

Minutes of the NFLS Board of Directors
Tuesday, October 9, 2018 at 12 Noon, at the Kress Family Branch,
Lower Level Meeting Room, 333 N. Broadway, De Pere, WI 54115.
Phone: 920-448-4407.

Present: Miriam Erickson, Ken Harter, Tony Yaggie, Kathy Pletcher, Bob Entringer, Paul Gustafson, Marsha Hoeffs, Julia Wallace, Rosetta Stern, Jan Gehlhoff, Cheryl Maxwell, Elizabeth Arnold

Excused: Theresa Rosik, Kathy Lefebvre, Corrie Campbell

Also Present: Tracy Vreeke (NFLS), Jen Thiele (Marinette), Kristy Hauer (Shawano)

1. **Welcome & Lunch. Meeting called to order at 12:10 by Wallace.** Introductions were made.

2. **Agenda Revisions.** None were made. Pletcher moved to approve the agenda; Yaggie seconded. **Motion carried.**

3. **Open Forum.** Nothing was reported.

4. **Approve minutes: August 7, 2018,** Erickson moved to approve the minutes; Harter seconded. Wallace inquired about the patent report and mentioned it could be looked at at the Brown County level. **Motion carried.**

5. Reports:

5.1 President's Report – Corrie Campbell (excused)

- No report.

5.2 Treasurer's Report – Kathy Pletcher

- Revenue & expense statements through July are included in board packet. The budget is in good shape and NFLS will have a positive balance of 15-20K due to vacant position.
- Maxwell asked where this balance will go. Pletcher mentioned NFLS talked of moving toward a 15% fund balance in long term reserves. Maxwell agreed at least some of the money should go here. Pletcher continued that we don't want to hold on to too much as money is intended to reach out to public libraries. Perhaps libraries could put in a request for needs: hearing loops, wifi hot spots, etc. Wallace suggested a focus on economic development areas.
- Pletcher met with Glen of Heartland Business Solutions and Vreeke in regard to auditor's suggestion for additional review of financial procedures. Pletcher now sees all monthly bank statements.
- There was no meeting of the Finance committee.
- Harter moved to approve the Treasurer's Report. Maxwell seconded. **Motion carried.**

5.3 Personnel Committee – Ken Harter

- Committee met at end of September to review changes made by Vreeke and Theys to the Employee Handbook. The handbook had not been reviewed since the 90s and was in need of updating. A few suggestions were added. Review and approval are anticipated at the December board meeting.

- The new position approved at the last board meeting has been posted and NFLS received a response from ten candidates. Five were invited for interviews over the next few weeks. Harter and Yaggie will be sitting in on behalf of the Personnel Committee. Wallace asked if they were all from the area. Vreeke said they were. Discussion followed as to a recap of the job description, goals for new position, and encouragement for new hire to become involved with youth in the school systems. Vreeke mentioned the new person would be working closely with NFLS youth services representative. Entringer mentioned that libraries have a positive position in communities, hire will start from an advantageous spot. The Personnel Committee recommended measurements for success for the new position.
- Need to complete Vreeke's performance review. Per the terms of her offer, there was to be a salary adjustment July 1 with satisfactory progress on MLS and job. Another is due Jan. 1. The annual review from now on will take place in the fall and will include collecting input from NFLS staff and member libraries.
- Maxwell moved to approve the Personnel Report. Arnold seconded. **Motion carried.**

5.4 Director's Report – Tracy Vreeke

- Vreeke summarized the Director's Report which is included in the board packet.
- Hauer talked about the Shawano Library presentation at the ARSL (Association for Rural and Small Libraries) National Conference in Springfield, IL.

6. Approve 2019 System Budget. Harter moved to approve the 2019 NFLS system budget. Entringer seconded. **Motion carried.**

7. Approve Annual Plan of Service to the State. Pletcher moved to approve the NFLS Annual Plan. Erickson seconded. **Motion carried.**

8. Approve OWLSnet Automation Agreement. Harter moved to approve the OWLSnet Automation Agreement. Hoeffs seconded. **Motion carried.**

9. New Business. Yaggie received a notification from the Office of the Lt. Governor's Speaker's Bureau. The Speaker's cabinet has agreed to come out to speak to interested organizations. Does NFLS want to extend them an invitation? Yaggie provided Vreeke with the necessary information.

10. Adjourn. Maxwell motioned to adjourn at 2:17 p.m. Entringer seconded. **Motion carried.**

Next meeting date: December 4, 2018

Tracy D. Vreeke, Recording Secretary
October 9, 2018