

**Minutes of the
Nicolet Federated Library System Personnel Committee
Thursday, September 27, 2018 at 9:00 a.m.,
at the NFLS office, 1595 Allouez Ave, Suite 4, Green Bay, WI 54311**

Present: Ken Harter, Kathy Pletcher, Tony Yaggie

Unexcused: Miriam Erickson

Excused: Julia Wallace, Cheryl Maxwell

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

1. **Call to order.** Harter called the meeting to order at 9:06 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Agenda revisions.** None were made.
4. **Approval of June 12, 2018 minutes.** Pletcher moved to approve; Yaggie seconded. **Minutes approved.**
5. **Review of the NFLS Employee Handbook.** Vreeke and Theys have gone through the whole handbook and revised and updated it. The Committee went through the Employee Handbook with Vreeke and Theys and made additional updates and edits. Vreeke will get employee handbooks from some of the other systems to compare the NFLS Employee Handbook to the other systems. She will also have an attorney look at the handbook. It will be presented to the Board at the October meeting, and the aim is to have it be approved at the December meeting.
6. **Update – Hiring of new employee.** Vreeke met with Cadre. There are two applicants so far with more to possible come. Vreeke will interview the candidates with Theys and either Yaggie or Harter.
7. **Other business.** Pletcher suggested creating a code of ethics for the Board. Yaggie suggested having an attorney review the Employee Handbook.
8. **Adjourn.** Pletcher motioned to adjourn at 10:22. Yaggie seconded. **Motion carried.**