

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees  
Thursday, December 14, 2023 at 12:00 p.m**

**Present:** Rebecca Berger, President; Corrie Campbell; Joan Denis; Miriam Erickson; Janice Gehlhoff; Penny Habeck; Marsha Hoefts; Matthew Jacobs; Kathy Lefebvre; Connie Meyer; Michael Poradek; Connie Seefeldt; Mark Teske; Julia Wallace

**Excused:** Elizabeth Fernandez; Kathy Pletcher; Cheryl Maxwell

**Minutes**

1. **Pledge of Allegiance and Moment of Silence.**
2. **Welcome & Introductions.**
3. **Call to Order.** The meeting was called to order at 12:15 pm.
4. **Agenda Revisions.** None.
5. **Open Forum.**
6. **NFLS Staff Recognition.** Director Vreeke and Board recognized the NFLS staff.
7. **Approval of October 12, 2023 Minutes.**

Member Meyer made a motion to amend minutes to include corresponding date. Member Teske seconded. **Motion carried.**

Member Meyer made a motion to approve the minutes with the amendment to include the corresponding date. Member Teske seconded. **Motion carried.**

**8. Member Library Report - Algoma Public Library.**

Director Cathy Kolbeck from Algoma Public Library provided a report, including photos, articles, and other updates about their library's programs and collaborative efforts. Director Kolbeck recognized the Friends of the Algoma Public Library for their continued support, and NFLS for their Youth Services and other grants.

**9. Reports:**

**9.1 President – Becca Berger**

President Berger wished NFLS staff and Board a happy holiday season.

**9.2 Treasurer's Report – Marsha Hoefts**

Treasurer Hoefts reported spending is on track.

Member Poradek made a motion to approve the Treasurer's report. Member Habeck seconded the motion. **Motion carried.**

**9.3 Finance Committee – Marsha Hoefts**

The Finance Committee will meet in February 2024 to look at the year-end numbers and determine what to do with budget excess, if any.

**9.4 Grant Committee – Corrie Campbell**

The Grant Committee will not meet until after the new year.

## **9.5 Personnel Committee – Kathy Pletcher**

The Personnel Committee will not meet until after the new year.

## **9.6 Director's Report – Tracy Vreeke**

Director Vreeke gave her report, highlighting Connie Meyer's induction into the Wisconsin Library Association Hall of Fame, as well as Brown County Library's recognition for the WLA 2023 Library of the Year award.

### **10. Approval of the 2024 Accounting Services Agreement with Winnefox Library System.**

Director Vreeke noted that things are going well at the end of NFLS's first Accounting Services contract with Winnefox Library System, and that there will be a slight increase in accounting services costs for the one-year renewal.

Member Erickson made a motion to approve the 2024 Accounting Services Agreement with Winnefox Library System. Member Teske seconded the motion. **Motion carried.**

### **11. Approval of the 2024 Resource Library Agreement with Brown County Library.**

Director Vreeke noted that there will be a change in the amount given to Brown County Library for the addition of NicCon (annual Fall conference for NFLS).

Member Poradek made a motion to approve the 2024 Resource Library Agreement with the Brown County Library. Member Teske seconded the motion. **Motion carried.**

### **12. Approval of the 2024 Youth Services Liaison Agreement & Inclusive Services Liaison Agreement with Brown County Library.**

Director Vreeke noted that there are no changes to this contract.

Member Erickson made a motion to approve the 2024 Youth Services Liaison Agreement & Inclusive Services Liaison Agreement with the Brown County Library. Member Habeck seconded the motion. **Motion carried.**

### **13. Approval of the 2024 NFLS Building Lease Agreement.**

Director Vreeke noted that the 2024 NFLS Building Lease Agreement will be a 3-year lease with a built-in option for one 3-year extension, set to end after February 2030.

Member Erickson made a motion to approve the 2024 NFLS Building Lease Agreement. Member Teske seconded the motion. **Motion carried.**

### **14. Appointment of the Nominating Committee.**

President Berger appointed Members Seefeldt (Chair), Poradek, and Habeck to the Nominating Committee.

### **15. Trustee Training.**

NFLS Grants and Outreach Coordinator Hannah Zima conducted Trustee Training.

**16. New Business.**

Next meeting: Thursday, January 11, 2024 at 12:00 PM (virtual only).  
Library Legislative Days February 6 @ Park hotel in Madison.

**17. Adjourn.** Member Poradek made a motion to adjourn. Member Teske seconded the motion.  
The meeting adjourned at 1:19 pm.

Respectfully Submitted,

Maryssa Paulsen, Reporting Secretary