

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Tuesday, August 11, 2020 at 12:00 p.m.**

Present via Zoom: Julia Wallace, Kathy Pletcher, Marsha Hoeffs, Rebecca Berger, Corrie Campbell, Elizabeth Fernandez, Janice Gehlhoff, Paul Gustafson, Ken Harter, Kathy Lefebvre, Cheryl Maxwell, Theresa Rosik-Geurts

Excused: Robert Entringer, Anthony Yaggie, Rosemary Rueckert, Miriam Erickson

Also Present via Zoom: Tracy Vreeke (NFLS), Lori Baumgart (NFLS)

1. **Welcome & Introductions.** With a quorum established, the meeting was called to order at 12:12 PM.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of June 9, 2020 minutes.** Motion to approve the minutes was made by Member Pletcher, seconded by Member Harter. **Motion carried.**
5. **Reports:**
 - 5.1 **President – Julia Wallace**
 - (a) The following members have been appointed to the Grant Committee: Marsha Hoeffs, Cheryl Maxwell, Becca Berger, Corey Campbell and Liz Fernandez. The first Grant Committee meeting will be set soon and a chair can be chosen then. The Committee will need to look at the Improvement & Innovation Grants as well as 2021 grants.
 - (b) WLA Awards nominations are due September 4. Many awards available for nominations and can be found on the WLA website. Let Julia know if you'd like to nominate anyone.
 - (c) Board meetings will need to be changed to allow for all Board members to participate. Meetings will move from Tuesdays to Thursdays from 12-2PM.

Member Fernandez moved to change the meeting day to the second Thursday of the month from noon to 2:00 PM to begin in October 2020. Member Lefebvre seconded the motion. **Motion carried.**

5.2 Treasurer's Report – Kathy Pletcher

- (a) Member Pletcher reviewed the Balance Sheet ending June 30, 2020. General Fund, accounts payable and receivable are looking good.
 - (i) Finance Committee is recommending that the surplus balance from the Improvement & Innovation Grants be moved into the Long-term Reserve Fund. This would bring Long-Term Reserve Fund to \$162,315 which is just over 14% of our State Aid funds.
- (b) Reviewed Statement of Revenue & Expenses through the end of June. No issues identified.
 - (i) There will be a shortfall in terms of revenue due to decrease in interest earnings. Anticipating that instead of \$10,000 it will look more like \$6,000.
 - (ii) Intersystem Agreement expenses will need to be considered in the budget. The agreement is between OWLS and NFLS in which NFLS pays for the use of Clintonville and Marion libraries by Shawano County residents.

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

5.3 Finance Committee – Kathy Pletcher

- (a) Member Pletcher summarized the August 4 Finance Committee meeting.
 - i. The Committee reviewed the 2019 Audit Report.
 - ii. The Committee reviewed Mid-Year Budget. No recommended adjustments at this time.
 - iii. Finance Committee is recommending that the surplus balance from the Improvement & Innovation Grants be moved into the Long-term Reserve Fund. Recommendation is due to unexpected operating costs of COVID-19 and possibility of budget cuts in the future.
 - iv. Plan to meet in early September to revise 2021 Budget which will be sent to the Board for approval at the October meeting.

5.4 Personnel Committee – Ken Harter

- (a) Member Harter summarized the August 7 Personnel Committee meeting.
 - i. Director Performance Review survey was sent to staff, Library Directors and Trustees. Received responses from only about half of the Library Directors and Trustees. Member Harter will resend the survey to those who have not returned it. The plan would be to review the responses at the September Committee meeting, receive an update on staff reviews completed by Director Vreeke, and forward recommendations to the Finance Committee prior to the full board meeting in October.
 - ii. Director Vreeke will submit annual goals as well.
- (b) The general remote worker agreement was discussed and tabled. The Committee believes that employees would work from the office except in very rare and unusual circumstances and therefore the general agreement is not necessary.
 - i. Member Rosik-Geurts and Member Lefebvre recommended that the Personnel Committee review the general Remote Work Agreement again. Board members should send the Personnel Committee questions or comments which can be addressed at the Committee meeting in September.

- (c) The Remote Worker Agreement for staff member Baumgart was approved with revisions. The agreement will come to the Board for approval in October.
- (d) The updated Disaster Plan was reviewed in May and the Committee made revisions. The Plan was reviewed again and recommended for approval and adoption by the Board.

5.5 Director's Report – Tracy Vreeke

- (a) All of our member libraries are open for browsing and/or curbside pickup based on their staffing levels. Our Tribal Libraries, Oneida and Menominee, are still closed.
- (b) Member libraries will be transitioning to the new ILS (Carl-X) on Monday, August 17. It's been challenging with regard to training online and has been a considerable amount of extra work for OWLSnet staff.
- (c) Many grants are being offered and several of our libraries recently received grants. NFLS has received three grants. The first is for a mobile hotspot lab for remote areas with limited Wi-Fi access. The second was the CARES Act grant which we coordinated with OWLS for library equipment like self-check machines. DPI offered grants for most of our libraries to attend September ARSL conference remotely. Also working on submitting a grant on behalf of several of our libraries for measurement and data output tracking mechanisms and software.
- (d) PLSR Implementation position was filled by Bruce Smith. First task is developing a statewide delivery system and reconfiguring delivery.
- (e) Member Berger asked whether Director Vreeke has heard about member libraries having budget issues. At the moment, no libraries are having immediate budget problems but there are many that are nervous about future budgeting. Currently, some libraries have lost staff during the pandemic and have not been able to replace staff due to county hiring freezes.

6. Review of 2019 Audit Report.

- (a) Member Pletcher sent memo to Board summarizing the discussion of the audit results.
 - i. No determinations of noncompliance were issued.
 - ii. One issue was the fact that we do not have a firewall between our accounts payables and receivables. But this is very common in organizations our size.
 - iii. However, we have several mitigating factors, such as the fact that we have a third party accountant and the treasurer reviews the financials every month, which help prevent fraud.

7. Discussion of Draft of 2021 Budget / Intersystem Agreement.

- (a) Member Pletcher requested Director Vreeke discuss the budget with the Board and highlight any changes from this year. Final budget will be adopted in October at the full Board meeting. Please submit questions and comments to the Finance Committee or Director Vreeke before the September Committee meeting.
 - i. Staff Services: Suggesting a 2% salary increase dependent upon reviews for Director and staff. Calculating a 2% increase in Fringe Benefits. Will know by end of August what the ETF State Benefit Program increase will be.
 - ii. Operating Expenses: Rent will increase every year based on the consumer price index which is usually about 3%.

- iii. Travel & Training: Left categories largely the same, but foresee some savings due to many statewide meetings moving to virtual platforms and the lack of travel.
- iv. Contracted Services: Due to our continued support of Waltco during the pandemic, there will be no increase for 2021 services. The slight increase you see is due to additional stops being added to the routes to ensure all libraries have delivery at least 3 days a week.
- v. Library Development – Small increase due to electronic books. WPLA board made increase in funds given for Overdrive libraries, so it'll be distributed to libraries due to new formula.
- vi. Intersystem Agreement Expenditures: The agreement is between OWLS and NFLS in which NFLS pays for 70% of actual usage of Waupaca County library materials by Shawano County residents. This will be a payment we have going forward due to Shawano County becoming a Consolidated Library System. The payment goes directly to the Clintonville and Marion libraries.
- vii. Revenue: State Aid will remain the same. Interest income was reduced. OWLSnet Membership decrease due to new fee structure that was rolled out over 5-year time period. Electronic Books increased for Overdrive.
- viii. Transfer from Undesignated – this is the amount of money needed to pull from Long-Term Fund Balance to balance the budget.

8. Approve the Transfer of Excess 2020 Improvement & Innovation Grant Funds Into the Long Term Reserve Fund.

Member Berger made a motion to move excess 2020 Improvement & Innovation Grant funds of \$24,912.60 to the Long-Term Reserve Fund. Member Hoeffs seconded the motion. **Motion carried.**

9. Approval of Updated Disaster Preparedness Plan.

Member Fernandez made a motion to approve the Updated Disaster Preparedness Plan. Member Maxwell seconded the motion. **Motion carried.**

~~10. Approval of General Remote Worker Agreement.~~

11. Approval of Liability Insurance for Board of Trustees.

- (a) From 2009-2016, NFLS was paying for liability insurance but it was the wrong type of policy because it was not for a government entity. The insurance was dropped but no new insurance was purchased to bond the board. We contacted our insurance agent and it was determined that we could add a crime clause to our current General Liability Insurance to cover Employee/Board member fraud.
- (b) Member Rosik-Geurts and Member Harter suggested obtaining as much coverage as possible, such as coverage for \$2 million dollars.
- (c) NFLS staff will contact the insurance agent to obtain quotes for a higher level of coverage for Board Bonding.
- (d) NFLS will also look into getting three additional updated quotes for all insurance policies held by NFLS.

Tabled until additional information is gathered.

President Wallace was excused at 1:45 PM. Secretary Hoeffs chaired the remainder of the meeting.

12. New Business.

- (a) Director Vreeke provided more information in regard to the grant funds which will be used for the mobile hotspot labs. The project is just in its infancy and we hope to add more hotspots as funds become available.
- (b) Additionally, there are grants and statewide initiatives out there right now that are working to address the lack of internet and device access in rural areas of the state, especially as virtual schools continue to be the norm for many communities due to the COVID-19 pandemic.
- (c) Director Vreeke will provide a report to the Board regarding the usage and success of the Mobile Hotspot Labs once they are up and running.

13. Adjournment. Member Harter made a motion to adjourn. Member Maxwell seconded the motion. The meeting was adjourned at 2:02 PM.

Respectfully Submitted:
Lori Baumgart, Recording Secretary
August 11, 2020