

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Tuesday, June 9, 2020 at 1:00 p.m.**

Present via Zoom: Julia Wallace, Miriam Erickson, Robert Entringer, Rebecca Berger, Marsha Hoeffs, Corrie Campbell, Ken Harter, Elizabeth Fernandez, Paul Gustafson, Jan Gehlhoff, Kathy Pletcher, Kathy Lefebvre

Excused: Rosemary Rueckert, Theresa Rosik, Anthony Yaggie

Also Present via Zoom: Tracy Vreeke (NFLS), Hannah Zima (NFLS), Lori Baumgart (NFLS), Jennifer Thiele (Marinette County Consolidated Public Libraries)

AGENDA

1. **Welcome & Introductions.** With a quorum established, the meeting was called to order at 1:13 PM.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of April 14, 2020 minutes.** Motion to approve the minutes was made by Member Entringer, seconded by Member Maxwell. **Motion carried.**
5. **Library Report: Jennifer Thiele, Marinette County Consolidated Public Libraries**
 - a) Prior to closures:
 - a. Marinette was involved in a lot of community outreach and different initiatives. Librarians would take books and conduct storytimes at local playgrounds to target kids that cannot normally get to the library. Worked with tutors at the jails. We also began to develop a digital collection through use of the platform Hoopla which offers eBooks and movies. This became very popular once libraries were shut down.
 - b. Received an I&I grant from NFLS last year to purchase several hotspots. The Niagara branch received I&I grant for a Lego / STEM wall.
 - b) After closure:
 - a. Hotspots which were purchased with NFLS grant became invaluable during the crisis. Marinette was able to quickly obtain 10 additional hotspots through the contact it made through the purchase of the I&I grant hotspots, even while supply began to dwindle as the crisis grew.
 - b. The library worked with schools to identify families in need of a hotspot. Fortunately, the hotspots work even in very rural areas where other coverage is not available. Currently have a total of 30 hotspots

which are all in use. Will continue to work with the schools given the possibility of continued need in the fall if schools remain closed.

- c. Very challenging time for staff which has faced 20 years' worth of change in a few months. Staff was able to create new processes for curbside pickup and content for online programming. Also creating analog kits for people to check out if they do not have internet.
- d. Library has been busy training 28 staff members before summer begins for Beanstack, the virtual Summer Reading platform.
- e. Using the DPI guidelines to present recommendations to Marinette Library Board to develop a transition plan to reopen the library.
- f. Previously received a grant to digitize local history collection. Staff was able to begin to move ahead with project.
- g. Public Health Department was using the library to house nurses who were conducting contact tracing. Presented many challenges to create office space for them and share space with another department. Several librarians have been working in the Public Health department during crisis as well.

6. Reports:

6.1 Treasurer's Report – Kathy Pletcher

- a) Report in packet reflects the first quarter only.
- b) Salaries – a little high because new administrative assistant did not start until February. Fringe benefits right on target.
- c) RLA grants have now been paid which will be reflected in the mid-year budget. Doing well with operating budget.
- d) Revenue – bulk of revenue is state aid. Received all payments for this year.

Member Maxwell moved to accept the Treasurer's Report, seconded by Member Erickson.
Motion carried.

6.2 Finance Committee – Kathy Pletcher

- a) Improvement & Innovation Grant Applications
 - a. Finance Committee reviewed the I&I Grants. Looked over the financial side of it. Have more than enough to cover all grants at 100%.
 - b. Only concern was with the Shawano County application for grant to hire film crew to capture local stories about people's experiences during the pandemic. Director Vreeke will speak with Shawano Library Director regarding safeguards the library can take to ensure that the video is not seen as a political message.
 - c. Finance Committee reviewed and approved the I&I grant applications.
- b) Committee also discussed what to do with the remaining balance. The Board has several options such as doing a second round of grants but Committee recommends that the Board should probably just save that money because there may be unanticipated costs with reopening, member library needs or budget cuts.
- c) Next meeting is August 4th – mid-year budget review, developing 2021 budget to bring to the board in August. Will make adjustments for October adoption by the Board.

6.3 President – Julia Wallace

- a) Spoke with Director Vreeke and reviewed curbside pickup processes and procedures for all member libraries.
- b) Working on establishing the new Grant Committee. Invitations to join the committee have been sent. Please respond if you are able to join the committee or not. Seeking two members from Brown County and three from other counties.
- c) Sent out a Thank You message, on behalf of the NFLS Board of Trustees, to member library directors for stepping up and leading their libraries during this crisis.
- d) Looked at including a reopening plan as part of the Disaster Plan.
- e) Will request that the Finance Committee consider putting excess 2020 I&I Grant funds into the Long-Term Reserve Fund at their next meeting.

6.4 Personnel Committee – Ken Harter

- a) Looking at Director Review surveys to be completed by Trustees and member library directors. Goals was to send out by early June but want work further with Lori to make sure that it is in a format that will be sure to work for submitting electronically.
- b) Trying to locate a survey for NFLS staff.
- c) Plans to collect surveys, summarize findings and share with the Committee. The Committee will review and make recommendations to full Board for the August Board meeting.
- d) Committee also reviewed the draft Remote Worker Agreement. Director Vreeke sent the agreement to the attorney for review. The Committee will review at next meeting and send recommendations to the full Board in August. The only issue with the agreement was whether or not NFLS should pay for employee travel expenses to and from the office. Board will need to review and approve the template agreement, as well as the agreement with Lori Baumgart once it is executed.
- e) Committee made revisions to Disaster Plan which have been made by Director Vreeke. Committee will review at next meeting and send to the full Board in August.
- f) The Committee also recommends that NFLS develop a new Strategic Plan. DPI is requesting a Technology Plan from the systems and creating a new Strategic Plan along with the Technology Plan makes sense to do at the same time.

6.5 Director's Report – Tracy Vreeke

- a) Meeting weekly with staff, library directors, OWLS director and system directors.
- b) Training for the new ILS, CarlX, will begin at the end of June. Training will be done remotely.
- c) The October WLA conference keynote speaker that NFLS is sponsoring, Nigel Poor, co-founder of the podcast Ear Hustle was nominated for Pulitzer last month.
- d) NFLS has been in contact with Sue Lagerman, the WLA Conference Committee Chair for events in the area and we have offered help from NFLS and board. The

Committee will meet next week and we should have more information on the likelihood of the conference moving forward or not.

- e) NFLS & OWLS received a grant for a mobile hotspot lab. The labs are intended to use mobile hotspots in rural areas so people can connect to the internet to complete school work, apply for unemployment, stay connected to family, etc. Deadline to get the project up and running is end of July 2020.
- f) Director Vreeke was part of writing group that created DPI guidelines to help libraries and the library boards determine reopening conditions and procedures. For example, there is a capacity calculator to help determine how many people could be in the library at one time. This would help small libraries determine if they can open at all or continue to have curbside pickup with use of computers on an appointment only basis.
- g) Working with Lori on newsletter for the NFLS Board to highlight some of the great work member libraries are doing.

7. Approval of Member Library Collection Development Grants.

- a) Member Harter moved to approve the Collection Development Grant applications submitted by Marinette County Consolidated Public Libraries and the Gillett Public Library. Member Entringer seconded the motion. **Motion Carried.**

8. Approval of Member Library Improvement & Innovation Grants.

- a) The Finance Committee reviewed and recommended the approval of the applications.
- b) Member Gustafson moved to approve all Improvement and Innovation Grant applications. Member Erickson seconded the motion. **Motion carried.**

9. New Business. None.

10. Adjournment. Member Entringer moved, Member Lefebvre seconded, to adjourn the meeting. **Motion carried.** The meeting adjourned at 2:25 p.m.

Respectfully Submitted:
Hannah Zima, Recording Secretary
June 9, 2020