

**Minutes of the
Nicolet Federated Library System Personnel Committee
Thursday, June 20, 2019 at 1:00pm
at the Nicolet Federated Library System Office**

Present: Julia Wallace, Becca Berger, Ken Harter

Present via GoToWebinar: Kathy Pletcher

Excused: Cheryl Maxwell, Corrie Campbell, Tony Yaggie

Also Present: Megan Theys (NFLS), Tracy Vreeke (NFLS)

1. **Call to order.** Harter called the meeting to order at 1:13 p.m.
2. **Determination of quorum.** There was not a quorum.
3. **Agenda revisions.** No quorum.
4. **Approval of December 4, 2018 minutes.** No quorum.
5. **Board Policies: Code of Conduct, Conflict of Interest**
 - The Committee went through example Code of Conducts and Conflict of Interests from other systems and organizations. Currently, the NFLS Bylaws do not include either a Code of Conduct or a Conflict of Interest. The Committee will look at updating the bylaws and combining them with the constitution.
 - Pletcher said the Wisconsin State Code of Ethics looks good and would suggest adopting it. The Committee also liked the DPI Conflict of Interest. Harter said the two documents are similar and they probably only need one. Vreeke said there is one thing on the Conflict of Interest that is not on the Code of Conduct but they can combine the two.
 - Wallace suggested when a new Board member is appointed and when current Board members are reappointed, they sign a document stating that they have read the bylaws. Harter said the statutory citation will get people's attention more. He said they should add a signature line to sign to state that the Board member has read and agreed to the NFLS bylaws (which would include a Code of Ethics/Conflict of Interest statement) and to require a signature every three years. Harter said this is what they'll recommend to the Board.
6. **Director Review: Process & Calendar**
 - Harter said at one point he thought a timeline for reviews had been established and it was connected to the budget. The budget should be finalized in October so the

director's review should be in August or September. Last year, Vreeke did the NFLS staff reviews and salary recommendations in August.

- Previously the Personnel Committee had used Survey Monkey to get feedback from NFLS staff and library directors for the director review. Vreeke suggested using Google forms.
- Vreeke said the surveys should go out by mid-August. Wallace said they should be sent out the third week in August and be due back by the second week in September. For this year, Wallace suggested sending out the survey by August 13 and having them returned by September 9.
- Wallace will look and see what surveys she has from previous years.
- Berger asked how the salary/raise schedule was set. Vreeke said last year she worked with the Finance Committee to determine NFLS staff raises. Harter said the director's salary and raise schedule was set when Vreeke was hired and should be looked at every 3 years. The Personnel Committee will recommend the salary amount and make a recommendation to the Finance Committee. Wallace and Pletcher think this is appropriate.

7. Internships at NFLS

- Vreeke said NFLS has the space for interns and could find projects for them to work on. Internships will take organizational and mentorship work but she does think that overall it could help NFLS and the libraries out. She sees some possibilities. She doesn't know the details yet but could see the interns working with John Kronenburg and/or Lori Baumgart. Vreeke said the interns could also work with NFLS's Youth Services Representative and the Inclusive Services Representative. Vreeke would like to pursue this. She will contact her advisor at UWM to start.
- Berger said internships would help interest in the library field grow.
- Harter asked when they could expect to have a posting or description ready. Vreeke said she'll see what her advisor says. It could be next summer or it could be by spring semester. Wallace asked Vreeke to get the specifics. Wallace asked about if the internship would be a paid internship. Vreeke's not sure; if it is it would need to be budgeted. Vreeke will contact UWM for the next steps in the process.

8. Personnel Committee meeting dates: set yearly calendar.

- Wallace said the Committee should set a yearly timeline to determine what they are responsible for throughout the year and when to meet. They can use Doodle (a polling website) to determine dates if necessary.

- The Committee discussed the following: They should meet 1-2 weeks prior to the October Board meeting. Vreeke said at the September Personnel Committee meeting they discuss NFLS staff reviews and the director's reviews so that the staff salaries would have time to go to the Finance Committee. The Finance Committee presents their first draft of the budget in August and it is finalized in October.
- Wallace suggested having three meetings a year: the third week in January, the third week in May, and the third week in September. Vreeke will look at the DPI, WLA, etc. calendars to coordinate the Committee meetings around these calendars. The Committee can add additional meetings as needed.

9. Other business.

- Pletcher had difficulty calling in to GoToMeeting and suggested that if they continue to use GoToMeeting that someone be monitoring email in case people have difficulties logging in.
- Vreeke said an Executive Committee meeting should be scheduled to discuss the bylaws. Vreeke will gather example bylaws from other systems.
- Vreeke asked where to gather data for salary information for staff salaries. Berger suggested looking at the state numbers.

10. Adjourn. Meeting adjourned at 2:01 p.m.

Megan Theys, Recording Secretary

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