

Date: Thursday, September 28, 2017
Time: 10:00 a.m.
Place: NFLS Mtg. Room, 1595 Allouez Ave., Suite 4, Green Bay, WI

Present: Jen Thiele, Kristin Laufenberg, Cathy Kolbeck, Carol Petrina, Amy Peterson, Kristie Hauer, Steph Weber, Brian Simons

Present via GoToMeeting: Nicole Lowrey, Tina Kakuske, Jill Trochta, Kay Rankel, Joan Denis

Also Present: Jamie Matczak, John Kronenburg, Megan Theys, Holly Handt

1. **Introductions.** Introductions were made.

2. **Agenda Revisions.** None were made.

3. **Updates from Staff.**

Megan - RL&LL is short staffed (they are in the process of hiring). Please be patient with them. Avoid sending blank requests when possible and expect a higher wait time. The ILL for Beginner's Workshop was rescheduled for Oct. 12, at 1:00 p.m.

John - Reminder that AT&T may be coming to inspect for router installation. The Office 365 project is underway. OWLS will be migrating each location one at a time (moving old emails to new system). You can have the full Outlook program installed on your computer. However, if you're not going to use it, don't have it installed. Office 365 is all online. Anything you do on one device you will see on all devices. You can download Office suite from Office 365. There is a charge of \$2 a month for this. Ask John or Dave with any questions. With the new system, we can now have an "out of office" reply! There are no storage limits. OWLS sent out a link and instructions on how to transfer contacts. NFLS will be getting fiber installed at their office this year.

Jamie - Tech Days went well. Jamie has a CE meeting tomorrow; she will share the Wild Wisconsin Winter Webinar schedule with them (hoping to get monetary funds for it from other systems.) The Annual Rural and Small libraries conference will be in Illinois next year in September. Jamie said this is a good conference to go to.

ETF is changing their website for next year. Jamie has been watching trainings for this. The Grassroots conference is next week. There will be lots of small presentations. Becky Peterson from Manitowoc-Calumet and Jamie are working on the summer workshop. This year it will be held in Two Rivers in February. Jamie is taking a hiatus from PLSR. She is still getting emails and keeping in touch, but she can't attend a lot of the current meetings. Having GoToMeetings at AAC is still in discussion. Jamie will be attending the committee meetings where they will discuss this. Lara is at the Youth Conference today.

4. **Director Search Update.** – The NFLS Board approved the search and the search committee at their August 11 meeting. The search committee consists of the Personnel Committee, Jamie, and Joan Denis. They met at the end of August to discuss the hiring process, timeline, and posting. The job was posted on September 5. The first review of the applicants will be next Monday. The posting will stay open until the position is filled. Interviews will happen in October. If you know of anyone who should apply or anywhere to post it, let Jamie know.

2018 NFLS Budget (Draft). The state budget passed and NFLS will get an additional \$35,000 from the state. However, the \$28,000 in LSTA grants that NFLS has gotten in the past will not be given out this year. So, Jamie had to make some cuts. She reduced the salaries and benefits line (a new director will make less than Mark was earning), Continuing Education funds, and little amounts in other places. She combined Library Materials, CE funds, and NFLS Workshops to create a new line, Youth Services Support. This better describes what the money is used for. She also added a new line for the Washington Ferry (previously it was part of the Eight-County Delivery line). She added more to Delivery based off of this year's projected amounts. We will end up taking some out of reserves (to cover increase in delivery and lack of tech grant).

The NFLS Board created a Finance Committee, who looked at the budget. The NFLS staff has also looked at it. It will go back to the Finance Committee next week. Then Jamie will present it to the Board on their October 10 meeting. It is due at the state on October 15.

5. **2018 System Plan Discussion.** – The NFLS System Plan will be turned in with the budget. Jamie focused on activities involving hiring new director, training opportunities and/or CE opportunities. If you have any ideas, please share with her so she can put it in the plan.

Jamie asked what things the librarians are looking for in a director. Several librarians mentioned having building consultant training. Brian said that BCL is a resource library and you can call them if you need help with things like that in the future. It was suggested that there be a webinar on the resources that BCL provides as resource library.

If you have further suggestions for webinars/training next year let Jamie know. Kristin said her Board wants her to do more cross training with her staff; Jamie said she can look into some training tools for that.

6. **Public Library System Redesign Project Update.** - Kristie Hauer said that the regional meetings have been ongoing the last two weeks. At WLA there will be an entire track of PLSR. Each workgroup will have a full session to share their models and where they are at. After that, in November and December there will be another round of regional meetings happening at the same locations as the first round of meetings. The workgroups should have their models to the Steering Committee by February. The Steering Committee will make sure they mesh, fill in holes, etc. during April-May.

7. **Wisconsin Public Library Consortium Steering Committee Update.** – They had a meeting last week. Tina Kauakuske is on the committee. Libby is available is on Overdrive. Tina will send links to Jamie who will forward the links to the group.
8. **Hoopla Discussion.** Brian said that Hoopla (a video/audio streaming service) has about 600,000 different movies and is growing. Patrons can download or stream the video or audio. Every time a patron uses the service, there is a \$2 charge to the library. You can regulate how many items people are able to check out. BCL is thinking about getting it for next year. If anyone is interested in getting it, Dale can help you. We can't get a cheaper price if more librarians buy in. Tina said they went through their budget in 6 months so they lowered the checkout amount. Both Door and BCL have budgeted \$3000 for the year. You do need a reasonable amount of bandwidth in the community in order to use the service. Jamie will invite Dale to the December meeting to answer more questions. BCL has hotspots they check out to patrons. They pay \$180 a year per spot. They get a good discount through TechSoup and the data plan is built in.
9. **Open Forum: Issues and Concerns.** Sue Grossehuesch is officially done on October 1. Carol says things are going well for her. NFLS will set up the orientation for Carol soon.
John said you can put passwords on different Outlook accounts.
Jen said we should take a selfie to promote the new director search.
There will be a coding/games share after the December meeting.
If anyone is going to WLA they can ride with Jamie.
10. **Adjourn Meeting.** Meeting adjourned at 12:03 p.m.