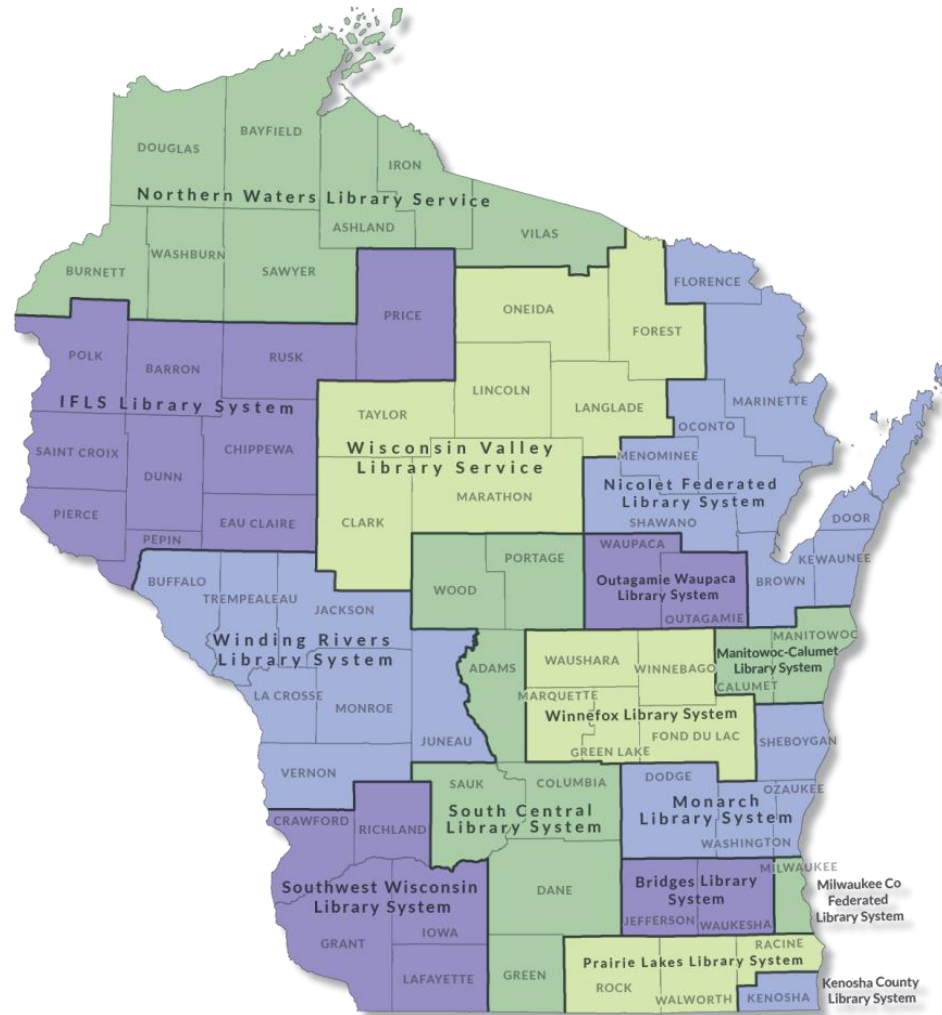


# Nicolet Federated Library System (NFLS)

Trustee Training  
February 2023



# NFLS – 1 of 15 Systems in Wisconsin



<b>System</b>	<b>2020 System Budgets</b>	<b>Counties</b>	<b>Libraries</b>	<b>Square Miles</b>	<b>Population Served</b>
Milwaukee County Federated Library System	\$ 4,637,504	1	27	241	944,200
South Central Library System	\$ 2,208,101	7	64	5,617	868,837
IFLS Library System	\$ 1,766,982	10	54	7,969	475,655
Winnefox Library System	\$ 1,714,025	5	31	2,585	331,472
Bridges Library System	\$ 1,402,884	2	24	1,106	512,469
Nicolet Federated Library System	\$ 1,225,321	8	42	5,490	447,509
Monarch Library System	\$ 1,150,840	4	30	2,051	429,742
Wisconsin Valley Library Service	\$ 955,450	7	36	7,606	284,089
Winding Rivers Library System	\$ 822,815	7	41	5,303	289,795
Outagamie Waupaca Library System	\$ 781,739	2	18	1,385	251,216
Arrowhead Library System*	\$ 745,214	1	8	718	160,279
Lakeshores Library System*	\$ 714,145	2	15	888	288,074
Northern Waters Library Service	\$ 600,214	8	29	8,318	151,728
Kenosha County Library System	\$ 539,772	1	6	272	170,634
Southwest Wisconsin Library System	\$ 435,632	5	30	370	128,538
Manitowoc-Calumet Library System	\$ 382,364	2	6	907	120,357

# Mission Statement & Goals

- NFLS provides member libraries cost effective and efficient **access to resources, support, and expertise**, resulting in vibrant community resources that better serve member library patrons.
- NFLS provides growth and development of member libraries through long-range planning and resource sharing between member libraries.
- NFLS also coordinates central support services (to avoid duplication of cost and effort of member libraries) and research and development of new services for member libraries.
- Each member library is funded and governed locally, but contracts with NFLS for the purpose of coordinating and strengthening services.



## DPI (Division of Libraries and Technology)

- Sets state budget and distributes funds to library systems
- Oversees libraries and systems to ensure compliance with state library law
- Supports public libraries and regional systems to ensure equitable access to library services



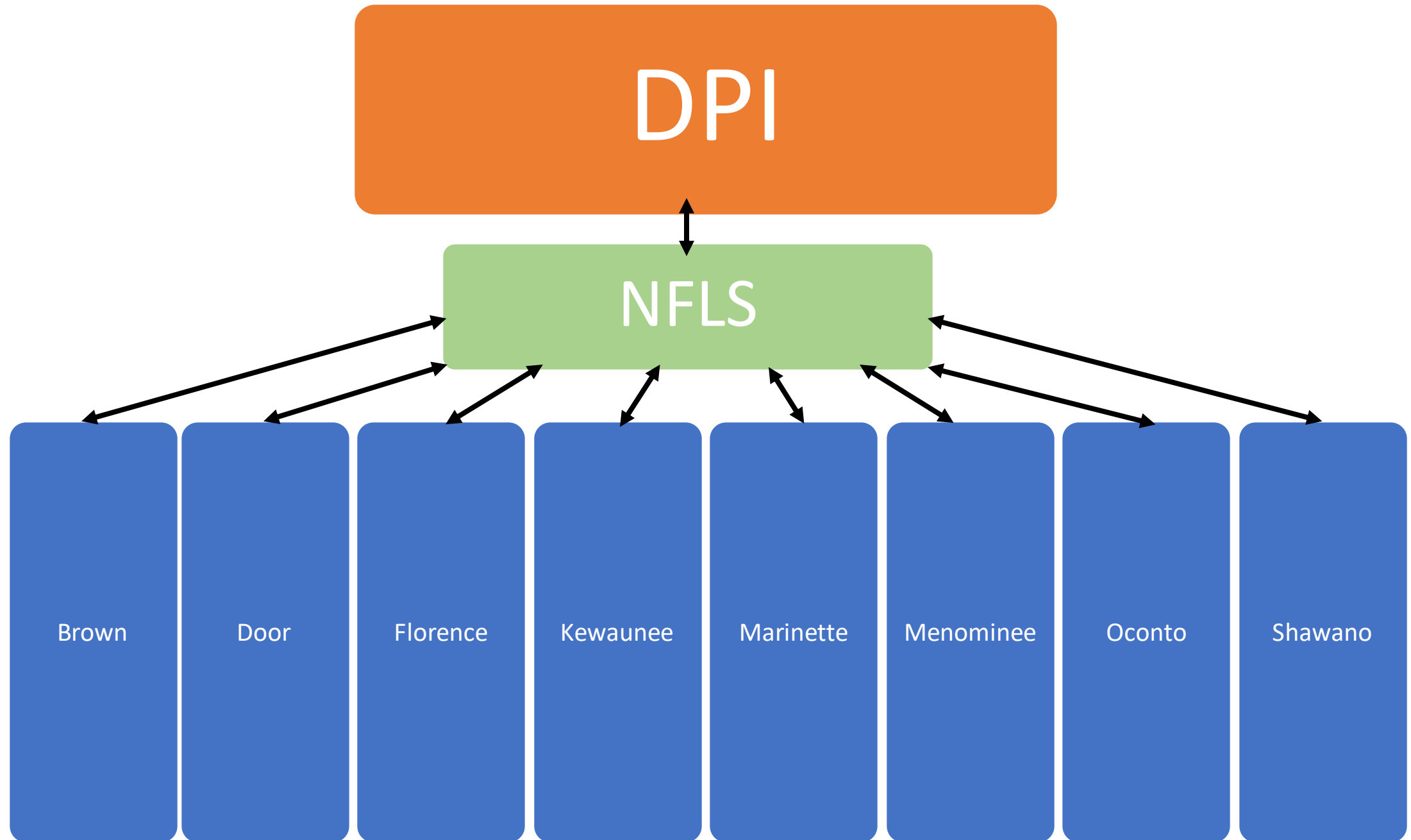
## NFLS

- Acts as an intermediary between DPI and member libraries
- Distributes state funding to compliant member libraries
- Aids member libraries in meeting state standards of service
- Provides technology and delivery services to libraries



## Libraries (from the Library Bill of Rights)

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.



# Who You Are

- The NFLS Board of Trustees is represented by members of each county it serves.
- Board representation is based on population.
- The Board is comprised of:
  - Eight (8) members from Brown County
  - One (1) member from Florence County
  - One (1) member from Door County
  - One (1) member from Kewaunee County
  - Two (2) members from Marinette County
  - One (1) member from Menominee County
  - One (1) member from Oconto County
  - Two (2) members from Shawano County

# Roles and Responsibilities of the Library System Board

- As a library system Trustee, you occupy a unique position in that you represent the library system, not just a particular town or county.
- In your role, you must consider the entire region served by the library system and the many libraries and users of this region.
- A public library system board has the same legal powers with respect to system-wide functions and services as a municipal library board has with respect to local functions and services.



# Roles and Responsibilities of Library System Board

- Library system boards have significant responsibilities for fiscal policy making, fiscal planning, and fiscal oversight.
- Effective Trustees should be willing to assume a leadership role in legislative advocacy at the state and federal level.
- Like your counterparts at other service levels, you are policy-makers. As a Trustee, however, you cannot make policies for any individual libraries and you must avoid any unnecessary interference with the autonomy of member libraries.

# Roles and Responsibilities of Library System Board

- Trustee Job Description
  - Provide administrative oversight for system personnel and finances
  - Enter into Intersystem and Member Library Agreements
  - Review and update Board Bylaws
  - Advocate for the Library System and Libraries
  - Attend library conferences, workshops and library educational opportunities
  - Work as a team member in support of library system services
  - Provide input on library needs and interest to help guide services to meet member library needs

# Wisconsin Library Law

- Chapter 43 of the Wisconsin Statutes
  - Contains the laws that govern Public Libraries and Library Systems
- Wisconsin Statutes are available in print and online in PDF format <http://legis.wisconsin.gov/rsb/Statutes.html>.
- A searchable database is also available at <http://legis.wisconsin.gov/rsb/stats.html>.

# NFLS Constitution & Bylaws

- Updated in 2021
- Article II: Board of Trustees
  - Board members serve for 3-year terms
  - President and Vice-President are elected for two-year terms
  - Secretary, Treasurer and Member-At-Large serve for one-year terms
  - The Officers and the Member-At-Large form the Executive Committee

# NFLS Constitution & Bylaws

- Article III: Duties of Officers
  - President - Presides at all meetings of the Board of Trustees and Executive Committee; sets the agenda for meetings; serves as ex-officio member on all Committees
  - Vice President / President-Elect - Assists the President and conducts meetings in their absence; authorizes the payment of all checks and bills in the event the Treasurer or Director become unavailable
  - Secretary - Responsible for keeping a correct record of the proceedings of meetings and for all legally required notices and publications
  - Treasurer - Responsible for the receipt, deposit, investment and accounting of all money due the NFLS; presents current record of all financial transactions and account balances at each Board meeting
  - Member-At-Large - Responsible for attending meetings of the Executive Committee, acting simply as a representative of the Board

# NFLS Constitution & Bylaws

- Article IV: Committees
  - All Committees are required to report to the full Board
  - Three Standing Committees
    - Executive – Advises the Board on policy matters; advises President on agenda matters
    - Finance – Provides financial oversight, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies
    - Personnel – Evaluates the Director and, in consultation with the Director, makes compensation, personnel policy, and staffing recommendations to the Board
  - Appointed by the President
    - Grant Committee – Reviews and approves NFLS-sponsored grants to member libraries
    - Nominating Committee - Presents a slate of officer nominations to the Board at the January meeting

# NFLS Constitution & Bylaws

- Article V: Meetings

- Robert's Rules of Order shall be the final authority on parliamentary procedure at all meetings
- Special Meetings may be called by the President or by three members
- Fifty-one (51) percent of the members constitutes a quorum
- If a member has two unexcused absences within a calendar year, the President shall notify the appointing authority of such absences, suggesting that consideration be given to a replacement on the Board of Trustees

- Article VI: Director

- The Director is responsible for the administration of the System
- The Board hires the Director but the Director hires and fires NFLS employees
- The Director reports System activities and makes recommendations to the Board
- The Director prepares an annual plan and budget for presentation to the Board

# Robert's Rules of Order

## How Decisions Are Made At Meetings

- Main Motion

- To begin the process of making any decision, a member offers a proposal by making a motion for the group to take certain action.
  - “I move that...”
- Seconding a Motion – When one member makes a motion, it must be seconded in order to be considered by the group.
- Chair States the Question – The Chair repeats the motion
  - “It is moved and seconded that...”



# Robert's Rules of Order

## How Decisions Are Made At Meetings

- Main Motion
  - Debating the Motion – Discussion of the proposed action
    - Amendments to the motion can be made at the time.
    - An amendment can be made by any member - with or without the approval of the original motion-maker.
    - A vote on the amendment is held prior to a vote on the Main Motion. If adopted, the motion becomes: Main Motion as Amended.
  - Putting the Question to a Vote
    - The Chair will say, “The question is on the adoption of the motion that... All in favor say ‘aye.’ All opposed, say ‘no’.”
  - The Chair Announces the Result of the Vote
    - “The ayes have it, the motion is adopted.”

# Robert's Rules of Order

## How Decisions Are Made At Meetings

- Informal Procedures in Small Boards
  - Board members may raise a hand instead of standing when speaking or making a motion
  - Board member may speak any number of times during debate
  - Informal discussion of a subject is permitted while no motion is pending
  - Votes can be taken initially by a show of hands
  - In putting questions to vote, the Chair need not stand
  - If the Chair is a member of the Board, they can, without giving up the chair, participate in debate, make motions and vote on all questions

# Open Meeting Laws

- DPI's [Trustee Essentials](#) 14:Library Board and the Open Meetings Law
- Purpose of Open Meeting Laws:
  - Allows the public the fullest and most complete information regarding the affairs of government.
  - All meetings of state and local government bodies (including Library Boards) must be held in places open to the public and reasonably accessible to members of the public.

# Open Meeting Laws

- Regular Meetings
  - Public notice of all Board and Committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required.
  - Notice must be provided to the official local newspaper.
  - The meeting notice must also be posted in at least one public place, and preferably several.
  - The meeting notice must contain:
    - Time
    - Date
    - Location
    - All subjects to be discussed and/or acted upon at the meeting

# Open Meeting Laws

- Accidental Meetings

- A “meeting” may happen accidentally if: (1) there is a purpose to engage in Board business, and (2) the number of members involved in the “meeting” constitutes a quorum.
- Walking Quorum Example:
  - Nine Board members attend Tracy’s Holiday Party. Discussion turns to NFLS’ budget.
- Email Example:
  - NFLS sends notice of a Board meeting to all Board members. Members begin to send messages to all members discussing an upcoming agenda item.
- The use of email by the Director/NFLS staff to send information to Board members (such as a meeting agenda and agenda packets) does not trigger Open Meetings Laws.

# Public Record Laws

- DPI's [Trustee Essentials](#) 15: The Library Board and Public Records Law
- Wisconsin's public records law provides that almost all records of state and local governments (which includes Library Boards) be available for inspection and/or copying by the public.
- Board Minutes:
  - Wisconsin law requires that Board meeting minutes be kept and be made available to the public as required by the Public Records Law.
  - At a minimum, meeting minutes must indicate the board members present, all motions that were made and the result of any votes taken.