

**Minutes of the
Nicolet Federated Library System
Personnel Committee
Thursday, September 10, 2020 at 12:00 PM via Zoom**

Present: Ken Harter, Chair; Rebecca Berger; Miriam Erickson; Anthony Yaggie, Julia Wallace

Excused: Cheryl Maxwell

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

1. **Call to Order.** The meeting was called to order at 12:02 PM.
2. **Determination of Quorum.** A quorum was determined.
3. **Agenda Revisions.** Items 6, 7 & 8 will be heard in Closed Session.

Member Yaggie moved to revise the agenda. Member Erickson seconded the motion.

Motion carried.

4. Approval of the August 7, 2020 Meeting Minutes.

The minutes will be revised as follows:

- Labor laws will be revised to FLSA.
- Employees must take breaks every 6 hours.
- Under Item 6, Section c, "medium" will be changed to "median."

Member Berger moved to approve the minutes as amended. Member Yaggie seconded the motion. **Motion carried.**

5. Staff Updates.

- a. Director Vreeke reported no new changes.

Pursuant to Wisconsin Statutes Section 19.85(1)(c), Member Yaggie made a motion, seconded by Member Berger, to move into closed session for the director and staff evaluation session.
Motion carried.

Roll call vote:

*Harter: Aye
Berger: Aye
Erickson: Aye
Yaggie: Aye*

The Committee entered into Closed Session at 12:07 PM.

6. Review of Director Performance Review Surveys.

7. Update on Staff Performance Reviews.

8. Approve Recommendation of Staff Salary Increases to the Finance Committee.

Member Yaggie made a motion to recommend to the Finance Committee a two percent salary increase for all staff, seconded by Member Erickson. **Motion carried.**

Member Berger made a motion to recommend to the Finance Committee a two percent salary increase for the director, seconded by Member Yaggie. **Motion carried.**

*Member Yaggie made a motion, seconded by Member Erickson, to adjourn Closed Session and reconvene in Open Session. **Motion carried.** The Personnel Committee reconvened in Open Session at 12:44 PM.*

9. Approve Recommendation of General Remote Worker Agreement to Board of Trustees.

- a. At the August meeting, the NFLS board asked the Personnel Committee to reconsider a template to use in case the situation ever arises again that NFLS would hire a remote worker. NFLS may never need to use it again, but it is hard to predict what the future may bring. For example, due to pandemic, many library organizations, such as WLA, are now solely working remotely.

- b. President Wallace suggests having the Board review the agreement every year to ensure that it is up to date.
- c. Chair Harter questioned whether NFLS should require minimum amounts for the employee's car insurance coverage or require a Certificate of Insurance from remote employees? Director Vreeke explained that the employee's car insurance would cover the car and NFLS' insurance covers employee injuries. NFLS also has General Insurance coverage for additional costs that may arise during the incident.
- d. Chair Harter also asked about the possibility for employee tax liability for additional income they receive because of mileage reimbursement. Director Vreeke stated that the employee tax liabilities are the employee's responsibility and the agreement specifically states that the employee should consult an expert on these issues.
- e. Chair Harter also asked about work schedule flexibility? Director Vreeke stated that the remote worker still has the ability to create a flexible schedule and is not required to work 8:00 am – 5:00 pm.

Member Yaggie made a motion to recommend that the Board of Trustees table the General Remote Worker Agreement, but the Agreement can be reviewed on a case by case basis if the organization contemplates hiring a remote worker. The motion was seconded by Member Berger. **Motion carried.**

10. Discussion of 2021 Committee Meeting Dates.

- a. Chair Harter reviewed the upcoming 2021 meeting schedule and meeting agenda items.

11. Other Business.

12. Adjourn. Member Yaggie made a motion to adjourn, seconded by Member Erickson.

Motion Carried. The meeting adjourned at 1:20 PM.

Respectfully Submitted:
Hannah Zima, Recording Secretary