

**[DRAFT]**  
**Minutes of the**  
**Nicolet Federated Library System**  
**Board of Trustees**  
**Thursday, October 14, 2021 at 12:00 p.m.**

**Present:** Anthony Yaggie, Rebecca Berger, Corrie Campbell, Miriam Erickson, Robert Entringer, Janice Gehlhoff, Penny Habeck, Ken Harter, Marsha Hoeffs, Kathy Lefebvre, Cheryl Maxwell, Kathy Pletcher, Michael Poradeck, Connie Seefeldt, Julia Wallace

**Excused:** Elizabeth Fernandez

**Also Present:** Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Sarah Sugden, Director (Brown County Library)

**MINUTES**

- 1. Pledge of Allegiance.**
- 2. Moment of Silence.**
- 3. Call to Order.** The meeting was called to order at 12:08 p.m.
- 4. Agenda Revisions.**

A motion was made to accept the agenda by Member Pletcher, seconded by Member Harter. **Motion carried (14 Ayes, 1 Absent – Lefebvre).**

- 5. Open Forum.** None.
- 6. Approval of August 12, 2021 Minutes.**

Member Berger made a motion to approve the minutes. Member Poradeck seconded the motion. **Motion carried (14 Ayes, 1 Absent – Lefebvre).**

**7. Reports:**

**7.1 President – Anthony Yaggie**

- President Yaggie discussed Trustee Training Week.

**7.2 Treasurer's Report – Marsha Hoeffs**

- Treasurer Hoeffs reviewed financials provided through the end of August. Everything is trending on track for where spending should be.
- The amount we may need to pull from the reserve fund will not be as large as anticipated due to some travel and training savings as well as a grant funding received for delivery costs.

Member Wallace made a motion to approve the Treasurer's Report. Member Habeck seconded the motion. **Motion carried (14 Ayes, 1 Absent – Lefebvre).**

**[DRAFT]**  
**Minutes of the**  
**Nicolet Federated Library System**  
**Board of Trustees**  
**Thursday, October 14, 2021 at 12:00 p.m.**

**7.3 Finance Committee – Marsha Hoefts and Kathy Pletcher**

- The Finance Committee reviewed and approved the proposed Draft 2022 System Budget, including the salary increases as recommended by the Personnel Committee.
- NFLS will receive an additional 8.86% increase in State Aid in 2022 and is anticipating a \$10,000 overage of unallocated funds.

**7.4 Grant Committee – Rebecca Berger**

- The Grant Committee will not meet until spring 2022.

**7.5 Personnel Committee – Ken Harter**

- Personnel Committee conducted the annual Performance Review for the Director. Board members, NFLS staff and Member Library Directors were all surveyed as to Director Vreeke's performance.
- The Committee developed goals for the director from 2022 which will be approved by the full Board in December.
- The Committee recommended to the Finance Committee the following salary increases:
  - A 5.5 percent cost of living increase for all NFLS staff and the Director.
  - A ten percent salary increase for the Administrative Assistant staff member and a two percent salary increase for the Director, which shall be calculated prior to calculating the cost of living increase.

**7.6 Director's Report – Tracy Vreeke**

- Many libraries across the state are facing staffing shortages.
- Welcomed a new director in Marinette, Karin Adams, previously employed at Brown County Library.
- NFLS Staff have been busy applying for grant funding on behalf of member libraries.
- DPI, via an LSTA grant, is providing NFLS with approximately \$25,000 in funding for in-person CE attendance. The hope is that member libraries will be able to use the funding this fall for the WLA conference in Green Bay.
- All Trustees are encouraged to attend the WLA Conference in November in Green Bay. NFLS has trustee development funds budgeted to help with registration and/or travel costs.

**[DRAFT]**  
**Minutes of the**  
**Nicolet Federated Library System**  
**Board of Trustees**  
**Thursday, October 14, 2021 at 12:00 p.m.**

**8. Approval of the Final 2022 System Budget.**

Member Maxwell made a motion to approve the 2022 System Budget as presented, including salary increases as recommended by the Personnel and Finance Committees. Member Berger seconded the motion. **Motion carried (15 Ayes).**

**9. Approval of the 2022 Public Library System Plan.**

Member Erickson made a motion to approve the 2022 Public Library System Plan. Member Hoefts seconded the motion. **Motion carried (15 Ayes).**

**10. Approval of Amendment to the NFLS Constitution and Bylaws to Add the Immediate Past President a Member of the Executive Committee.**

Member Harter made a motion to approve the amendment to the NFLS Constitution and Bylaws to add the immediate past president a member of the Executive Committee. Member Campbell seconded the motion. **Motion carried (15 Ayes).**

**11. New Business.** None.

**12. Adjourn.** The meeting was adjourned at 1:00 p.m.

Respectfully Submitted,  
Hannah Good Zima, Reporting Secretary