

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, April 14, 2022 at 12:00 p.m.**

Present: Anthony Yaggie, President, Rebecca Berger, Corrie Campbell, Miriam Erickson; Penny Habeck, Ken Harter, Marsha Hoeffs, Kathy Lefebvre, Cheryl Maxwell, Kathy Pletcher; Michael Poradek, Connie Seefeldt, Mark Teske, Julia Wallace, Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Al Hughes (BCL)

Excused: Elizabeth Fernandez, Janice Gehlhoff

MINUTES

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Welcome & Introductions.** The meeting was called to order at 12:01 p.m. Welcome to new Member, Mark Teske, who will be representing Kewaunee County.
4. **Agenda Revisions.** None.
5. **Open Forum.** None.
6. **Approval of February 10, 2022 Minutes.**

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

7. Member Library Report: Shannon Stoner, Gillett Public Library

Director Stoner gave a report on the library highlights, programs and community involvement at the library over the last year.

8. Reports:

8.1 President – Anthony Yaggie

President Yaggie encouraged Trustees not to get involved in collection development questions at the library but to defer to the library's policy and procedures.

8.2 Treasurer's Report – Marsha Hoeffs

Treasurer Hoeffs reported that NFLS had to transfer only around \$6900 from Long-Term Reserve to balance the 2021 budget. Spending for 2022 is on track.

Member Wallace made a motion to approve the Treasurer's Report. Member Lefebvre seconded the motion. **Motion carried.**

8.3 Finance Committee – Marsha Hoeffs

The Finance Committee will meet in August to review the Audit and begin to prepare the 2023 budget.

8.4 Grant Committee – Rebecca Berger

The Grant Committee met earlier today and approved the Library Services and Youth Support Services Grant applications from member libraries. Also reviewed the Improvement & Innovation Grant application and evaluation forms which were approved as well and will be available to libraries by the beginning of May.

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8.5 Personnel Committee – Ken Harter

The Committee met in February and set the agenda for the year. The Committee will review updated staff job descriptions and salary data. The Committee will meet in May to begin the annual Director Review.

8.6 Director's Report – Tracy Vreeke

Director Vreeke provided reports regarding current staff projects.

9. Approval of the 2022 Library Services Grant Applications.

Member Berger made a motion to approve the 2022 Library Services Grant applications. Member Habeck seconded the motion. **Motion carried.**

10. Approval of the 2022 Youth Support Services Grant Applications.

Member Berger made a motion to approve the 2022 Youth Support Services Grant applications. Member Maxwell seconded the motion. **Motion carried.**

11. Review 2021 System Annual Report.

Director Vreeke reviewed the finalized annual report which was submitted to DPI on March 1.

12. Review Board Calendar.

The Board reviewed the calendar and discussed the continuation of summer library visits.

13. Trustee Development.

The Board was presented with a training on the Wisconsin Library Ecosystem and how the library world interacts at the state, system and local levels within the state.

14. New Business.

Please note, the summer library visit at the June meeting will be at the new library branch in Wausaukee.

15. Adjourn. Member Maxwell made a motion to adjourn. The motion was seconded by Member Habeck. The meeting adjourned at 1:38 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary