

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees  
Thursday, February 16, 2023 at 12:00 p.m.**

**Present:** Rebecca Berger, Corrie Campbell, Joan Denis, Miriam Erickson, Janice Gehlhoff, Penny Habeck, Marsha Hoeffs, Cheryl Maxwell, Kathy Pletcher, Matthew Jacobs, Michael Poradek, Mark Teske, Julia Wallace, Anthony Yaggie, Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS), Kristie Hauer (Shawano)

**Excused:** Elizabeth Fernandez, Kathy Lefebvre, Connie Seefeldt

**MINUTES**

**1. Pledge of Allegiance.**

**2. Moment of Silence.**

**3. Welcome & Introductions.**

Vice President, Michael Poradek presided as chair. The meeting was called to order at 12:02 p.m. He welcomed newly appointed Trustees Matthew Jacobs (Brown) and Joan Denis (Oconto).

**4. Agenda Revisions.** None.

**5. Open Forum.** None.

**6. Approval of January 12, 2023 Minutes.**

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

**7. Reports:**

- **President –**

Vice President Poradek thanked Kathy Pletcher (Personnel) and Corrie Campbell (Grants) for volunteering to chair the committees.

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

Treasurer Hoeffs gave a report summarizing the year-end budget balance for 2022. Currently, there is a surplus of \$8,010 from 2022 budget which Director Vreeke would like to utilize for equipment, shelving and furniture for the office. Additionally, there are \$11,167.97 remaining in the Continuing Education Fund from the previous 4-year cycle. Director Vreeke recommends allocating those funds to be used for professional development and conference attendance scholarships for member library directors and staff.

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

Member Campbell made a motion, seconded by Member Habeck, to allocate the 2022 Budget surplus of \$8,010 for office equipment, shelving and furniture.

**Motion carried.**

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Member Habeck made a motion, seconded by Member Maxwell, to allocate the excess Continuing Education Funds of \$11,167.97 for professional development and conference attendance scholarships for member library directors and staff. **Motion carried.**

- **Finance Committee – Marsha Hoeffs**

The Finance Committee met on February 14, 2023 and reviewed the 2022 budget surplus and made recommendations to the Board.

- **Grant Committee – Corrie Campbell**

The Grant Committee will meet in March to view grant applications.

- **Personnel Committee – Kathy Pletcher**

Chair Pletcher thanked Ken Harter for his long-time guidance of the Personnel Committee and the work of developing policies and procedures that could be carried out annually. The Committee will meet in May to begin the Director's review process.

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

Director Vreeke highlighted new Board members and new library directors.

**8. Authorize Board President or Vice President to Approve and Sign 2022 Annual System Report.**

Member Teske made a motion to authorize the Board President and Vice President to approve and sign the 2022 System Annual Report. The motion was seconded by Member Habeck. **Motion carried.**

**9. Approval of the Administrative Assistant and Outreach Coordinator Job Descriptions as Reviewed by the Personnel Committee.**

**10. Approval of the Transfer of Staff Member Zima to Outreach Coordinator Position.**

**11. Approval of the Hiring of Additional Staff Member as Recommended by the Personnel Committee.**

Member Campbell made a motion for Items 9, 10 and 11 to approve the Administrative Assistant and Outreach Coordinator job descriptions, transfer staff member Zima to the Outreach Coordinator position, and approve the hiring of a part-time Administrative Assistant at 20 hours with full benefits. Member Maxwell seconded the motion. **Motion carried.**

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**12. Approval of Employee Handbook Revisions.**

Member Teske made a motion, seconded by Member Hoeffs, to approve the employee handbook revisions to allow for benefits for part-time employees. **Motion carried.**

**13. Discussion of Joint NFLS/OWLS Strategic Planning Process.**

Director Vreeke discussed the process for strategic planning which NFLS and OWLS participated in over the last few months. They now have a draft plan which will be reviewed by staff and brought back for approval of the Board. Trustees are encouraged to review.

**14. Trustee Development.** An overview of library systems and board responsibilities were reviewed.

**15. New Business.** Next meeting will be on April 13, 2023 at the Weyers-Hilliard Branch in Howard.

**16. Adjourn.** Member Teske made a motion to adjourn. Member Habeck seconded the motion. **Motion carried.** The meeting was adjourned at 1:07 p.m.

Respectfully Submitted,

Hannah Good Zima, Reporting Secretary