

**Minutes of the
Nicolet Federated Library System Board of Directors
Tuesday, February 18, 2020 at 12:00 p.m.**

Present: Julia Wallace, Miriam Erickson, Theresa Rosik, Kathy Lefebvre, Rebecca Berger, Corrie Campbell, Kathy Pletcher, Ken Harter

Present via GoToMeeting: Elizabeth Fernandez

Excused: Marsha Hoeffs, Paul Gustafson, Anthony Yaggie, Janice Gehlhoff, Cheryl Maxwell, Rosemary Rueckert, Robert Entringer

Also Present: Tracy Vreeke (NFLS), Hannah Zima (NFLS)

1. Welcome, Introductions, & Lunch. Wallace called the meeting to order at 12:09 p.m.

2. Agenda Revisions. None.

3. Open Forum. None.

4. Approval of January 14, 2020 minutes.

Member Erickson made a motion to approve the January minutes. Member Campbell seconded. **Motion carried.**

5. Reports:

5.1 President – Julia Wallace

- Feedback re GoToMeeting/electronic notice. Some members still want to receive hard copy packets.
- In March, a Board Assessment Survey will be mailed out. Members will be polled regarding various issues such as meeting day and time, talents you can provide to NFLS or member libraries, and how you want to receive delivery of meeting agenda packets.

5.2 Treasurer’s Report – Kathy Pletcher

- Year-end balance is \$74,302 mainly from interest income and salary savings from vacant position.
- What can be done with year-end funds:
 - Reserve Fund - can allocate to get to the 10-15% goal set by the board
 - \$2000 for purchases needed for new employee
 - Keynote speaker \$3000
 - I&I Grant - remaining balance

Member Campbell made a motion to allocate the year-end surplus of \$23,833.40 to bring the reserve fund to 12%, allocate \$2000 for equipment for new employee, sponsor the WLA Keynote speaker, and allocate the remaining balance to the NFLS Innovation & Improvement Grant fund. Member Lefebvre seconded. **Motion carried.**

5.3 Finance Committee – Kathy Pletcher

- Set up grants review committee so grant applications are not just reviewed by the Finance Committee.

Member Rosik made a motion to accept the Finance Committee report. Member Fernandez seconded the motion. **Motion carried.**

5.4 LD&L Update – Pletcher & Campbell

- Library Legislative Days - board members and library directors attended to meet with legislators to thank them for budget allocations and to request more allocations if possible.
- Next year would like to put together short clips to share with legislators of patrons speaking to how the library impacts their lives.

5.5 Personnel Committee – Ken Harter

- January meeting will set the agenda and review committee member responsibilities and duties.
- At the May meeting, the committee will plan and review the director's position, including collecting surveys of staff and trustees regarding the director's performance.
- At the September meeting, the committee will conduct director review and make recommendations regarding salary adjustments for director and staff.

5.6 Director's Report – Tracy Vreeke

- Remote Employee Agreement draft to be reviewed at May Personnel Committee meeting.
- WLA (GB) & WAPL are both in area and board members can attend if they are interested.
- Tracy will share trainings, if available, for Compassionate Accountability and Ryan Dowd's Homelessness Training presentations which provide training for librarians in regard to dealing with challenging situations and patrons.
- Tracy shared Public Library Trustee Newsletter - put out by Manitowoc Calumet/NFLS/OWLS/Winnefox Library Systems

6. Approve and Authorize board president to sign 2019 Annual System Report

- Member Campbell made a motion to authorize the Board President to sign the annual report after it is completed. Member Harter seconded the motion. **Motion carried.**

7. Approve Member Library Collection Development Grants

- Member Erickson moved to approve Library Collection Development Grant applications for Lena, Oconto Falls, Menominee and Florence libraries. Member Lefebvre seconded the motion. **Motion carried.**

8. Approve WLA Annual Conference Keynote Sponsorship

- NFLS, as host system, would sponsor one of the keynote speakers - Nigel Poor who has podcast regarding life in prison from San Quentin Prison.
- Benefits - Recognition on WLA website, podium recognition, onsite signage, one full conference pass. One, maybe two, media interviews with Poor.
- Create committee to help organize the sponsorship details.

9. New Business. None.

10. Adjourn. Member Harter moved, seconded by Member Rosik. **Motion carried.** Meeting adjourned at 2:30 p.m.

Respectfully Submitted: Hannah Zima, Reporting Secretary
February 18, 2020