

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, August 11, 2022 at 12:00 p.m.**

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

Excused: Corrie Campbell, Elizabeth Fernandez

MINUTES

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Call to Order.** The meeting was called to order at 12:01 p.m.
4. **Agenda Revisions.** None.
5. **Open Forum.** None
6. **Approval of the June 9, 2022 Minutes.**

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

7. **Member Library Report – Amy Peterson, Oconto Falls Community Library**

Director Peterson gave a report on the major programs the library has completed over the last year, including the Zoo-mobile which had over 300 in attendance.

8. **Reports:**

8.1.1 President – Anthony Yaggie

President Yaggie will be scheduling an Executive Committee meeting in September via Zoom.

8.1.2 Treasurer's Report – Marsha Hoeffs

Treasurer Hoeffs reported that spending is in line with projections. There were overages in the capital outlay line item as several laptops that needed updating. There will be surplus in other areas of the budget which will be able to cover the overage at the end of the year.

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

8.1.3 Finance Committee – Marsha Hoeffs

The Finance Committee met in August and reviewed the Financial Statements and Audit. NFLS is in full compliance and no issues were reported. They also began to review the draft 2023 budget.

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8.1.4 Personnel Committee – Ken Harter

Chair Harter reported that the Director Review process is under way and the Committee will meet to complete the Director's review and make recommendations to the Finance Committee and full Board.

8.1.5 Grant Committee – Rebecca Berger

Chair Berger reported that the Grant Committee met in August and approved the Improvement & Innovation Grants. Also, the Committee reviewed and clarified language in grant procedures which will be distributed in the spring.

8.1.6 Director's Report – Tracy Vreeke

Director Vreeke reported that there are several library directors who have taken new director positions within and outside of the system. Brown County Library will be providing a system-wide training regarding customer service at the end of September. All member library directors and staff are invited.

9. Approval of the 2021 Audit Report.

Member Lefebvre made a motion to approve the 2021 Audit Report. Member Habeck seconded the motion. **Motion carried.**

10. Approval of the 2022 Library Improvement & Innovation Grant Applications.

Member Berger made a motion to approve the 2022 Improvement & Innovation Grant applications. Member Maxwell seconded the motion. **Motion carried.**

11. Approval of the 2022 WiLS Small Library Strategic Planning Cohort Grant.

Member Berger made a motion to approve the 2022 WiLS Small Library Strategic Planning Cohort Grant for the Farnsworth Public Library. Member Erickson seconded the motion. **Motion carried.**

12. Approval of the 2023 NEWI Continuing Education Partnership Agreement.

Member Poradek made a motion to approve the 2023 NEWI Continuing Education Partnership Agreement. Member Pletcher seconded the motion. **Motion carried.**

13. Trustee Development.

The Board was presented with a training on the importance of trustee orientation and continuing education.

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14. New Business. None.

15. Adjourn. Member Teske made a motion to adjourn. The motion was seconded by Member Pletcher. The meeting adjourned at 1:20 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary