

**Minutes of the
Nicolet Federated Library System
Finance Committee
Tuesday, September 24, 2020 at 12:00 p.m., via Zoom**

Present via Zoom:

Kathy Pletcher, Chair, Corrie Campbell, Ken Harter, Cheryl Maxwell, Anthony Yaggie, Julia Wallace (Ex-Officio)

Excused: Paul Gustafson

Also Present via Zoom: Tracy Vreeke (NFLS), Hannah Zima (NFLS)

1. **Call to Order.** The meeting was called to order at 12:12 p.m.
2. **Determination of Quorum.** A quorum was determined.
3. **Approval of Minutes from the August 4, 2020 Finance Committee Meeting.**

The following amendments will be made:

- a. Under Item 5, “side” will be revised to “size”.
- b. Under Item 7, section vii will read: Intersystem Agreement – NFLS must reimburse Clintonville and Marion Libraries for the costs associated with the use of the libraries by Shawano County residents.

Member Harter made a motion to approve the minutes as amended. Member Yaggie seconded the motion. **Motion Carried.**

4. **Additions to the Agenda.** None.
5. **Review the Personnel Committee’s Recommendation of Two Percent Salary Increase for NFLS Employees as Part of the 2021 Draft Budget.**

Member Harter gave a report regarding the Personnel Committee’s recommendation. The NFLS Director completed the staff reviews and gave a report to the Committee. Based on the reviews, the Director recommended a 2% salary increase for all staff. The Personnel Committee conducted the Performance Review of the Director and based on the results of the review, the Committee also recommended the Director receive a 2% salary increase. This increase is already reflected in the 2021 Draft Budget.

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6. Approve Recommendation of the 2021 Draft Budget to the Board of Trustees.

- Discussion of the Intersystem Agreement payment:
 - NFLS pays the Clintonville and Marion libraries for their use by Shawano County residents. The rate is based on usage and paid at a discounted rate. Because Shawano became a consolidated library system, they are no longer responsible for this payment and NFLS becomes responsible for it under the terms of our Intersystem Agreement.
 - Chair Pletcher explained that, unfortunately, there is no easy legislative fix for this loophole. WLA's Legislative Committee has worked on this issue for years but has not yet come up with a change that would not create more issues.
 - Chair Pletcher stated that she and Director Vreeke have been discussing possibilities of how to permanently fund the Intersystem Agreement payments in the future and this item is a top priority for 2021 for the finance Committee.
 - Member Campbell expressed displeasure with the Intersystem Agreement and questioned the prudence of giving salary increases to staff at this time.

Member Harter made a motion to approve recommendation of the 2021 Draft Budget to the Board of Trustees. Member Yaggie seconded the motion. **Motion Carried.**

7. Approve Recommendation of Liability Insurance to the Board of Trustees.

Member Maxwell made a motion to approve recommendation to the Board of Trustees that NFLS obtain a Directors & Officers Liability Insurance Policy, an Employment Practice Liability Insurance Policy and a Crime/Fraud Insurance Policy. Member Harter seconded the motion. **Motion Carried.**

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8. Review of Draft 2021 Meeting Dates.

Chair Pletcher suggested setting 2021 meeting dates on the Thursday before the Board of Trustees meetings. Dates will be sent out for Committee members to review.

9. Other Business.

Chair Pletcher will be stepping down as Treasurer and hopes that a member of the Finance Committee would be interested in taking over. This will give Chair Pletcher a year to mentor the new Treasurer before her term on the Board expires at the end of 2021.

10. Next meeting: Thursday, December 3, 2020 at 12:00 PM

11. Adjourn. The meeting was adjourned at 1:13 PM

Respectfully Submitted:
Hannah Good Zima, Recording Secretary