

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, December 10, 2020 at 12:00 p.m., via Zoom**

Present via Zoom: Julia Wallace, President, Anthony Yaggie, President-Elect, Kathy Pletcher, Treasurer, Rebecca Berger, Corrie Campbell, Robert Entringer, Elizabeth Fernandez, Paul Gustafson, Ken Harter, Kathy Lefebvre, Cheryl Maxwell, Theresa Rosik-Geurts, Rosemary Rueckert

Excused: Janice Gehlhoff, Marsha Hoeffs, Miriam Erickson

Also Present via Zoom: Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Sarah Sugden (Brown County Library), Emily Rogers (Brown County Library)

1. **Welcome & Introductions.** The meeting was called to order at 12:07 p.m.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of October 15, 2020 Minutes.**

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

5. Member Library Report – Sarah Sugden, Director, Brown County Library

- Report given by Brown County Library Director, Sarah Sugden. It is Sugden's second year as Director and she still feel relatively new.
- Activity throughout the pandemic:
 - Brown County Libraries (BCL) closed in March due to the pandemic.
 - Since April, BCL has been offering curbside service at all of our locations.
 - The Central Library brought back the use of the drive through window which had been out of service for 20 years.
 - Since June, have also offered computer usage by appointments for patrons. Job Center has been closed throughout the pandemic and many people rely on the library to apply for jobs. Courthouse closed to have virtual hearings. Library also has patrons who rely on the library to be able to attend their virtual court hearings.
 - Mid-July libraries open for limited browsing. Limiting the hours which patrons can browse allows staff to be in the stacks when patrons are not.
 - Denmark Branch has been closed since March due to the branch being located in the local high school. Village leaders have worked with the library to offer a local pick up spot for patrons at the Village Administration building.
 - All locations have public Wi-Fi which can be accessed with no passwords or restrictions.
 - Meeting rooms have been closed to public but county departments have utilized the meeting rooms throughout the pandemic.
 - Working in partnership with community organizations identify and assist families and individuals find housing or places to go when the library is closed. Community partners come to the library to help those in need get connected with services.
 - Continue to invest in digital resources and content

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- Library closures have provided an opportunity to complete larger projects:
 - Full collection inventory which has not been done in 20 years
 - Feasibility study for community impressions of the library
 - Redeveloping the brand and logo.
 - Possible building projects funded through the county
 - Completed full staffing assessment
 - Examining how to expand outreach and community engagement
- Sugden has been meeting with Library Advisory Committee of NFLS library directors weekly which has been an invaluable resource to navigate these difficult times. Grateful for NFLS Board and fellow library directors.
- President Wallace asked what the biggest challenge has been for the director. Sugden report that the pandemic has been the most challenging professional experience in all of her 30 years of library work. Not having an established roadmap was challenging. Carrying the emotional burden as the decision-maker has been difficult. As the library's a leader, it is challenging to try and make the right decisions as to how to continue to provide service to the community but keep patrons and staff safe.
- Member Rosik-Geurts asked what the future might hold for the Denmark branch. Sugden stated that the library and village are reevaluating the relationship between library and HS to determine how to best move forward and continue to maintain library services in Denmark.

6. Reports:

6.1 President – Julia Wallace

- (a) Board Member Reappointments
 - a. Director Vreeke reported that Member Rosik-Geurts will be not seeking reappointment. We thank her for her valuable insights and service to the library community.
 - b. This will leave NFLS with two vacancies for Brown County representatives. We have asked BCL and Brown County Board members for recommendations for reps.
- (b) 2021 is Board Election year. President Wallace's term will end. Member Yaggie will step in as President. Board will need to fill the following positions: President-Elect, Treasurer, Member-At-Large and Secretary.
- (c) President Wallace appointed Members Entringer, Fernandez and Pletcher to serve as the nominating committee.
- (d) Accomplishments over President Wallace's term:
 - a. Attended Joint Finance Committee at UWGB. Brought in new dollars to NFLS.
 - b. Started Improvement and Innovation Grants to member libraries
 - c. Nominated Treasurer Pletcher for Trustee of the Year which she won.
 - d. Reviewed employee handbook, approved revised Constitution and Bylaws.
 - e. Updated Board and staff liability insurance.
 - f. Established remote worker agreement.
 - g. Set up more regularly scheduled meetings for Finance and Personnel Committees.

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- h. Established a new Grant Committee.
- i. Established protocol for virtual meetings without missing a meeting.
- j. Updated Disaster Preparedness Plan.
- k. Established stable leadership and staff at NFLS.
- l. Survived 9 months of pandemic so far.
- m. Built long-term reserve fund up to 14%.

6.2 Treasurer's Report – Kathy Pletcher

- Treasurer Pletcher gave a report of System's Balance Sheet and Financial Statements, revenue & expenses through the end of October.
- Everything looking good. Will spend on target for salaries and benefits.
- Operating expenses will go a little over but we have excess funds from travel budget which were not spent this year.
- Finance Committee will review year-end revenue and expenses at their February meeting and will report to the Board.
- Sponsorship of WLA Fall Conference allocation will be rolled over to Fall 2021.

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

6.3 Finance Committee – Kathy Pletcher

- Finance Committee will meet in February to review year-end revenue and expenses and will provide recommendations to the Board.
- Goal for committee for 2021 will be to look at reducing expenses for 2022 and fully funding the Intersystem Agreement.

6.4 Personnel Committee – Ken Harter

- Member Harter gave a report. Personnel Committee accomplished much work this year. The Committee established an evaluation process and timetable. Primary objective for first meeting in January will be to review the evaluation process and modify if necessary. The Committee welcomes feedback from trustees regarding the evaluation process or documents used.

6.5 Grant Committee – Rebecca Berger

- Member Berger gave a report. The Grant Committee will meet in the New Year and will look at the Collection Development grants to determine if we continue that re ongoing expenses in 2022.

6.6 Director's Report – Tracy Vreeke

- Director Vreeke gave a report, highlighting the following:
 - WLA is collecting Library Stories to present to legislators to protect state budget for libraries. Will want to explain to the legislature that

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even though library services were modified, libraries were busier than ever during the pandemic. Hope to explain that every single service that libraries offer had to be reviewed and changed to fit the pandemic.

- Lori was instrumental in updating library websites to be able to effectively communicate to patrons about constantly changing services. Lori took the lead regarding virtual meeting and virtual services for libraries to provide to patrons and have their virtual board meetings.
- On top of pandemic member libraries underwent an ILS conversion. John has been helpful with updating and reconfigure computers for member libraries as well.
- Hannah is very productive and keeps us on track. Been managing all the system grants and the outside grants for NFLS and for individual libraries.
- Holly has taken a leadership role in the delivery process and communication between individual libraries and Waltco amidst constantly changing hours and services.
- Tracy has focused on library consulting. One library is currently struggling to reopen. Working with Oneida and the library to work forward. One Oconto county library is becoming a joint library. Consulting with library boards. Working with collaboration projects at the state level such as the Compassion Resilience Training.
- Oneida Community Library has been reopened with limited services. Lou Williams has stepped down and Wanda Boivin stepped in as interim director. NFLS has been working with Oneida to identify funding and to get them up and running again. Oneida will need to fill the director role in the future with someone who can meet DPI certification requirements.

7. Approval of 2021 Resource Library Agreement.

Member Harter made a motion to approve the 2021 Resource Library Agreement with Brown County Library. Member Maxwell seconded the motion, **Motion carried.**

8. Approval of 2020 Collection Development Grant Application for Oneida Community Library.

- Given pandemic closures, Oneida Community Library was unable to submit application earlier.

Member Maxwell made a motion to approve Oneida's Collection Development Grant Application. Member Lefebvre seconded the motion. **Motion carried.**

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9. Appoint Nominating Committee.

President Wallace appointed Members Entringer, Fernandez and Pletcher to serve as the Nominating Committee.

10. New Business.

Member Rosik-Geurts recommended updating the Strategic Plan as well as adopting a policy of alternating board member terms.

Director Vreeke stated that NFLS is in the process of updating the Technology Sharing Plan for 2021. Will also look at updating the Strategic Plan as well. President Wallace volunteered to sit on the Strategic Plan Ad Hoc Committee.

11. Adjourn. Motion to adjourn was made by Rosik-Geurts. Member Lefebvre seconded the motion. **Motion carried.** The meeting was adjourned at 1:40 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary