

**Minutes of the
Nicolet Federated Library System Personnel Committee
Tuesday, May 29, 2018 at 1:00 p.m.,
at the Nicolet Federated Library System office**

Present: Ken Harter, Miriam Erickson, Kathy Pletcher, Corrie Campbell, Julia Wallace, Cheryl Maxwell

Excused: Tony Yaggie

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

1. **Call to order.** Harter called the meeting to order at 1:02 p.m.
2. **Determination of quorum.** A quorum was determined.
3. **Agenda revisions.** No revisions were made.
4. **Approval of April 24, 2018 minutes.** Pletcher moved to approve the minutes. Wallace seconded. **Motion carried.**
5. **Director's update.** Vreeke handed out a list of her accomplishments for the first five months of her time here. She will make a few revisions as suggested by the Committee and hand it out at the next Board meeting.
6. **Possible action item—Recommendation to the Board of Trustees on description of duties and authorization to post vacant NFLS staff position.** The job description has not been shared with the library directors yet. There are other systems/libraries who have hired a similar position; Vreeke can talk to them to see where to post the job opening. Vreeke will also ask for salary information about these positions. The job description should be approved by the full Board before being posted. Possible places to post include the UW system, Indeed.com, Linked In, and the other universities. Cadre is an option for hiring; Campbell would prefer a direct hire. Pletcher said Cadre will work with NFLS to create a competitive salary range. The Financial Committee will meet to discuss the budget/possible salary for the position before the Board meeting.
7. **Possible action item—Recommendation to the Board of Trustees on approval of four-system collaboration on a regional Continuing Education coordination plan.** Due to illness, the draft of this plan is not available yet.
8. **Six month interim evaluation of System Director and recommendation to the Board of Trustees for adjustment in director salary. CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Maxwell moved to go into closed session; Wallace seconded. Roll call was taken. **Motion carried.**
9. **Reconvene in open session pursuant to WI Statutes Section 19.85 (2).** Erickson moved to reconvene to open session at 2:08 p.m.; Pletcher seconded. **Motion carried.**

10. Possible action from closed session. Maxwell moved to approve a 2% salary increase for Vreeke, effective July 1st, 2018. Wallace seconded. **Motion carried.** The Committee will provide a salary review of Vreeke at 6 months and at 12 months, with a performance review in September. This will become the annual schedule for the director review. Maxwell said the Committee is pleased with Vreeke's performance. She has become a leader in many areas and the staff and library appreciate her service.

11. Other business.

- a. Set date of next committee meeting – Annual director evaluation. The next Committee meeting will be June 12 at 11:00 a.m. in Lakewood (before the Board meeting).
- b. Vreeke will send the OWLSnet agreement to Maxwell to look over before Campbell signs it. The only change from last year's agreement is the dates.

12. Adjourn. Erickson moved to adjourn at 2:20 p.m.; Pletcher seconded. **Motion carried.**

Megan Theys, Recording Secretary
5/29/18