

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, February 11, 2021 at 12:00 p.m., via Zoom**

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

Excused: Janice Gehlhoff

Also Present via Zoom: Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Lori Baumgart (NFLS), Kristie Hauer (Shawano County Library)

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 January 14, 2021 Minutes.**

Member Entringer made a motion to approve the minutes. Member Gustafson seconded the motion. **Motion carried.**

5. Library Step Up Advocacy

Lori Baumgart, NFLS' Marketing Coordinator, gave an overview of the Library Step Up Advocacy program.

- Advocacy page - <https://www.nfls.lib.wi.us/advocacy.html> or <http://graphics.owlsweb.org/content/libraries-step-advocacy>
- Toolkit for Libraries - https://www.nfls.lib.wi.us/uploads/5/5/1/3/55139073/2021_step_up_for_libraries_advocacy_marketing_toolkit.pdf
- Kristie Hauer, the Shawano County Library director, mailed postcards with cover letter and postage to key members of board and community. Received a great response from the board and community.

6. Reports:

6.1 President – Anthony Yaggie

- Targeting to have first in-person meeting June 10 if possible with Committee meetings to continue via Zoom.

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6.2 Treasurer's Report – Marsha Hoefts

- Treasurer Hoefts gave an overview of the Statement of Revenue & Expense for Year End 2020.

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

6.3 Finance Committee – Marsha Hoefts and Kathy Pletcher

- Co-Chair Hoefts gave a report of the Committee's February meeting.
- The Committee recommended that \$22,988 to be transferred to the Long Term Reserve fund. Amount is made up of \$22,222 in 2020 End of Year Surplus and \$766.58 in excess Carryover funds from 2018 and 2019.
- The committee is also beginning to strategize about how to reduce expenditures to close the \$40,000 budget gap for 2022. Finance Committee will meet in March to continue discussion.
- Committee recommended staying with Auto-Owners coverage for our General Insurance policies.
- The Committee set the following future meeting dates: March 25, Aug 5 and Sept 30

6.4 Grant Committee – Rebecca Berger

- Chair Berger reported that the Committee is planning on meeting in March to review Collection Development and Youth Services Support Grant Applications.

6.5 Personnel Committee – Ken Harter

- Chair Harter reported that the Committee is planning to meet soon and will be reviewing the Director Evaluation process.

6.6 Director's Report – Tracy Vreeke

- Annual Reports for the System and member libraries are due to DPI on March 1. Additional COVID questions have been added to the report for this year. Will send out to Trustees once completed.
- DPI Broadband Speed Test – DPI collecting internet speed data which will be used to help direct broadband improvements to those communities that need it the most.
- Completed a Compassionate Resilience Facilitator Training which we will attempt to implement at our member libraries.
- WPLC which provides eBooks and audiobooks for Wisconsin libraries, is now offering 3000 magazines as well through Overdrive or Libby.
- Library Legislative Days I scheduled for next week and Director Vreeke will be participating in virtual Zoom meetings with Legislators.
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7. 2020 Year End Budget Review and Approval of Transfer of 2020 Surplus Budget to Long-Term Reserve Fund

Member Maxwell made a motion to transfer \$22,988.58 of 2020 budget surplus and \$766.58 in unencumbered carryover funds from 2018-2020 to Long-Term Reserve Fund. Member Erickson seconded the motion. **Motion carried.**

8. Approval of General Insurance Coverage

Member Campbell made a motion to approve insurance coverage through Auto-Owners Insurance Company. Member Harter seconded the motion. **Motion carried.**

9. Approve and Authorize Board President to Sign 2020 Annual System Report

Member Berger made a motion to allow the Board President to sign the 2020 Annual System Report once it is complete. Member Wallace seconded the motion. **Motion carried.**

10. Trustee Training

An overview of NFLS and the Roles and Responsibilities of Board members were reviewed.

11. Adjourn.

Member Hoeffs made a motion to adjourn the meeting. Member Erickson seconded the motion. **Motion carried.** The meeting adjourned at 1:32 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary