

**Minutes of the NFLS Board of Trustees Meeting on
Thursday, February 22, 2024**

PRESENT: Rebecca Berger, President; Corrie Campbell; Joan Denis; Miriam Erickson; Penny Habeck; Marsha Hoeffs; Kathy Lefebvre; Cindy Lemmer; Connie Meyer; Michael Poradek; Kathy Pletcher; Connie Seefeldt; Julia Wallace

EXCUSED: Matthew Jacobs; Janice Gehlhoff; Mark Teske

MINUTES

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Welcome & Introductions.**
 - **New Trustee: Cindy Lemmer (Marinette)**
4. **Agenda Revisions.** None.
5. **Open Forum.** None.
6. **Approval of January 11, 2024 Minutes.**

Member Seefeldt made a motion to approve the minutes from the January 11, 2024 meeting. Member Habeck seconded the motion. Motion carried.

7. Reports:

7.1 President – Rebecca Berger

- 7.1...1 President Berger extended congratulations to Member Poradek on his Green Bay City Council primary win and member Lefebvre on her Brown County Board of Supervisors primary win
- 7.1...2 President Berger recognized Cheryl Maxwell for her years of service. Members of the Board thank and recognize Cheryl for her work for all of Nicolet Federated Library System’s libraries.

7.2 Treasurer’s Report – Marsha Hoeffs

No report given. Treasurer Hoeffs noted that end-of-year reporting timeline will change with the transition with Winnefox. Director Vreeke will discuss further in New Business.

7.3 Finance Committee – Marsha Hoeffs

The Finance Committee will meet prior to the April full board meeting.

7.4 Grant Committee – Corrie Campbell

Grant applications are due March 15. The Grant Committee will meet between March 15 and the next Board meeting on April 11.

7.5 Personnel Committee – Kathy Pletcher

The Personnel Committee will meet prior to the April full board meeting. The Personnel Committee seeks two new members.

7.6 Director’s Report – Tracy Vreeke

Director Vreeke acknowledged and thanked two former members, Maxwell and Fernandez, and welcomed new Member Lemmer. Director Vreeke reviewed highlights from recent months and upcoming programs, changes, and services, including the JobPod launch the East branch of the Brown County Library on March 20, a new Director at South Central Library System, and the 2024 annual WLA conference to be held in Green Bay from November 5-8.

8. Authorize Board President or Vice President to Approve and Sign 2023 Annual System Report.

Director Vreeke noted that DPI has moved the system annual reporting date deadline from March to April. Though the public library report deadline cannot be moved from March 1, the system reporting deadline will move to April 1.

Member Seefeldt made a motion to allow board to review the AR via email and authorize the board president/vice president to approve and sign. Member Wallace seconded the motion. **Motion approved.**

9. Legislative Day Recap (Attending Members & Director)

Members Denis, Meyer, and Poradek and Director Vreeke recounted their experiences at Library Legislative Day. Member Pletcher noted the importance of NFLS Board of Trustees getting to know representatives and fostering positive relationships with them. Board Members thanked Member Pletcher for assisting with the handout resource regarding book shelving and parental notification.

10. Trustee Development.

NFLS Outreach Coordinator Hannah Zima reviews Trustee training resources, including information on funding sources for library systems and public libraries. Discussion followed regarding cross-county reimbursement fees and intersystem agreements

11. New Business.

Director Vreeke noted DPI system annual report due date changed to April 1st and NFLS' switch to Winnefox for accounting services means that the final year end reconciliation will be provided to NFLS in late February. Due to these changes, Director Vreeke proposed that moving forward, NFLS Trustees will move the February board meeting to March. The annual April meeting will stay the same. The Board will vote on this at the next meeting.

12. Adjourn. Member Lefebvre made a motion to adjourn, seconded by Member Erickson. The meeting was adjourned at 1:22 pm.

Respectfully Submitted,

Reporting Secretary, Maryssa Paulsen