**Notes of the NFLS Librarians Advisory Meeting**

**June 17, 2016**

**GoToWebinar remote session**

**Present**: Becca Berger, Joan Denis, Amanda Burns, Amy Peterson, Jennifer Thiele, Kristin Laufenberg, Kristie Hauer, Brian Simons, Dale Cropper, Emily Rogers, Nicole Lowery, Stephanie Weber, Sue Grosshuesch, Kay Rankel

**Unexcused**:Maria Escalante, Jill Trochta

**Also Present**: Holly Handt, Jamie Matczak, John Kronenburg, Mark Merrifield

**Introductions**: The meeting began at 9:02 a.m. and introductions were made.

**Agenda Revisions**: Becca asked to add Collection Development grants to agenda.

**Updates from Staff**:

**Jamie**

· Trustee Training Week: email sent by Megan describes events and how to register.

· New NFLS brochure reflects 40th Anniversary as well as updates to our address and mission. Copies will be sent to trustees.

· New NFLS business cards were printed, including ones with blank areas for Board of Trustees members to write in their own information.

· Recent blog posts from the MLA Conference are on Nic Bits.

· Fall schedule highlights included Milwaukee County Library bus tour. They are on the website.

· Needs information for the 1,000 Books Before Kindergarten app to give to Angela at Bridges Library System.

There was some discussion that this meeting format was not preferred because it didn’t allow for free discussion. Jamie and Mark said steps will be taken in the future to make sure everyone can speak and use the chat box as needed.

**Holly**

· The recent ILL Survey produced good results, with only two areas resulting in “Below Acceptable” (Delivery webpages and Ill webpages). She and Megan will focus their attention on getting these updated/improved.

· Contact Holly/Megan with any questions/concerns.

**John**

· Windows 10 upgrades will only be encouraged for Staff computers about two years old and younger. Older ones will most likely be replaced with new Windows 10 machines by 2020 when Windows 7 will no longer be supported. There is no concern having a mixture of Windows 7 and 10 computers in service.

· The SAM 10 upgrades are almost complete, with only two NFLS libraries yet to go. Algoma should be done next week and Oconto is on their way to being ready.

**Mark**

· NFLS has created a new position: Associate director. Jamie will take on that role in addition to her CE role. When Kristin left and Anne’s position was eliminated, many duties were redistributed.

· He received information from The Fire Protection Agency that encourages disability evacuation planning. He will get the guidelines out with comments.

· Mark was asked if DPI released the second State Aid payment. Mark responded that four systems’ payments were held for some reason. He has been in communication with John Debacher and will hopefully get an answer by late June.

· Menominee County tribal situation: Mark said we are waiting for all three parties to sign the memorandum of agreement.

**Boopsie Presentation was given by Randy Maxey.**

**New Director Orientation**

Jamie described the New Director Orientation project and showed the associated form/checklist. Please let her know if you have suggestions or edits to this binder.

**NFLS Board meeting Updates**:

Mark **updated the budget for the board.** He sent the budget to board and the major changes are:

* + The Board wants the “Undesignated Funds” line item to be brought down to zero so everything has a designation.
  + We should continue to build the emergency reserves as recommended by our accounting firm.
  + We are currently working on the 2017 budget.

**Web Support Committee**:

Mark and John briefly described the need for a few volunteers to form a group to help in generating the website qualifications and responsibilities section of the job description for our new NFLS employee. Some of the new employee duties would include:

· Interaction with hosting service

· Answer questions about library websites

· Assist libraries with website creation/maintenance

Amanda, Kristin, Stephanie, and Penny volunteered. We asked if Francis Beaumier (BCL) could be included but Brian requested information on the financial/time commitment involved before committing him to the project. Mark said he will email that to him and follow-up with everyone.

**Library Advocates**:

Mark described these individuals as the first point of contact for passing along information from DPI and WLA regarding:

· Advocate for more federal dollars

· Work with Universal Service Fund (trying for 10% increase in funding to make up for loss in 2012)

· Promote libraries as far as what they have to offer communities (modest engine of economic development)

· Be the bridge between their boards and other entities

**NFLS LSTA Application**:

Mark asked for any system-wide LSTA project ideas. The Division’s website has a 2017 plan but nothing much is changing. The ideas could include literacy, technology, and special needs. Stephanie voiced the need for a hearing loop. Mark noted that those fell into a different category and so not many have been given out in the past. He will look into it.

**Delivery RFP**:

Mark got sample RFPs from around the country. He noted that we need to maintain our courier schedule with a bonded service because of deliveries during closed hours. The service must also be able to sort.

Mark hopes to award bid by end of October because Waltco needs a 60-day notice. He will stay in touch with everyone as this is a big issue

**Wisconsin Public Library Consortium - Steering Committee Update**:

Mark said that the buying pool has increased in an effort to reduce the number of holds. The committee is asking if there is interest in the Advantage program for magazines. Only the bigger NFLS libraries showed any interest.

Dale explained that the more systems that participate, the cheaper it would be for each one. He guessed the cost would be about $10,000-12,000. The pilot program last year was a free platform and certainly successful, as there was a 61% increase for Brown County. However, the Board and Steering committee decided not to continue with it as other systems are interested in other platforms.

The shares are based on population and use.

When asked when we could expect to know the costs, Dale said that WILS is currently trying to measure interest. Mark emphasized that they want to hear the level of interest from the directors. Amanda asked if you show interest now, can you back-out later. Dale guessed that you could if the cost was higher than expected.

Many directors showed interest so Dale will relay that to the committee. Dale should get pricing soon and will forward to everyone. He believes this to be a good move.

**Public Library Redesign project**:

Stephanie Morrill released the results of the survey. There is a committee for each area and the online meetings and homework are just getting started. The in-person meetings will start next week in Madison. Our NFLS participants include:

· Jamie – Continuing Education

· Jennifer – Chapter 43

· Emily – Facilitator

· Stephanie (Weber) – Resource Libraries

The meeting minutes are posted on the PSLR website. To help with communication, WILS liaisons are working on toolkits for something physical to hand to librarians.

Mark mentioned that PLSR has limited funding for mileage so NFLS will split the amount with PLSR.

**Collection Development Grants**:

Mark noted that a correction for Kewaunee/Algoma was made at the Board meeting. He apologized for the delay and said they will be out at the July 1st period.

**Open Forum**:

Jamie mentioned that the PSAs about summer reading are running on the local media.

Brian asked for more specific information on the role of the library advocates.

Joan asked who would decides where that money goes. Mark said the NFLS board would ultimately decide how to best enhance the system through sharing equally.

Steph announced that her Friend’s Group got $20,000 from the 100+ Women’s Group out of Dickinson, MI. Possible uses for the money would be:

· Books on the bus

· Tech updates

· Books for outlying areas

Jamie mentioned that we had a cake at the April Advisory meeting to celebrate Jennifer’s Doctorate Degree.

Brian suggested checking out the refurbished Wrightstown Library with its new furniture. He also mentioned enhancements to the Central Library as well. The auditorium is great; it is now accessible and has a hearing loop.

Kay said that she hopes that their new bank building project will be done by the Fourth of July. Mark said the last Board meeting was in Gillett where they got the tour and everyone was impressed.

Amanda announced that she got an estate donation of over $200,000.

Joan announced that she is taking over the *Years Gone By* column in her local paper.

Becca asked when they will get the 2017 Collection Development figures (grants to member libraries from NFLS). Mark is working on it as part of the budget process and is anticipating it being the same amount as before.

**Meeting adjourned** at 12:07 pm.