

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, October 15, 2020 at 12:00 p.m., via Zoom**

Present via Zoom: Julia Wallace, President, Kathy Pletcher, Treasurer, Anthony Yaggie, President-Elect, Marsha Hoeffs, Secretary, Rebecca Berger, Corrie Campbell, Robert Entringer, Miriam Erickson, Elizabeth Fernandez, Janice Gehlhoff, Paul Gustafson, Ken Harter, Kathy Lefebvre, Cheryl Maxwell

Excused: Theresa Rosik-Geurts, Rosemary Rueckert

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

1. **Welcome & Introductions.** The meeting was called to order at 12:08 p.m.
2. **Agenda Revisions.** None.
3. **Open Forum.**
4. **Approval of August 11, 2020 Minutes.**

Member Berger made a motion to approve the minutes. Treasurer Pletcher seconded the motion. **Motion carried.**

5. **Reports:**

5.1 **President – Julia Wallace**

- The Nominating Committee will be appointed in December. Last year's members were Entringer, Erickson and Fernandez. If you are interested in being on the committee, let President Wallace know.
- Several Board members are up for reappointment in December. NFLS staff will submit requests for reappointment to each county unless they hear otherwise from the Board member.
- Vice President Pletcher's term as Treasurer will expire at the end of the year. The Board will be looking to appoint a new Treasurer at the beginning of 2021. If you are interested in the Treasurer position let President Wallace know.

5.2 **Treasurer's Report – Kathy Pletcher**

Treasurer Pletcher discussed the System's Balance Sheet and Financial Statements through the third quarter.

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

5.3 **Finance Committee – Kathy Pletcher**

- 2021 Budget (Agenda Item 6)

Chair Pletcher noted a few changes in line items from the draft budget due to the finalization of a few fees from outside vendors and the increase in the state administered benefits.

- Liability Insurance (Agenda Item 7)

The Finance Committee reviewed and approved recommendation of the D&O, EPLI, and Crime coverage policies.

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5.4 Personnel Committee – Ken Harter

- General Remote Worker Agreement

Chair Harter reported that the Personnel Committee reviewed all questions and concerns submitted to it and after much deliberation, voted to table the Remote Worker Agreement template indefinitely. The agreement will be reviewed and adopted on an as needed per employee basis.

- Staff & Director Reviews

Chair Harter reported that Director Vreeke completed all staff reviews and recommended a pay increase for all. The committee also reviewed and discussed the responses to the director evaluation. A 2% increase was approved for the NFLS staff and a 2% increase in pay was approved for the NFLS director. This approved recommendation was submitted to the Finance Committee for its determination of inclusion in the final budget.

5.5 Grant Committee – Rebecca Berger

Chair Berger gave a report of the inaugural Grant Committee meeting which met in September. The Committee will review the following grants every year: Collection Development, Youth Services, Improvement and Innovation (budget allowing), WiLS Small Library Strategic Planning Cohort, and WLA Leadership Institute.

Additionally, the Committee will look closely at whether NFLS should continue the Collection Development Grant in the future. NFLS is the only library system that still gives this funding to member libraries. There is state precedent that funding for collection development is the responsibility of the local municipality.

5.6 Director's Report – Tracy Vreeke

Director Vreeke highlighted several member libraries which have received grants recently. The Farnsworth Library in Oconto received \$40,000 from a local organization, the Bond Foundation. The Menominee Library received over \$149,000 for a Native American Libraries Services grant through ILMS to create and self-publish a series of books to encourage fluency in and preservation of the Menominee language. The Oneida Library also received a \$10,000 Native American Library Services grant from IMLS. NFLS is currently working to help the Oneida library reopen. Farnsworth, Algoma, and Kewaunee Libraries were all recipients of Wisconsin Humanities Council grants over the last few months.

Member libraries have successfully gone through the ILS transition. It proved more challenging than anticipated given the pandemic and the fact that training had to happen virtually. Library directors have also found it challenging to be available to staff to train given pandemic protocols.

Currently with the rise of COVID-19 rates in Wisconsin, some member libraries, and libraries across the state, have reverted back to curbside only services. DPI guidelines were designed to help libraries transition between providing more or less

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services as needed. Library directors are doing an amazing job of serving their communities amidst a constantly changing environment.

Things are going well for NFLS staff. Just rolled out the Homework Hotspot Labs. The labs were created with funding from an LSTA grant received by NFLS and OWLS. The Labs contain a cell signal booster, hotspots and Chromebooks. Libraries can set up a Lab in a public space and families can drive up and connect to the internet.

NFLS staff also just completed applying for a sparsity aid grant which would provide funding for delivery costs. Also, NFLS worked with Brown County to apply for a grant sponsored by UW Madison East Asia Studies program. Grant would provide up to \$1000 to add library materials related to East Asian countries and people to the Resource Library.

6. Approval of 2019 Annual Audit from CliftonLarsonAllen.

Member Hoeffs made a motion to approve the 2019 Annual Audit Report. Member Erickson seconded the motion. **Motion carried.**

7. Approval of the 2021 Final Budget.

Finance Committee Chair and Treasurer, Pletcher, discussed a few of the increases in the budget. The Personnel Committee is recommending a 2% salary increase for staff which would amount to about \$5000. The state is increasing the fringe benefit costs by 8%. The budget also reflects that we will see a reduction in interest income given the state's reduction in interest rates. To balance the 2021 budget, we will draw about \$40,000 from Long Term Reserve Fund (LTRF). This will reduce the LTRF to \$122,190. The LTRF will then sit at 11% of state aid.

To avoid dipping into the LTRF every year, the Finance Committee's priority for next year will be to look at ways to reduce expenditures for 2022. Director Vreeke and Pletcher have discussed different areas which could be reviewed such as reducing annual rent which is about \$45,000, reducing travel expenses for Board meetings which is \$6000 per year, and/or reducing or eliminating Collection Development Grants which is about \$46,000 per year.

Member Maxwell made a motion to approve the 2021 Budget. Member Erickson seconded the motion. **Motion carried.**

8. Approval of Remote Worker Agreement for Lori Baumgart.

Member Harter described the nature of the agreement. The Personnel Committee reviewed the agreement in May, requested several changes and to have the agreement reviewed by the NFLS attorney. Once reviewed and revised, the Personnel Committee approved the agreement in August.

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Member Harter made a motion to amend Section C to read as follows: "On an annual basis, the Director will review and may amend or terminate the agreement at its discretion." Member Yaggie seconded the motion. **Motion to amend carried.**

Member Maxwell made a motion to approve the amended Remote Worker Agreement for Lori Baumgart. Member Lefebvre seconded the motion. **Motion carried.**

9. Approval of Liability Insurance Plans for Board of Trustees.

Director Vreeke discussed the purpose of the Directors & Officers Liability and the Employment Practices Liability Insurance policies. Each policy will have \$1 million in coverage. The annual premium for the least expensive policy through Travelers is \$1,332.00. Additionally, as discussed at the previous meeting, the Crime Clause would reimburse NFLS for any money stolen by a Board or staff member. \$100,000 worth of coverage would cost \$187.00 annually. This cost would be added to our Auto Owner's General Liability Insurance Policy.

The Finance Committee reviewed the insurance policies in September and recommended the Board approve the purchase of the policies. The cost has already been included in the 2021 budget.

Member Harter made a motion to approve the purchase of the Travelers Insurance Company's Directors & Officers Liability and Employment Practices Liability Insurance Policies as well as adding the Crime Clause coverage to the Auto Owner's Policy for coverage in the amount of \$100,000. Member Hoeffs seconded the motion. **Motion carried.**

10. Approval of 2021 Public Library System Plan.

Director Vreeke explained that the System Plan is required to be filed every year with DPI. The plan lists the different services the System intends to provide to its member libraries, goals for the coming year and a commitment to remain compliant with state requirements.

Member Maxwell moved to approve the 2021 Public Library System Plan. Member Gustafson seconded the motion. **Motion carried.**

11. New Business. None

12. Adjourn. Member Erickson made a motion to adjourn. Meeting adjourned at 1:33 p.m.

Respectfully Submitted:
Hannah Good Zima, Recording Secretary