

**Minutes of the
Nicolet Federated Library System Finance Committee
Thursday, February 6, 2020 at 11:00 a.m.,
at the Nicolet Federated Library System office**

Finance Committee Members:

Present: Kathy Pletcher, Tony Yaggie, Ken Harter

Present via GoToMeeting: Corrie Campbell

Excused: Cheryl Maxwell, Paul Gustafson, Julia Wallace (ex officio)

Also Present: Tracy Vreeke, Director

AGENDA

1. **Call to order.** Chair Pletcher called the meeting to order at 11:03 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Approval of Minutes from the October 2, 2019 Finance Committee meeting.** Member Harter moved to approve the minutes; Member Yaggie seconded. **Motion carried.**
4. **Additions to the agenda.** None.
5. **WLA Sponsorship opportunity.** Director Vreeke discussed WLA fall conference which will be held in October in Brown County. WLA is asking NFLS to sponsor one keynote speaker, Nigel Poor. Member Campbell suggested leveraging sponsorship by having NFLS conduct 2 local media events with speaker to maximize exposure for NFLS. Member Harter suggested getting academic libraries or Brown County to help sponsor the speaker. Director Vreeke suggested that it may be difficult to ask only certain libraries or counties to sponsor since NFLS represents 16 counties. Member Yaggie suggested getting Green Bay Packers involved as sponsors. Director Vreeke will provide WLA with information in regard to NFLS board member business connections WLA could use for sponsorships.

Member Campbell made motion to recommend to the Board for approval the sponsorship for speaker for WLA conference in October with stipulation that NFLS look into how to maximize benefit of sponsorship and implement as Board sees fit; Member Harter seconded for discussion. Member Yaggie suggested creation of subcommittee to manage sponsorship.

Item tabled with direction for Director Vreeke to follow up with conference organizer to obtain more information regarding cost, specific details of sponsorship, and other sponsorship opportunities at the conference such as the Honors & Awards reception.

6. Budget Surplus discussion.

- **Office wish list.**
- **Reserve Fund.**
- **I & I Grants.**
- **Other.**

Director Vreeke stated that equipment is needed for new employee workspace. Likely about \$1500 in desk/computer equipment. Member Harter made motion to recommend that usage of surplus be used to fund the reserve to 10%, make necessary purchases for new employee start up equipment and technology, sponsor the WLA speaker, and fund I&I grants. Member Yaggie seconded. **Motion carried.**

7. Audit Agreement. Audit will be moved up earlier in the year.

8. Other Business. None.

9. Next meeting: Next meeting will be held Thursday, June 4, 2020, at 11:00 a.m.

10. Adjourn. Meeting adjourned at 12:05 p.m.

Hannah Zima, Reporting Secretary
2/6/2020