

**Minutes of the
Nicolet Federated Library System Finance Committee
Wednesday, October 2, 2019 at 10:00 a.m.,
at the Nicolet Federated Library System office**

Present:

Paul Gustafson, Kathy Pletcher, Tony Yaggie, Ken Harter

Present via GoToMeeting:

Cheryl Maxwell

Excused:

Julia Wallace, Corrie Campbell

Also present:

Tracy Vreeke (NFLS)

1. **Call to Order.** Pletcher called the meeting to order at 10:10 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Approval of Minutes from the August 5, 2019 Finance Committee meeting.** Maxwell moved to approve the minutes; Yaggie seconded. **Motion carried.** (Maxwell/Yaggie).
4. **Additions to the agenda.** Pletcher would like to discuss the Long Term Reserve prior to Other Business.
5. **Approval of final annual audit report.** Vreeke emailed the final audit out to members prior to the meeting for review. Per CliftonLarsonAllen no changes were made to any numbers following the August 5 presentation. Gustafson made a motion to recommend the final audit to the board for approval. Yaggie seconded. **Motion carried.** (Gustafson/Yaggie).
6. **Approval of 2020 final budget.** Vreeke discussed changes to the draft budget since the August 5 discussion.
 - Vreeke went through the 2020 final budget.
 - Vreeke explained NFLS would have a deposit from the OWLSnet reserve account in the amount of \$15,000 to accommodate the intersystem expenditure.
 - NFLS will add a general library development line item to accommodate the WLA Leadership Institute scholarship and sponsorship of two libraries in the WiLS strategic planning cohort.

Yaggie made a motion to approve the final 2020 budget for presentation to the board. Gustafson seconded. **Motion carried.** (Yaggie/Gustafson).

7. **Discussion of 2020 Goals.** Vreeke mentioned that 2020 goals included looking at the Intersystem Agreement as well as the amount pulled from Systems for OWLSnet fees. Bradley Shipp, OWLS director, and Vreeke will make this a priority prior to the next budgeting cycle. This will in turn lead to a look at equity issues with OWLSnet subsidies

and subsidies for non-OWLSnet libraries. Another goal of Vreeke's is to look at Collection Development grants and potential additional services. Pletcher suggested engaging the Advisory Council in this discussion.

- 8. Long Term Reserve Policy.** Pletcher mentioned that in the minutes of prior meetings the committee had discussed the level of funding needed for the NFLS long term reserve account and what these funds could be used for. The budget notes suggest a wide range of funds and the committee felt it could be tightened to reflect a 10%-15% range. The finance committee will approve a one page Long Term Reserve policy to be presented to the board.
- 9. Other Business.** Delivery possibilities and PLSR delivery proposal were discussed. Yaggie asked for clarification on the processes of the Executive committee. Harter discussed a salary study comparison Vreeke shared with him.
- 10. Adjourn.** Meeting adjourned at 11:04 a.m. (Pletcher/Harter)

Tracy D. Vreeke, Reporting Secretary
10/2/19