

**Meeting of the
Nicolet Federated Library System Board of Directors
Tuesday, June 12, 2018 at 12 Noon
at the Lakewood Town Hall, 17258 N Rd, Lakewood, WI 54138**

Present: Corrie Campbell, Tony Yaggie, Jan Gehlhoff, Cheryl Maxwell, Kathy Pletcher, Julia Wallace, Miriam Erickson, Marsha Hoeffs, Theresa Rosik

Excused: Elizabeth Arnold, Paul Gustafson, Bob Entringer, John Lemke, Ken Harter, Rosetta Stern

Also present: Kristie Hauer (Shawano), Nicole Lowery (Lakewood), Megan Theys (NFLS), John Kronenburg (NFLS), Tracy Vreeke (NFLS)

1. Welcome & Lunch. Campbell called the meeting to order at 12:31 p.m.

2. Agenda Revisions. Tracy Vreeke asked to take Theresa Rosik off of item 5.1a. She is not interested in serving on the Finance Committee at this time. Wallace motioned to strike from the agenda the appointment of Rosik to the Finance Committee. Pletcher seconded. **Motion carried.**

3. Open Forum. Nothing was reported.

4. Approve minutes: April 10, 2018 Erickson moved to approve the minutes. Pletcher seconded. **Motion carried**

5. Reports:

5.1 President – Corrie Campbell --

5.1a Appoint and approve Tony Yaggie to Personnel and Finance Committees. Yaggie accepted the nominations.

5.2 Treasurer’s Report – Kathy Pletcher –

- There will be an excess in the payroll and fringe lines due to the open position, but some of this will be used for the new hire.
- The travel lines may be under budgeted, but there are savings in other areas so it should even out. The Board has asked Vreeke to get out more, so they are okay with this.
- Wallace motioned to approve the Treasurer’s report. Erickson seconded. **Motion carried.**

5.3 Personnel Committee – Ken Harter –

- Harter couldn’t make the meeting, so Wallace ran their earlier meeting and gave the report to the Board. The Committee discussed Vreeke’s 6 month evaluation. At their May meeting, the Committee approved to recommend to board a 2% increase in Vreeke’s salary based on her performance and approved her goals for the next 6 months.
- Vreeke handed out her goals for the next 6 months to the Board and went through them.
- The Personnel Committee also discussed the position description for the open position. The decided the focus will be on marketing and communication with some CE.

5.4 Finance Committee – Kathy Pletcher –

- The Finance Committee met last week and went through the budget. They discussed budget planning for 2019 and decided that Pletcher will work with Vreeke on a 2019 budget draft.
- They looked at the Marketing, Communications, and CE Specialist job description and determined a salary range of \$45,760-\$50,648 a year. This will still leave a projected salary savings of \$61,000.
- Vreeke is considering using the hiring service Cadre to help hire the position.

5.5 Director’s Report – Tracy Vreeke –

- **John Kronenburg** –Early last year, NFLS and library directors created a web committee to determine the best website platform to use. Most libraries are now on Weebly and none have Drupal anymore. The libraries are satisfied with Weebly.
- The bandwidth at almost all the libraries has doubled. This process should be completed by the end of June and all of the libraries will have more bandwidth.

- **Tracy Vreeke** – NFLS received the second state aid payment. All NFLS libraries are in compliance.
- Vreeke attended WAPL and continues to attend ILS Committee, PLSR, and SRLAWW meetings.
- Vreeke will have another meeting with Manitowoc-Calumet, Winnefox, and OWLS Systems to discuss the idea of a regional CE coordinator who would be responsible for the bulk of CE for all four systems. Winnefox already has someone on staff who would be willing to be the main CE coordinator and NFLS will provide the new hire to help out with CE part time (about 10 hours per week). Winnefox has put together a draft agreement that will be viewed and discussed at this meeting. The agreement would start in January 2019.
- NFLS still has not received their audit results. When they do get them, a representative from Schenck will review it with the Finance Committee, and the Finance Committee will present it to the Board.
- PLSR is looking at different models. On July 20, a PLSR group of representatives will have a meeting to go over their findings and future steps with NFLS and OWLs. They will also invite Brown County and Menominee to this meeting, and it will be open to the public. The meeting will take place in Appleton. Vreeke will send out more info on this to Board.
- The small libraries that applied for the TEACH grants got the grants.
- Vreeke attended meetings in Kewaunee. Kewaunee currently pays Brown County Library (BCL) because many Kewaunee patrons use BCL due to geography. Kewaunee is looking at other possibilities. Vreeke attended meetings that explored the possibility of a merger between Kewaunee County and Door County. The meeting found that a merger with Door County didn't make sense. Now Kewaunee is looking at becoming a consolidated county. The idea is just being discussed right now. NFLS will play a consulting role in this process; it shouldn't affect NFLS funding.
- Campbell gave Vreeke praise for working on collaboration with other systems. She said this is something the Board/NFLS has been wanting to do for years.
- Vreeke went through her goals for the next six months which includes staff evaluations, updating the employee handbook, hire/train the new employee, create a marketing plan, solidify regional CE agreement, update county plans, update adjacent system plans, and visit member libraries.
- Rosik asked if Vreeke had looked into the idea of a patent library. Currently Milwaukee is the only one in the state. Pletcher suggested that Vreeke follow up with Paula at Milwaukee and said that UWGB has something but she's not sure what. Vreeke will get more information.
- Campbell suggested that Vreeke subscribe to updates on Wisconsin County Association (WCA).

6. Member Library Report – Nicole Lowery / Lakes Country Public Library.

- Lowery said they are expanding the Lakes Country Library children's after school programming. They received requests for something for kids to do after school/after work so she hired a part-time employee (a previous school counselor) who will be doing after school programming once a week starting next fall.
- Lowery's board is proactive and she is happy with them.
- The library is doing a lot of passive programming for summer.
- She hired two new people to replace a retiree on her staff. People can come in and ask questions- any questions, how to program phone, where the laundromat is, etc. She is proud to have a staff who is willing to be there and answer these questions. She is happy with her staff.
- Lakes County is a municipal library (founded by the city). The town's population area is 821, but the service area is 6800. She serves a wide geographic area and has a summer tourist population as well.

7. Approve job description & salary recommendation for Marketing, Communications & Continuing Education Specialist – Julia Wallace/Kathy Pletcher.

- The job description is a modification of the previous CE position. It is no longer just a CE position; there is also a heavy focus on communications and marketing. The job description is unique to NFLS.
- Matczak will still do the Wild Wisconsin Winter Conference.
- Vreeke is working on an agreement with Winnefox, Manitowoc-Calumet, and OWLS about CE services.
- Vreeke would like to hire by August.
- The Personnel Committee recommends approval of the job description and salary. Maxwell seconded. No relocation fees will be offered. Campbell clarified that the CE part will be only 10 hours a week and the focus on this position is on the communications/marketing. **Motion carried.**

8. Approve OWLSnet Automation Services Agreement – Corrie Campbell. Wallace moved to table the motion until the next meeting; Pletcher seconded. **Motion carried.**

9. Review audit results from the annual audit conducted in April, if available. NFLS has not received the audit yet. Erickson moved to table the review until it is available. Pletcher seconded. **Motion carried.**

10. LD&L Update – Kathy Pletcher. LD&L will be working on getting a permanent increase in library funds. They met with the Governor's Budget Analyst and the Secretary of Instruction and were well received by both. They are also working on a strategy to get this in the budget. They will be working with local Boards to get support on this. Pletcher will get the talking points they are using to the Board members.

11. Approve six month interim evaluation of System Director and recommendation to the Board for adjustment in director salary – Julia Wallace.

- The Personnel Committee met on May 29 and evaluated Vreeke's performance. They found it to be laudatory. Vreeke has met and exceeded the goals set for her. Part of the hiring agreement was a 2% raise if her performance was found laudatory.
- Wallace presented the recommendation of the Personnel Committee for a 2% salary increase for Vreeke, effective July 1st, 2018. Yaggie seconded. The Board received a list of her accomplishments in the mailing. She is still attending classes and is on track to graduate in May 2019. Yaggie suggested that Vreeke join the Chamber of Commerce. Vreeke has a temporary license from DPI. **Motion carried.**

12. Review of System Plan. By June 30, Vreeke needs to let DPI know what changes NFLS has made to the System Plan. Vreeke pointed out the updates she made in the System Plan. She will send it in to DPI.

13. New Business. No new business was reported.

14. Adjourn. Wallace moved to adjourn at 2:11 p.m.; Pletcher seconded. **Motion carried.**