

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, April 8, 2021 at 12:00 p.m., via Zoom**

Present via Zoom: Anthony Yaggie, President, Rebecca Berger, Vice-President, Marsha Hoeffs, Treasurer, Cheryl Maxwell, Secretary, Elizabeth Fernandez, Member-At-Large, Corrie Campbell, Robert Entringer, Janice Gehlhoff, Paul Gustafson, Penny Habeck, Ken Harter, Kathy Lefebvre, Kathy Pletcher, Michael Poradeck, Julia Wallace

Excused: Miriam Erickson

Also Present via Zoom: Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS)

MINUTES

1. **Welcome & Introductions.** The meeting was called to order at 12:03 p.m.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of February 11, 2021 Minutes.**

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

5. **Reports:**

5.1 **President – Anthony Yaggie**

- Would like to hold an in-person meeting on June 10. If a Board member has any concerns with meeting in person, let Tony know. Will look at spaces at Brown County Library to accommodate meeting.
- Will move our Kewaunee Summer visit to August.
- Appropriations for Brown County Library capital improvements were approved.
- Second State Aid payment will be deposited into NFLS account by end of April.
- Executive Committee will begin holding meetings quarterly and will look at items such as Trustee training, Board evaluations, addition of agenda items, and policies as needed.

5.2 **Treasurer’s Report – Marsha Hoeffs**

- Treasurer Hoeffs reviewed financials provided through the end of February. Spending consistent with budget so far.
- Audit will begin in May and be available to Board for approval in August.

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

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, April 8, 2021 at 12:00 p.m., via Zoom**

5.3 Finance Committee – Marsha Hoeffs and Kathy Pletcher

- Treasurer Hoeffs reviewed the budget and reserve account.
- Current budget request included increase of 16% for 2022 and 7% in 2023. Hoping increase in state budget. State budget should be approved by early July and the Committee will begin to review the 2022 budget in August.
- Finance Committee is currently looking at how to reduce system spending:
 - Committee does not want to cut direct grants to member libraries and would do so only as a last resort.
 - One large expense is rent. There are future opportunities to possibly share space with OWLS and a northeaster WI delivery hub. These options will develop over the next few years.
 - Reducing travel expenses
 - Applying for grants
- Committee agreed to use reserve funding to cover gaps in upcoming budget but will continue to look for cost-saving measures.

5.4 Grant Committee – Rebecca Berger

- Committee approved all Collection Development and Youth Support Services grant applications at March meeting.
- Recommending to the Board to change the name change of the Collection Development Grant to the Library Services Grant. NFLS is currently the only system that gives collection grants. It will also allow libraries to use funds for a broader range of services and programs.

5.5 Personnel Committee – Ken Harter

- Personnel Committee will hold meeting on May 13, 2021, to begin Director's Performance Review.
- Committee will meet in August to go over the performance reviews and make recommendations to the Finance Committee for inclusion in the Budget process.

5.6 Director's Report – Tracy Vreeke

- Meet every other week with Library Directors.
- New directors: Kim Cackowski in Oneida and Shannon Stoner in Gillett
- Serving as RLAAW president this year.
- WLA Fall Conference will be held in-person in November in Green Bay.

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, April 8, 2021 at 12:00 p.m., via Zoom**

6. Approval of the Name Change of the Collection Development Grant to Library Services Grant.

Member Habeck made a motion to approve the name change of the Collection Development Grant to the Library Services Grant. Member Lefebvre seconded the motion. **Motion carried.**

7. Approval of 2021 Collection Development Grant Applications.

Member Campbell made a motion to approve the Collection Development Grant applications. Member Entringer seconded the motion. **Motion carried.**

8. Approval of 2021 Youth Support Services Grant Applications.

Member Maxwell made a motion to approve the Youth Support Services Grant applications including the Menominee Tribal/County Library application. Member Hoeffs seconded the motion. **Motion carried.**

9. Approval of the Automation Agreement with OWLSnet.

Member Harter made a motion to waive the Joint Committee meeting requirement in Article 4, Section 6, and approve the Automation Agreement with OWLSnet. Member Campbell seconded the motion. **Motion carried.**

10. Trustee Training.

- An overview of the NFLS Constitution & Bylaws, Robert's Rules of Order, Public Records and Open Meeting Laws was provided.

11. Adjourn.

The meeting was adjourned at 1:05 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary