

**Minutes of the
Nicolet Federated Library System
Grant Committee
Thursday, March 4, 2021 at 12:00 p.m., via Zoom**

Present via Zoom: Rebecca Berger, Chair, Corrie Campbell, Elizabeth Fernandez, Marsha Hoeffs, Cheryl Maxwell

Excused: Anthony Yaggie (Ex-Officio)

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

1. **Welcome & Introductions.** The meeting was called to order at 12:01 p.m.

2. **Agenda Revisions.** None.

3. **Open Forum.** None.

4. **Approval of September 15, 2020 Minutes.**

Member Hoeffs made a motion to approve the minutes. Member Fernandez seconded the motion. **Motion carried.**

5. **Approval of Collection Development Grant Applications.**

Director Vreeke gave a short history of the grant. Currently, NFLS is the only system that gives grant funding for collection development. DPI believes that collection development is the responsibility of the library's municipality. The grant funding is determined based on the library's service population.

Member Hoeffs noted that some grant applications had not been approved or had not provided the approval date.

Member Maxwell made a motion to approve all Collection Development Grant applications with the condition that staff confirm Library Board approval prior to dispersing funds. Member Fernandez seconded the motion. **Motion carried.**

6. **Approval of Youth Services Support Grant Applications.**

Director Vreeke gave a short history of the grant. NFLS has a statutory obligation to provide youth & inclusive services to member libraries. The grant funding is determined based on the library's service population.

Member Campbell made a motion to approve all Youth Services Support applications. Member Maxwell seconded the motion. **Motion carried.**

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7. Review WiLS Public Library Strategic Planning Cohort Grant Process.

WiLS (Wisconsin Library Services) manages several statewide projects and provides consulting to systems and libraries. Some of their projects include the WPLC/Overdrive eBook collection and developing a statewide data center.

Previously, Kewaunee Public Library went through the Strategic Planning Cohort and was very impressed with the process and outcome.

Due to the pandemic, the 2020 cohort was delayed and will not finish until July 2021. There likely will not be an additional 2021 cohort but staff will notify the committee if that changes.

Committee members should review the application for future revisions if necessary.

8. Review WLA Leadership Development Institute Grant Process.

Due to the pandemic, the 2020 Institute was delayed and at this time it is unclear if an Institute will take place in 2021. Staff will notify the committee if WLA does hold an Institute this year.

Committee members should review the application for future revisions if necessary.

9. Discussion of Future Collection Development Grants.

Member Campbell stated that we should keep the grant for libraries and reframe how it is presented rather than eliminate the grant. Although collection development is the responsibility of municipalities, they often don't prioritize funding.

Director Vreeke suggested renaming the grant and revising the grant guidelines to broaden the scope of the purpose of the grant. This would also provide more flexibility for the library to use the funds for services they find more useful. The Committee also has the control over setting the total amount that is budgeted every year for the grants. Right now it is at around \$46,000. The Finance Committee is looking at ways to close the budget shortfall and may look at these funds. However, the committee can make a recommendation to not reduce the amount of the grants at all or to reduce by a small amount or large amount.

Member Campbell made a motion to change the name of the Collection Development Grant to Library Services Grant. Member Maxwell seconded the motion. **Motion carried.**

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The Collection Development and Youth Support Services Grant applications are due during the Annual Report time which is inconvenient for our member library directors.

Member Maxwell made a motion to change the due date to March 15 for the Collection Development and Youth Support Services grants. Member Hoeffs seconded the motion.
Motion carried.

10. Discussion of Development of Guidelines for Grants.

Once the Board approves the name change for the Collection Development Grant, the Committee will begin to revise the grant guidelines to broaden the scope that the Library Service Grant would encompass.

The Committee will also discuss the following:

- Adding Inclusive Services to Youth Services Support Grant and broadening scope of guidelines.
- Whether the grant should continue to require Library Board approval of the Library Services Grant?
- Review grant requirements and applications.
- Include digital resources into grant guidelines.
- What the Committee's recommendation to the Finance Committee will be in regard to the amount of grant funding budgeted for each year.

11. Adjourn.

Member Maxwell made a motion to adjourn. Member Campbell seconded the motion.
Motion carried. The meeting was adjourned at 1:06 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary