

**Minutes of the Nicolet Federated Library System
Personnel Committee
Tuesday, January 9, 2018 at 11:00 a.m.
DePere Kress Library, 333 N. Broadway, De Pere, WI 54115**

Present: Ken Harter, Kathy Pletcher, Corrie Campbell

Excused: Miriam Erickson, Julia Wallace

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

1. **Call to order.** Ken Harter called the meeting to order at 11:19 a.m.
2. **Determination of Quorum.** A quorum was determined.
3. **Agenda Revisions.** None were made.
4. **Approval of December 5, 2017 Minutes.** Kathy Pletcher moved to approve the minutes. Harter seconded. **Motion carried.**
5. **Update on Director Orientation and Familiarization with System.**
 - a. **Director Priorities for First Quarter** –Tracy Vreeke has been the director of NFLS for a week as of today. She has met with the NFLS staff, Bradley Shipps from OWLS, Becky Peterson from Manitowoc-Calumet, and Associated Bank. She is still getting Jamie Matczak’s email to monitor it. Her short term goals are to work with the accountant and figure out payroll, familiarize herself with her Human Resources responsibilities, and orient herself with DPI, including doing an online orientation and introducing herself to DPI employees. Her long term goals are to create stronger connections between NFLS and its member libraries, attend Board meetings of the member libraries, and have informal “coffee meetings” via Skype with individual library directors. She will be attending the SRLAWW meeting and Library Legislative Day. She would like to become involved in PLSR. She will also be working on annual reports and familiarizing herself with the NFLS budget, the Resource Library Agreement and relationship with Brown County, Waltco, and the strategic plan.
6. **Director Request for Additional Vacation Days.** Vreeke stated that no vacation is given in the first year of employment; it is accrued throughout the year. She is asking for 3-5 additional vacation days. Corrie Campbell spoke in favor of this. Harter and Pletcher agreed. The consensus of the committee was to grant these additional days.
7. **Plan for Leadership Retreat on February 13, 2018.** At the last Personnel Committee, a Leadership Retreat for the new director was discussed. Harter pointed out that there are some new trustees that would also benefit from this training. The

Personnel Committee decided to create a Leadership Orientation for Vreeke and the new Trustees. It will take place on February 13 before the Board Meeting.

8. Discussion of Vacant CE Position. Harter said the needs of the system may change with PLSR, strategic planning, etc. He suggested that we put off hiring this position until we have a clearer idea of PLSR and how it's going to affect us. Campbell said some were worried about the perception of NFLS if they had an open position, but this is different than not having a director. Campbell agreed that they should hold off on hiring this position. Vreeke agreed; she needs to get understanding of the system and how her strengths play into it. She said that other options include contracting different services, hiring people in the system to provide other services, and/or collaborating with other systems on services. Pletcher suggested creating a needs analysis. This would be sent out to the libraries to fill out. They would have input and help find out what the needs of the system are. The Committee agreed that this was a good idea and that they should do it.

9. Review of Employee Performance Review Process and Calendar. Harter said this will be put off until the next meeting (ran out of time). The Committee would like to have consistent timing with the reviews to line up the reviews with salary adjustments. They will also review the director self-assessment. Harter will send this out electronically to the Committee.

10. Other business. None was reported.

11. Adjourn. Harter adjourned the meeting at 12:04 p.m.