

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, June 10, 2021 at 12:00 p.m.**

Present: Anthony Yaggie, President, Rebecca Berger, Vice-President, Marsha Hoeffs, Treasurer, Cheryl Maxwell, Secretary, Corrie Campbell, Miriam Erickson, Penny Habeck, Ken Harter, Kathy Lefebvre, Michael Poradeck, Julia Wallace

Excused: Robert Entringer, Elizabeth Fernandez, Janice Gehlhoff, Paul Gustafson, Kathy Pletcher

Also Present: Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Carol Petrina (Kewaunee Public Library)

MINUTES

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Welcome & Introductions.** The meeting was called to order at 12:03 p.m.
4. **Agenda Revisions.**

A motion was made to accept the agenda by Member Maxwell, seconded by Member Harter. **Motion carried.**

5. **Open Forum.** None.
6. **Approval of April 8, 2021 Minutes.**

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

7. Member Library Report: Kewaunee Public Library

- Carol Petrina, Director of the Kewaunee Public Library, provided a report of the various updates to the library building and grounds, including a community garden, birdhouses, fairy gardens, and a new fence decorated by local artists and community members.
- Carol was pleasantly surprised to see how high circulation for the library's materials was during the pandemic. Believes this shows how important the library is to the community.
- Kewaunee was the recipient of several CARES Act grants throughout the pandemic.
- Kewaunee also received a \$3000 grant from the ALA for the Libraries Transforming Communities program. The library was trained as a community facilitator and held a community conversation with members of the Latino population in Kewaunee to discuss what specific needs the library could help fill. The grant funding will also allow the library to add additional materials to their Spanish-language collection.

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, June 10, 2021 at 12:00 p.m.**

8. Reports:

8.1 President – Anthony Yaggie

- The Executive Committee met and approved the addition of the Pledge and a Moment of silence to the agenda. The Executive Committee will begin to meet on a quarterly basis.

8.2 Treasurer’s Report – Marsha Hoeffs

- Treasurer Hoeffs reviewed financials provided for the first quarter of the year. Everything is trending on track for where spending should be.
- NFLS received its second state aid payment.

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

8.3 Finance Committee – Marsha Hoeffs and Kathy Pletcher

- Treasurer Hoeffs reviewed the budget and reserve accounts.
- The Finance Committee will meet on August 5 and we hope to know more about the state budget for libraries so that planning for next year’s budget can begin.

8.4 Grant Committee – Rebecca Berger

- The Grant Committee will meet in July to review the next round of NFLS-sponsored grants.

8.5 Personnel Committee – Ken Harter

- Personnel Committee met in May and approved the Director’s Review Policy & Procedures.
- The Committee is in the process of collecting performance surveys from the member library directors and will also send out surveys to the Board members and NFLS staff.
- The Committee will meet in August to review the survey results, set Director Goals for next year, and approve any recommendations for salary adjustments for the director and staff.

8.6 Director’s Report – Tracy Vreeke

- About half of all Wisconsin libraries are fully open without restrictions. About a quarter are open with continued capacity requirements and a quarter remain closed. Most of NFLS member libraries are open without restrictions.
- Member libraries are now beginning their Summer Reading Programs and have planned mostly virtual programming but will also provide in-person programs as much as they are able to do so.

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, June 10, 2021 at 12:00 p.m.**

- The Annual Audit was completed and the final report will be presented to the Finance Committee in August.
- Director Vreeke will be getting a PLSR update next week.
- WLA Fall Conference will be held in-person in November in Green Bay.

9. Approval of the 2017 General Records Schedule for Public Libraries and Library Systems.

Member Wallace made a motion to approve the 2017 General Records Schedule for Public Libraries and Library Systems. Member Berger seconded the motion. **Motion carried.**

10. New Business. None.

11. Adjourn.

A motion was made to adjourn the meeting by Member Maxwell. The motion was seconded by Member Berger. The meeting was adjourned at 2:07 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary