

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, October 12, 2023 at 12:00 p.m**

Present: Becca Berger, President; Corrie Campbell, Joan Denis, Miriam Erickson, Penny Habeck, Marsha Hoeffs, Mathew Jacobs, Cheryl Maxwell, Connie Meyer, Kathy Pletcher, Connie Seefeldt, Mark Teske, Julia Wallace
Excused: Janice Gehlhoff, Kathy Lefebvre, Michael Poradek
Unexcused: Elizabeth Fernandez

MINUTES

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Call to Order.** The meeting was called to order at 12:06 pm.
4. **Agenda Revisions.** Addition of introductions to introduce new Trustee, Connie Meyer.
5. **Open Forum.**
6. **Approval of August 10, 2023 Minutes.**

Member Erickson made a motion to approve the August 10 Minutes, seconded by Member Teske. **Motion carried.**

7. **Reports:**

7.1 President – Rebecca Berger

President Berger welcomed new Trustee, Connie Meyer. Berger thanked the Finance and Personnel Committees for recent work, congratulated BCL and Connie Meyer for their recognitions from WLA, and noted that the next Board meeting will be held on December 14.

7.2 Treasurer’s Report – Marsha Hoeffs

Treasurer Hoeffs overviewed the Statement of Revenues and Expenditures.

Member Seefeldt made a motion to approve the Treasurer’s Report, seconded by Member Maxwell. **Motion carried.**

7.3 Personnel Committee – Kathy Pletcher

Personnel Committee Chair Pletcher noted the upcoming recommendation regarding salaries and discussed making revisions to the annual Director review, including how information is gathered and the potential for amending some of the survey questions.

Member Erickson made a motion to approve the Personnel Committee Report, seconded by Member Teske. **Motion carried.**

7.4 Grant Committee – Corrie Campbell

The Grant Committee gave a report at the previous Board meeting.

7.5 Finance Committee – Marsha Hoeffs

Finance Committee Chair Hoeffs noted that the Committee last met on Monday, October 2 via Zoom, with the Personnel Committee Chair, Kathy Pletcher, where the Finance Committee unanimously approved to the proposed 2024 budget

Member Teske made a motion to approve the Finance Committee Report, seconded by Member Pletcher. **Motion carried.**

7.6 Director’s Report – Tracy Vreeke

Director Vreeke welcomed new Trustee Connie Meyer and Library Director Nancy Bell, noted that Menominee is still looking for a Director, and highlighted news about WLA nominations for Connie Meyer and BCL. Additionally, Vreeke noted that NFLS is working on their System Plan and LSTA grant application.

Member Jacobs made a motion to approve the Director's Report, seconded by Member Maxwell. **Motion carried.**

Member Pletcher made a motion for the Board to convene in Closed Session, seconded by Member Wallace. Roll Call was taken, and all members agreed to convene in Closed Session. **Motion carried.**

Pursuant to Wisconsin Statutes Section 19.85(1)(c), the Board will convene in Closed Session for Agenda Item No. 8 & Salary Recommendation.

8. Approval of Director's Annual Performance Review & Setting of 2024 Goals.

Based upon the recommendation of the Personnel and Finance committees, Member Seefeldt made a motion to increase the base Director salary by \$10,000 to compete with the average Director salary. Additionally, the motion includes a 3% COLA and 3% merit raise for all NFLS Staff. The motion was seconded by Member Erickson. **Motion carried.**

Member Seefeldt made a motion to come out of Closed Session, seconded by Member Maxwell. The Board came out of Closed Session at 12:45 pm.

9. Approval of the Final 2024 System Budget.

Director Vreeke discussed percentage changes across the Proposed 2024 Budget, including Staff Services, Operating Expenses, Travel and Training, Contracted Services, Capital Outlay, Library Development, and Revenues. Director Vreeke also discussed the addition of a Short Term Reserve (flexible spending) revenue and expenditure line item to the budget going forward to increase transparency and efficiency of tracking prior year budget surplus (if any) spending.

Member Teske made a motion to approve the 2024 System Budget, seconded by Member Maxwell. **Motion carried.**

10. Approval of the 2024 Public Library System Plan.

Director Vreeke overviewed the 2024 System Plan. Member Maxwell made a motion to approve the 2024 System Plan, seconded by Member Hoefts. **Motion carried.**

11. New Business. None.

12. Adjourn. The meeting was adjourned at 1:05 pm.

Respectfully Submitted,
Maryssa Paulsen, NFLS Admin Assistant