvement and performance plan. The plan will be presented at the December meeting for Board approval. They are also working on a survey that will be sent out to the library directors and staff in early November. They will meet again in December and analyze the results of survey. Kathy Pletcher asked if there is an option at the bottom of the survey for additional comments. There will be. A survey was already sent out to Board members.

5.4 Director's Report – Mark Merrifield—Merrifield has been working on the plan of service, the delivery RFP, and with the web committee. OWLS and NFLS librarians are still

working on a revised OWLSnet fee structure and are hoping to have something by the beginning of next year. OWLS, Brown County Library, and NFLS are discussing the addition of the database Zinio for electronic magazines. Brian Simons of BCL and Merrifield have been discussing the Resource Library agreement and are close to finishing it. NFLS staff have been working on the Strategic Plan.

6. Update on County Library Plans. Mark has spoken with the libraries that are updating their plans for next year—Brown County, Door County, and Marinette County. Shawano county and city have agreed that they should be consolidated. The current independent libraries in Shawano County would not be independent anymore; they would be part of the system. Currently the city pays 20% of funding and the county pays 80%. After the consolidation the county will pay 100%. The five branches also have to agree to the consolidation. The county board makes the final decision. The employees would all be county employees. This shouldn't affect NFLS's numbers because we look at them as a county already. Menominee's new college president is interim.

7. Public Library System Redesign Project Update. Board members received an email of the PLSR update from Jamie Matczak. (Matczak couldn't attend today's meeting because she's on vacation.) There was a PLSR workgroup meeting on September 21. All the works groups presented to the other groups for suggestions and feedback. Additional information will be presented at the WLA conference at the end of October. Specific virtual meetings have been set for Q&A: November 18—Technology/Resource Libraries, December 13—CE/Consulting, January 13—ILL/ILS-Discovery, February 14—Delivery/Electronic Resources. Matczak will continue to send out PLSR updates.

8. Review of NFLS Strategic Plan Activities – Megan Theys—NFLS staff is 85% done with the Strategic Plan. Board members received a summary sheet in their mailings of the accomplishments and items in progress on the strategic plan. Highlights include: staff identifying strengths and weaknesses of the system; an ILL workshop being hosted by NFLS in November, the creation of the web committee, and the creation of a new director orientation binder. Corrie Campbell cautioned about emails containing lobbying information. Mark Merrifield said we are not directly paying lobbyists and that the emails are coming from WLA, not NFLS. The website committee's initial intent was to look at hiring a person for website support but there is no longer room in the budget to hire another staff member. The web committee has turned into a self-help committee; they have helped each other set up websites in Weebly. NFLS still supports outside vendors for BCL and some other libraries. Ultimately NFLS would like a part-time person on staff for web development, ideally as a consultant. Florence has been having issues with their website but it's because they moved to Weebly and changed the IP address at the same time. The issues have been resolved now. Fiber optic was installed in most NFLS libraries two years ago. Green Earth didn't get it because it's a tribal library so they had to make sure there weren't any culturally sensitive areas the lines were going through. The process got hung up for two years but was resolved last week; they should be able to get fiber optic in Green Earth. Eastern Shores and Mid-WI have recommended a joint merger in 2017. Other systems are merging and now there is paperwork to use as an example.

9. Review and approve NFLS Delivery RFP bid. Mark Merrifield sent out the delivery RFP to eight different vendors on August 18, 2016 with a due date of September 16. Zenith, Action Logistics, and Waltco were all interested. Action Logistics and Waltco sent completed RFP's back by the due date. The RFP committee met on Monday September 19 and reviewed the two

RFP's. Merrifield is confirming the fuel surcharge cost for one of the vendors before a final decision will be reached. Corrie Campbell expressed concern because she was under the understanding that the RFP would be publically advertised, not just sent to selected vendors. Merrifield explained that he spoke to the other systems to see who they used and he chose vendors that have the infrastructure and staff to handle our current level of service. He also said that the RFP committee had met already and made a tentative decision about the vendors. Campbell motioned to make the RFP public. Marsha Hoeffs seconded. Merrifield explained that he focused on companies that offered service throughout Wisconsin and are big enough to handle our needs. Action Logistics and Waltco are the only two companies in the area that can provide sorting. Kathy Pletcher helped with the written RFP but wasn't part of the RFP committee. She feels satisfied with reaching out to the eight vendors. She pointed out that there are few vendors who can provide complete service. She said if we do make the RFP public to keep it on a tight deadline to avoid any delays in the decision. There was general discussion of how much the legal notice would cost to post and where to provide the legal notice. Campbell suggested the Milwaukee Sentinel and a Madison newspaper. Chris Wagner said that in retrospect a legal notice would've been nice, but now it's water under the bridge. Robert Entringer called the motion to vote. Campbell voted aye. Elizabeth Arnold abstained. **Motion failed.**

10. Review and approve 2017 budget.—There are not many changes from last year's budget. Expenditures went down in every category. There was a reduction in a staff position. The transfer from the undesignated fund has gone down. The undesignated fund (reserve fund balance) is in ballpark of the goal. There is no decrease in member library funds. The revenue source is fine, we will get the state aid and the LSTA money. Motion to approve the budget by Marsha Hoeffs, seconded by Julia Wallace. Elizabeth Arnold asked about the CE funds. CE received a small increase in funding. Corrie Campbell voted nay. **Motion carried.**

11. Review and approve NFLS 2017 Plan of Service.—It was clarified that on page 8 the electronic books number is for the whole state. Need to show cost benefit analysis. On page 9 the budget is divided by different elements (due to statutory requirements). Robert Entringer said that on page ___ it said 2016 and it should say 2017. Move to approve with corrections by Miriam Erickson. Chris Wagner seconded. **Motion carried.**

12. New Business.

- **2017 Resource Library Agreement.**—Brian Simons (BCL) and Mark Merrifield have met and agreed on a document that will be presented to the BCL board at their next meeting. There won't be any monetary changes, just some wording changes.

- **Updating System Membership Agreements.**—Mark Merrifield will be sending out the system membership agreements to member libraries because the state wants updated agreements.

- **Updating NFLS Technology Plan**—The current technology plan ends at the end of this year. Mark Merrifield will update it, send it out to the libraries, and then send it to the state. There will be no major changes on the agreement. He will bring to Board in December.

- Chris Wagner reminded the Board about the terminology of Excused/Unexcused in the minutes. He also asked that Evan Hucek be contacted since he was also unexcused. Marsha Hoeffs suggested adding that terminology on every agenda that is sent out. Julia Wallace asked Megan Theys to put bylaws on website.

13. **Adjourn.** Robert Entringer motioned to adjourn. Seconded by Kathy Pletcher. Meeting adjourned at 1:49 p.m..

Next meeting: December 6, 2016.

Megan Theys, Recording Secretary

10/11/16