

**Minutes of the
Nicolet Federated Library System
Grant Committee
Tuesday, September 15, 2020 at 12:00 PM via Zoom**

Present via Zoom: Rebecca Berger, Elizabeth Fernandez, Marsha Hoeffs, Cheryl Maxwell, Julia Wallace (ex-officio)

Excused: Corrie Campbell

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

1. **Call to Order.** The meeting was called to order at 12:12 PM.
2. **Determination of Quorum.** A quorum was determined.
3. **Additions to the Agenda.** None.
4. **Nominate and Elect Committee Chairperson.**

Member Fernandez made a motion to appoint Member Berger as Chairperson of the Grant Committee. Member Maxwell seconded the motion. **Motion carried.**

5. **Review and Approve the 2021 Grant Committee Meeting Schedule.**

Member Hoeffs made a motion to approve the meeting schedule as proposed. Member Fernandez seconded the motion. **Motion carried.**

6. **Approve Draft 2020 Improvement & Innovation Grant Evaluation.**

Director Vreeke discussed the Improvement & Innovation Grant. The grant is only available if the system has a surplus at the end of the year. When the application process was first established, the application was created but no evaluation was developed. Staff developed an evaluation to be used for the grants given in 2020 and for future grant awards.

Member Maxwell made a motion to approve the Improvement and Innovation Grant Evaluation for this year and all future years. Member Fernandez seconded the motion. **Motion carried.**

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7. Approve 2021 Collection Development Grant Draft Application and Evaluation.

Director Vreeke gave a short history and background on the grant. NFLS has been awarding this grant for many years. NFLS budgets around \$45,000 each year to provide the grant to member libraries. The amount is divided among the member libraries based on population. However, if a county's population decreases, no library will lose funding but will remain at the previous year's allocation level.

The Committee may want to review grant policies given as some may be outdated, such as not explicitly allowing funds to be used for e-books. The Committee may also want to review whether the grant is given any longer. NFLS is the only system that still awards Collection Development grants. It is DPI's opinion that collection development is the responsibility of the municipality and by providing this grant it allows the municipality to potentially decrease budgeting for collection development.

President Wallace suggested requiring the municipality provide matching funds for the grant. Member Maxwell requested Director Vreeke send out the information in regard to the state's stance on the system providing the grant. Would also like to know what the funds would be used for if not for the grant.

Director Vreeke stated that this year, and looking forward, the NFLS state aid has not been reduced and therefore NFLS has funding for the grant in the budget. However, there may need to be discussions in the future if state funding is reduced.

Member Maxwell made a motion to approve the Collection Development Grant process for 2021. Member Hoeffs seconded the motion. **Motion carried.**

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8. Approve 2021 Youth Services Support Grant Draft Application and Evaluation.

Director Vreeke explained that NFLS is required to provide Youth Services Support under state law. One issue that the Committee may want to look at is whether to require the Library Board to approve the grant as is required for the Collection Development Grants.

Given the pandemic, a few libraries requested that they be able to use their grant funding for a different purpose than stated in their application. Director Vreeke approved the modifications. The Committee may want to develop guidelines for future modifications as well.

Member Fernandez made a motion to approve the Youth Services Support Grant application and evaluation for 2021. Member Maxwell seconded the motion. **Motion carried.**

9. Approve 2021 WiLS Public Library Strategic Planning Cohort Grant Draft Application.

Director Vreeke explained that this is a relatively new program provided by WiLS. NFLS has set aside funds in the budget every year to provide two partial scholarships to libraries wishing to participate. Kewaunee Public Library went through the process last year and it was very successful. The library ended up with a lot of community investment in the final strategic plan. Unfortunately, this year, due to the pandemic, none of our libraries were able to participate but hopefully some will in the future.

Member Maxwell made a motion to approve the WiLS Strategic Planning Cohort Grant application for 2021. Member Hoeffs seconded the motion. **Motion carried.**

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10. Discussion of Development of Guidelines for Grants.

The Committee will continue to familiarize itself with the individual grants which will allow for additional review of the grant processes in the future.

Member Berger also suggested NFLS seek feedback from the member libraries regarding the grant process.

11. Other Business. None.

12. Adjourn. Member Hoeffs made a motion to adjourn. Motion carried. The meeting adjourned at 12:55 PM.

Respectfully Submitted:
Hannah Zima, Recording Secretary