

**Minutes of the
Nicolet Federated Library System Personnel Committee
Tuesday, April 24, 2018 at 1:00 p.m.
Nicolet Federated Library System office,
1595 Allouez Ave. Suite 4, Green Bay, WI 54311**

Present: Ken Harter, Julia Wallace, Kathy Pletcher, Tony Yaggie

Excused: Corrie Campbell, Cheryl Maxwell

Unexcused: Miriam Erickson

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

1. **Call to order.** Harter called the meeting to order at 1:07 p.m.
2. **Determination of Quorum.** A quorum was determined.
3. **Agenda Revisions.** Wallace requested adding Develop a Timeline for Evaluations - Possible Action after Item 10. Harter requested adding Three Month Check-in with Director after that.
4. **Approval of January 9, 2018 Minutes.** Pletcher moved to approve the minutes as distributed. Wallace seconded. **Motion carried.**
5. **Director's Report on Continuing Education Collaboration**
 - Vreeke reported she had surveyed the NFLS library directors and talked to them at the Advisory meeting about suggestions for the open position. She also discussed this with the NFLS staff. Both groups said Continuing Education (CE) is important. Vreeke found there are some CE obligations in our System agreements and in DPI requirements that will need to be fulfilled by this position.
 - Vreeke met with Manitowoc-Calumet, Winnefox, and OWLS Systems to discuss the idea of a regional CE coordinator who would be responsible for the bulk of CE for all four systems. All are interested in this. Winnefox already has someone on staff who would be willing to be the main coordinator if NFLS were to provide a staff person to help out with CE part time (about 10 hours per week). A draft proposal is being created right now. The specifics will need to be worked out. WAPL is next week and the four systems will review the draft proposal then. If agreed to, this agreement would start in 2019.
 - Vreeke has talked with Jamie Matczak and Wisconsin Valley System about the annual Wild Wisconsin Winter Conference (WWWC) that Matczak previously organized and ran in her position at NFLS. Matczak and Wisconsin Valley agreed that she can incorporate it in her current position, so she will continue to organize it. NFLS will most likely provide monetary and other support for the program.

6. Review of NFLS member library surveys. Vreeke shared the survey results to the committee.

7. Review of NFLS CE requirements.

- Vreeke reviewed NFLS agreements with other libraries and the state requirements. In the Brown County Library (BCL) agreement, the NFLS CE coordinator will provide two workshops for BCL (that will also be open to all NFLS libraries) and provide a staff development day for BCL. NFLS is also contracted to offer 6 technology credits to all NFLS libraries. This need is currently being met by Tech Days. NFLS also is obligated to provide the following to its member libraries:
 - Web hosting and assistance
 - 50 hours of CE per year
 - Maintenance of certification records
 - Youth programming and inclusive services programming (these are currently being provided).
- Vreeke noted that OWLS just hired for a marketing position; and Manitowoc-Calumet doesn't have room in their budget to hire a CE position.

8. Review of relevant job descriptions.

- Vreeke noted she would prefer to have someone physically in the office most days. Pletcher agreed. The other elements of the job description suggested in the following discussion include:
 - Great communication skills
 - Willing to do hands-on training with libraries (go to the libraries and train one-on-one)
 - Securing/negotiating programs for CE, including travel to conferences to look for new speakers
 - Supporting the Winnefox CE Coordinator
 - A Collaborator
- Wallace noted these are general descriptions that would apply to any position; the key is the position title and where the job description is posted.
- Vreeke has compiled relevant job descriptions; she will send them electronically to the committee. She will also create and send out a draft job description by May 23.

9. Employee Handbook Update Megan Theys and Vreeke will begin updating the Employee Handbook in May and June.

10. Possible action item – Recommendation of job duties and responsibilities to NFLS board for approval at June 12, 2018 meeting. No action was taken.

Performance Review timeline. – Due to budgetary reasons (i.e. potential salary adjustments) it was agreed that annual staff evaluations should be completed before the budget is approved in October. Therefore by August 15, the NFLS director will have completed staff reviews and the Personnel Committee will complete an

evaluation with the director by September 15. Wallace pointed out that this year Vreeke is up for a possible salary adjustment in June based on an interim evaluation so the Personal Committee will need to have this ready prior to the June meeting. Harter pointed out the process should include discussion of progress made and agreed upon goals for the upcoming period.

11. Three month check in – Vreeke reported she continues to make progress on her MLIS. She's on track with her plan to graduate next May. She turned in her certification to DPI and they are aware of her status and progress. Harter noted he thinks she's doing a good job and he has heard good things from member libraries about her work so far. She has good relationships with the surrounding library systems. Wallace asked Vreeke to list what she has accomplished in her position so far at the next Personnel Committee meeting. The committee will then present it to the Board at the June meeting.

12. Other business.

- Yaggie says pleasure to be here.
- At the next Personnel Committee meeting, the committee and Vreeke will complete her six month evaluation and discuss the position description and salary.
- The next Personnel Committee meeting was set for May 29 at 1:00 p.m. at the NFLS Office.

13. Adjourn. There being no further business, Harter adjourned the meeting at 2:31 p.m.

Megan Theys, Recording Secretary
April 24, 2018