

**Minutes of the
Nicolet Federated Library System Board of Directors
Tuesday, October 15, 2019 at 12:12PM
at the Kress Family Branch, Lower Level Meeting Room**

Present: Anthony Yaggie, Cheryl Maxwell, Julia Wallace, Kathy Pletcher, Marsha Hoeffs, Paul Gustafson, Rosemary Rueckert, Bob Entringer, Ken Harter, Miriam Erickson, Rebecca Berger, Theresa Rosik, Elizabeth Arnold

Excused: Corrie Campbell, Kathy Lefebvre, Janice Gehlhoff

Also present: Lori Baumgart (NFLS), Tracy Vreeke (NFLS)

1. **Welcome, Introductions, & Lunch.** Wallace called the meeting to order at 12:12 p.m.
2. **Agenda Revisions.**
 - a. Approval of 2020 System Plan added as item #6.
 - b. Addition of 2018 Audit and 2020 System Plan to attachments.
 - c. Harter motioned to accept agenda revisions; Erickson seconded. **Motion carried.**
3. **Open Forum.**
 - a. Berger commented that mini-grants (2019 NFLS Library Improvement & Innovation grants) are looking successful on Facebook; more talk on this later in the meeting.
4. **Approval of August 13, 2019 minutes.**
 - a. Gustafson motioned to approve; Pletcher seconded. **Motion carried.**
5. **Reports:**
 - a. **President - Julia Wallace**
 - Wallace reaffirmed the success of the NFLS I&I Grants. Libraries providing initial information were: Lego Makerspace at Niagara Library, Door County's oral history initiative, patron seating at Florence, and the mural at the S. Verna Fowler Academic/Menominee Public Library.
 - Congrats to Kathy Pletcher on her Trustee of the Year Award!
 - Pletcher thanked Wallace for the nomination. NFLS is a wonderful board to work on! Pletcher appreciates WLA for the recognition.
 - Vreeke said Pletcher's influence in the library community is wide and very much appreciated.
 - The board needs to appoint a nominating committee. Bylaws state the President and Vice President are two-year appointees, and Secretary and Treasurer are one year. The current committee consists of Marsha Hoeffs, Bob Entringer and Liz Arnold. Hoeffs is also the board secretary. Entringer and Arnold will still serve, and Erickson will join them. Entringer will take the lead on contacting people in regard to nominations of Treasurer, Secretary, and

member at large (which is currently Arnold). Names are needed by the January meeting for a vote; the committee can meet just prior to the Board meeting in December if need be.

- Wallace has been working to add the constitution into the bylaws; she gave the Executive Committee a copy and would like them to go over it. She'll work on between now and December and Vreeke will set an Executive Committee meeting to review.
- We need to stay aware of nominations such as the one Pletcher received, so we can take advantage of the visibility.

b. Treasurer's Report - Kathy Pletcher

- Pletcher reviewed the report in the packet from Heartland Business Systems. \$60,000 balance looks good. All other areas are tracking well. A lot of the budget has been spent at this point. IT went over a bit, due to computer purchases for the NFLS office. John Kronenburg had to replace Holly Handt's old computer and Lori Baumgart received a new monitor. Harter asked if it was in the capital outlay. Vreeke said there is a budget line item for software and hardware. Vreeke said we have a few tech needs coming up, and will get a list from John soon.
 - Software upgrades are over budget as well.
 - Revenue: Interest income is \$11,000 (we budgeted \$4,000) – it'll be rolled into the year-end fund. The finance committee will meet to discuss what to do with these funds (reserve, grants, software, etc.). Rueckert asked why the difference; Pletcher said it's due to the way the state aide came in. Vreeke said some of the due dates for our large bills were changed, so holding that money has been helpful and benefitted us on the interest side.

c. Finance Committee - Kathy Pletcher

- Finance Committee met October 2 to finalize the budget.
- Final review on annual audit report has been sent to DPI.
- Things to work on in 2020:
 - Collection Development Grants
 - Reserve Fund Policy

d. Personnel Committee - Ken Harter

- Personnel Committee met prior to this Board meeting.
- Nicolet Staff updates:
 - NFLS has hired someone to fill Megan's position: Hannah Good Zima. She will be starting work full-time in February. Zima's application is available for the board to look at if they choose to do so.
 - Rosik asked: What if she decides not to come in?
 - Pletcher said sending a formal letter of acceptance would be a good practice – and it should be signed by both parties. Vreeke acknowledged this.

- Harter said several candidates could've done the job, but Good Zima was the top choice.
 - Lori Baumgart is moving to Sparta area and being retained as a remote worker. She will be coming to the NFLS office on a routine basis. Most of Baumgart's work can be done remotely, she can instant message with Vreeke, and Baumgart can assist libraries directly via Chrome Remote Desktop.
 - Baumgart's hours and salary will not change due to her move.
 - Rosik asked about Baumgart's travel from remote-to-office: what do we need to cover legally? Vreeke is looking into this.
 - Pletcher said Vreeke has really raised the value of working at NFLS.
 - Vreeke researched salary comparisons with other system employees comparable to NFLS staff. NFLS salaries are slightly below other systems. Personnel Committee will look at this and come up with a recommendation for next year.
 - Vreeke recommended staff salary adjustments of 2%, which was approved by the Finance Committee. This did not include Vreeke's own position, so the Personnel Committee recommended 2% for her as well. Harter motioned for a 2% salary adjustment to all NFLS employees effective 1/1/2020, including the Director. Rueckert seconded. **Motion carried.**
 - Director review form was updated in Excel. Personnel Committee will be getting it out to member library directors for their input, and also be asking for input from board of trustee members and staff.
 - A Conflict of Interest form has been completed and is close to what the State of Wisconsin uses. It'll be added to the trustee handbook. When new trustees are appointed, they'll sign the agreement; and when re-assigned, they will sign it again.
 - Personnel Committee will meet January, May and September for regularly scheduled meetings; and during the year to work on the evaluation and salary adjustments.
 - Next meeting is 1/14/2020 @ 10:30
- e. **Director's Report - Tracy Vreeke**
- OWLSnet is not moving forward with an ILS merger. The working cultures are very different. Finances and fees are handled differently as well. It was not beneficial for OWLSnet libraries from a financial or service standpoint at this time. Winnefox is going through major staffing changes, which poses additional

complications. One year from now, we'll take another look at it – including a possible discovery layer like PLSR is looking at.

- OWLSnet either needs to update our Sierra contract, or we need to look at another ILS platform. November AAC meeting will include a recommendation for moving forward.
- Bed Bug Training – Vreeke explained how a bed bug was spotted in a bin between a Waupaca library and the Appleton library. Some of the larger libraries have dogs that come in and check for infestation. ALA has put out a training video and NFLS delivery staff have viewed this.
- PLSR is moving forward with a few of the initiatives and has quarterly deadlines. Two webinars will occur in November – Vreeke will share this information with the board via email. It will also be recorded for those who can't attend.
- Next year, Vreeke wants to be proactive in making herself available as a resource to the counties.
- John DeBacher is retiring from DPI. Mark Arend retired from Winnefox also. Connie Meyer at Bridges is retiring this next spring. Ken asked if we could send a “congrats & good luck” message to DeBacher.
- Pletcher motioned to send a “resolution of appreciation” from the board. Berger seconded. **Motion carried.**

6. Approval of 2020 System Plan

- a. Wallace handed out a copy of the System Plan (Vreeke sent out electronically a week ago). The System Plan has been routed to member library directors and NEWIL to review as well.

Harter motioned to approve the System Plan, Arnold seconded. **Motion carried.**

7. Approval of 2018 Annual Audit from CliftonLarsonAllen

- a. The final version was distributed to attendees. Pletcher asked attendees to look at page 4, which is a snapshot in time (2017-2018). We're going in the right direction and are in full compliance. Suggestion for corrective action was to prepare annual financial report; however, we outsource and they understand that it's not feasible to prepare the audit in-house. We're in good shape financially. Finance Committee approved the report, which was late in getting to us due to the Schenk merger with CLA. We'll make changes to the timing of this next year.
- b. Wallace asked about page 4, Net Position: Restricted & Unrestricted. Vreeke thinks it may be because we consolidated accounts in 2017; Pletcher and Vreeke will look into it and bring back an answer.
- c. Maxwell motioned to approve the audit, Erickson seconded. **Motion carried.**

8. Approval of 2020 System Budget

- a. A copy of the budget was in the packet for review. A few changes were made to the budget regarding intersystem payment obligation. Pletcher and Vreeke propose we draw \$15,000 from OWLSnet reserve fund to help pay the Intersystem payment for 2020, which states a system needs to pay other system(s) for cross-county usage (Waupaca-Shawano) and ranges from \$22k-\$25k annually. It's not a long-term solution but it's a reasonable thing to do according to Pletcher.
 - 6349 is a line item in the budget now.
 - 6480 is Library Development (WiLS strategic planning funding can go here – or WLA Institute funding).
 - Pletcher and the Finance Committee motioned to approve the budget, Gustafson seconded. **Motion carried.**
9. **Approval of Agreement to continue in NEWI: Northeast WI CE Partnership**
 - a. "Continuing Education Agreement" approval was requested.
 - b. Vreeke said this has been working great! Budget went up slightly, but we're getting a great value for our money.
 - c. This is a three-year contract.
 - d. Erickson motioned to approve the Continuing Education Agreement, Hoeffs seconded. **Motion carried.**
10. **Approval to Amend the NFLS Constitution**
 - a. At the August meeting a resolution signed by 25% of the board was brought before the full board, stating the desire that the NFLS constitution be dissolved and the contents be incorporated into the bylaws. At this meeting the board must vote on the ability to dissolve the NFLS Constitution.
 - b. Arnold made the motion to approve the resolution to Constitution dated August 13, 2019, allowing for the dissolution of the NFLS Constitution. Berger seconded. **Motion carried.**
11. **Approval of 2020 Board Meeting Dates**
 - a. The board was asked to approve the suggested 2020 meeting dates. The January meeting can be flexible (adding a webinar instead of in-person, etc.).
 - b. Entringer moved to approve the dates, Maxwell seconded. **Motion carried.**
12. **New Business**
 - a. Entringer asked: If weather is bad, how can we be notified if a meeting has to be called? The farthest drive is from Florence. Vreeke said if your local school system is closed, perhaps that's good indication that you don't need to attend. Call the NFLS office if you're not able to attend as soon as possible. Wallace suggests we test a Go-to-Meeting; we'll do a dry-run on December 3.
13. **Next Meeting is December 3, 2019**
14. **Adjourn.** Harter moved to adjourn at 2:02 p.m. Gustafson seconded. **Motion carried.**