

**Minutes of the
Nicolet Federated Library System
Personnel Committee
Friday, August 7, 2020 at 11:00 AM via Zoom**

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

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

1. **Call to order.** The meeting was called to order at 11:07 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Agenda revisions.** No revisions were made.
4. **Approval of the October 15, 2019 minutes.** Member Erickson moved to approve the minutes. Member Maxwell seconded the motion. **Motion carried.**
5. **Staff Updates.**
 - a. Director Vreeke gave report. NFLS is fully staffed and happy to have the administrative roll filled. Lori is busy updating member library websites. John is busy providing new computers to our member libraries due to Microsoft/Windows 10 upgrades. Holly sits on a Statewide Delivery System working group overseeing delivery during the COVID-19 crisis. Interlibrary loans have just opened up and most of our libraries are participating again. The remainder will do so within the next month. Delivery is back up to pre-COVID capacity.
 - b. All staff are working from home except when being in the office is necessary to perform their jobs.
6. **Review Director Surveys and Set Timeline for Review of Director's Annual Goals.**
 - a. Chair Harter sent reviews to the Committee. He calculated the maximum, minimum and average ratings of responses. No issues appeared, all positive comments from staff, member library directors and Trustees.
 - b. Received 8 responses out of 15 from Library Directors. Received 8 out of 16 responses from the Trustees.
 - c. Member Wallace suggested noting how many responses and how many total surveys were sent out. Also suggested using a median rating because it would be more helpful than the average.
 - d. Director Vreeke began to look at the survey responses this morning. Will look at in depth while creating annual goals. Will also look at improving in certain low-scoring areas.
 - e. Chair Harter will provide Director Vreeke with documents to review when setting annual goals and the Committee will review at next meeting.
 - f. Director Vreeke will conduct employee reviews by the end of August. The Personnel Committee will need to meet by the middle of September to review employee reviews and salary recommendations so that it can be sent to the Finance Committee and full Board for final budget adoption in October.

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

- a. Member Maxwell discussed whether it was in the best interest of NFLS to have remote rather than local employees. Would like to see a set of guidelines created to help this and future Boards in making the determination of whether to hire a remote worker or to adopt a general remote worker agreement.

Member Yaggie made a motion to table the General Remote Worker Agreement. Member Maxwell seconded the motion. **Motion carried.**

8. Approve Recommendation of Remote Worker Agreement for Lori Baumgart to Board of Trustees.

- a. Member Yaggie expressed concerns about the burden that having a remote worker puts on the director and the organization. Believes that, based on the Fair Labor Standards Act, NFLS will need to pay for remote worker's travel expenses when the employee is traveling into the physical office. Additionally, all employees are required to take a break after six hours of work during the day and the work schedule in the agreement must reflect those breaks.
- b. Member Maxwell expressed concern over the additional travel expenses and the availability of the remote worker to the member libraries. Would like the agreement to be reviewed every year to ensure that it is in the best interest of NFLS to continue the remote employee relationship.
- c. Director Vreeke will speak with attorney to discuss what expenses NFLS must cover for the remote employee.

Member Yaggie made a motion to approve the Remote Worker Agreement between NFLS and Lori Baumgart with the following modifications:

- On Exhibit A, Work Schedule, from the Break section, the term "If Applicable" will be deleted and
- On Exhibit A, Work Schedule, from the Break section, "Min. 30 minutes for every 8 hours worked" will be added.
- Section J, Travel Expenses, will be revised to state that a remote worker may be required to travel to the physical office at the discretion of the director.
- Section J, Travel Expenses, will be revised to state that NFLS will pay for the mileage and hotel expenses of the remote employee when they travel to the office.

Member Maxwell seconded the motion. **Motion carried.**

9. Approve Recommendation of Updated Disaster Plan to Board of Trustees.

Member Yaggie made a motion to recommend adoption of the Updated Disaster Plan to the Board of Trustees. Member Berger seconded the motion. **Motion carried.**

10. Other business. None.

11. Adjourn. Meeting adjourned at 12:40 p.m.

Respectfully Submitted: Hannah Zima, Recording Secretary