

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, April 13, 2023 at 12:00 p.m.**

Present: Rebecca Berger, President, Corrie Campbell, Joan Denis, Miriam Erickson, Janice Gehlhoff, Penny Habeck, Marsha Hoeffs, Kathy Lefebvre, Cheryl Maxwell, Kathy Pletcher, Matthew Jacobs, Michael Poradek, Connie Seefeldt, Mark Teske, Julia Wallace, Bradley Shipps (OWLS), Tracy Vreeke (NFLS), Hannah Good Zima (NFLS), Kristie Hauer (Shawano), Jill Trochta (Suring)

Excused: Elizabeth Fernandez

MINUTES

1. Pledge of Allegiance.

2. Moment of Silence.

3. Welcome & Introductions. The meeting was called to order at 12:05 p.m.

4. Agenda Revisions. Habeck made a motion, seconded by Poradek to hear the Grant Committee Report and Items 10, 11, 12 after the OWLS report. **Motion carried.**

5. Open Forum. None.

6. Approval of February 9, 2023 Minutes.

Campbell made a motion to approve the minutes as amended to add the February 14 date for the Finance Committee report. Poradek seconded the motion. **Motion carried.**

7. Member Library Report

- Director Jill Trochta from the Suring Area Library gave an overview of her joint library, the services they provide and upcoming programming they will be offering.

8. OWLSnet Report:

- Director Bradley Shipps provided an overview of OWLSnet, how it is governed and the services and support they provide to the libraries that are a part of the InfoSoup network.

9.4 Grant Committee – Corrie Campbell

- The Grant Committee met on March 30 and reviewed the Library Services, Youth Support and Leadership Development Institute Grant applications.
- The Committee recommends approval of all grant applications.

10. Approval of the 2023 Library Services Grants.

Teske made a motion to approve the Library Services grant applications. Wallace seconded the motion. **Motion carried.**

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11. Approval of the 2023 Youth Support Services Grants.

Habeck made a motion to approve the Youth Support Services grant applications.
Lefebvre seconded the motion. **Motion carried.**

12. Approval of the 2023 WLA Leadership Development Institute Grants.

Erickson made a motion to approve both applications for the Leadership Development Institute grants. Teske seconded the motion. **Motion carried.**

9. Reports:

- **President –**

President Berger notified the board that Yaggie has resigned to focus on other activities. Additionally, membership on any of the Committees is open to anyone at any time. Just notify her or NFLS staff. Wallace has volunteered to chair the Policy Committee and is joined by Maxwell and Teske.

- **Treasurer's Report – Marsha Hoeffs**

Treasurer Hoeffs reviewed the system income and expenses and the system is on track to stay within the budget.

Teske made a motion to approve the Treasurer's Report. Maxwell seconded the motion. **Motion carried.**

- **Finance Committee – Marsha Hoeffs**

The Finance Committee will meet at the end of the summer to begin working on a draft budget for 2024.

- **Personnel Committee – Kathy Pletcher**

The Committee will meet on May 17 to begin the Director's review process. Pletcher will also participate in the interviews for candidates for the Administrative Assistant position.

- **Director's Report – Tracy Vreeke**

Director Vreeke reported that she will be out at the beginning of May but both directors Shipps (OWLS) and Thompson (IFLS) will provide assistance to member libraries and staff as needed.

13. Trustee Development. An overview of trustee responsibilities was provided.

14. New Business. Next meeting will be on June 8 at the Shawano County Library.

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- 15. Adjourn.** Member Teske made a motion to adjourn. Jacobs seconded the motion.
Motion carried. The meeting was adjourned at 1:44 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary