

**[DRAFT]**  
**Minutes of the**  
**Nicolet Federated Library System**  
**Board of Trustees**  
**Thursday, June 8, 2023 at 12:00 p.m.**

**Present:** Rebecca Berger, President, Corrie Campbell, Joan Denis, Miriam Erickson, Janice Gehlhoff, Penny Habeck, Marsha Hoeffs, Kathy Lefebvre, Kathy Pletcher, Matthew Jacobs, Michael Poradek, Connie Seefeldt, Mark Teske, Tracy Vreeke (NFLS), Hannah Good Zima (NFLS), Kristie Hauer (Shawano)

**Excused:** Elizabeth Fernandez, Cheryl Maxwell, Julia Wallace

**MINUTES**

- 1. Pledge of Allegiance.**
- 2. Moment of Silence.**
- 3. Welcome & Introductions.** The meeting was called to order at 12:06 p.m.
- 4. Agenda Revisions.** None.
- 5. Open Forum.** None.
- 6. Approval of April 13, 2023 Minutes.**

Teske made a motion to approve the minutes as amended to change the February 9 date to April 8. Erickson seconded the motion. **Motion carried.**

**7. Member Library Report**

Director Kristie Hauer from the Shawano County Library gave an overview of her consolidated county library, the services they provide and upcoming programming they will be offering. Hauer also highlighted the community outreach her and her staff do every year, participating in over 100 events every year.

**8. Reports:**

**a) President – Rebecca Berger**

President Berger discussed her participation in the Joint Finance Committee hearing in Minocqua in April, along with Trustees Pletcher and Gehlhoff.

**b) Treasurer’s Report – Marsha Hoeffs**

Hoeffs reviewed the Balance Sheet and Statement of Expenses & Revenue through the end of April. Accounting services were transferred to the Winnefox Library System. There are a few items on the expenses that need to be recategorized, however, the transition has gone smoothly.

Lefebvre made a motion to approve the Treasurer’s Report. Poradek seconded the motion. **Motion carried.**

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**c) Finance Committee – Marsha Hoeffs**

The Finance Committee will meet at the end of summer to review the audit report and begin working on the 2024 Budget.

**d) Grant Committee – Corrie Campbell**

Grant Committee will meet in July to review Improvement & Innovation Grant applications.

**e) Personnel Committee – Kathy Pletcher**

The Personnel Committee met in May to discuss the director review process. Review materials were distributed to the board, library directors and staff. The Committee will meet in August to conduct the director's annual review and make recommendations to the Finance Committee and full Board.

**f) Director's Report – Tracy Vreeke**

Vreeke highlighted items in her report, including the start of Nicolet's new Administrative Assistant.

**9. Trustee Development.**

An overview of Intellectual Freedom was provided, including how the system has been providing training and assistance to library directors and staff in preparing for potential book challenges.

**10. New Business.**

**11. Adjourn.** Hoeffs made a motion to adjourn. Habeck seconded the motion. **Motion carried.** The meeting was adjourned at 1:19 p.m.

Respectfully Submitted,  
Hannah Good Zima, Reporting Secretary