

**Minutes of the Nicolet Federated Library System
Board of Trustees Meeting
On Thursday, April 11, 2024 at 12:00 p.m.**

PRESENT: Rebecca Berger, President; Joan Denis; Marsha Hoeffs; Matthew Jacobs; Cindy Lemmer; Connie Meyer; Connie Seefeldt; Julia Wallace; Michael Poradek; Kathy Pletcher; Janice Gehlhoff; Penny Habeck

EXCUSED: Kathy Lefebvre; Corrie Campbell; Miriam Erickson; Mark Teske

ALSO PRESENT: Amy Peterson, Farnsworth PL Director

MINUTES

The meeting was called to order at 12:03 pm.

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Welcome & Introductions.**
4. **Agenda Revisions.** None.
5. **Open Forum.** None.
6. **Approval of February 22, 2024 Minutes.**

Member Poradek made a motion to approve the minutes of the February 22, 2024 meeting, seconded by Member Wallace. **Motion carried.**

7. Member Library Report: Amy Peterson, Farnsworth Public Library

Farnsworth Public Library Director Peterson gave an update about her library, including upcoming programming to encourage patrons to visit the library, flooring improvements, and design improvements to encourage interactive and imaginative play, with focus on teens and literacy. Peterson also mentioned the success of the library's new book vending machine, courtesy of NFLS' 2023 Innovation and Improvement Grant.

8. Reports:

8.1 President – Rebecca Berger

President Berger wished the Board a happy National Library Week, encouraged members to view the new JobPod, noting that more are launching soon in Algoma, Niagara, and Door County, and thanked members who have taken on new committee roles. President Berger also proposed the idea of getting rid of "Federated" in our system's name.

8.2 Treasurer's Report – Marsha Hoeffs

Treasurer Hoeffs reviewed this year's budget for January and February, noting its health and income from interest.

Member Habeck made a motion to approve the treasurer's report, seconded by Member Wallace. **Motion carried.**

8.3 Finance Committee – Marsha Hoeffs

The Finance Committee met and reviewed Director Vreeke's report on the end of year budget surplus. The Finance Committee recommends to the board that the 2023 surplus funds be deposited in the short-term reserve budget line item for pending projects shared by Director Vreeke. The Approval of the Finance Committee recommendation will be included on the June full board agenda.

8.4 Grant Committee – Corrie Campbell

There is no Grant Committee report at this time.

8.5 Personnel Committee – Kathy Pletcher

Chair Pletcher welcomed new members Denis, Jacobs, Lemmer, and Meyer. There is no Personnel Committee report at this time. The Committee will meet in May.

8.6 Director's Report – Tracy Vreeke

Director Vreeke provided a report on behalf of NFLS, noting member library annual report completion, the system's end-of-year finance process, and regional and state conference highlights, including Hoot Con with Outagamie-Waupaca Library System, NicCon with Brown County Library, and the upcoming Culture Keppers convening in Black River Falls.

9. Approval of the 2024 Library Services Grants.

The Grant Committee recommended the approval of each library's application for the 2024 Library Service Grants.

Member Habeck made a motion to accept the recommendation, seconded by Member Wallace. **Motion carried.**

10. Approval of the 2024 Youth Support Services Grants.

The Grant Committee recommended the approval of each library's application for the 2024 Youth Services Support Grants.

Member Wallace made a motion to accept the recommendation, seconded by Member Habeck. **Motion carried.**

11. Approval of the Grant Committee's Recommended Changes to the I&I Grant Process.

The Grant Committee informed the Board of minor changes made to the I&I Grant process documents, including adding a focus area, date of board approval, and pre-approval requirements for grant requests at or over \$5,000.

Member Wallace made a motion to approve the recommended changes, seconded by

Member Habeck. **Motion carried.**

12. Approval of moving the annual February board meeting to March.

DPI has moved the due date of the Annual System Plan to March 1. Additionally, the move to Winnefox Accounting provides NFLS with end of year budget reconciliation in late, rather than early, February. Accordingly, Director Vreeke recommends moving the annual February board meeting to March.

Member Seefeldt made a motion to approve the annual meeting change, seconded by Member Pletcher. **Motion carried.**

13. Trustee Development.

NFLS Outreach Coordinator Zima provided Trustee Training, highlighting inclusive services, removing barriers to accessing the library and their services, and DPI's Inclusive Services Statement.

14. New Business. None.

15. Adjourn. Member Wallace made a motion to adjourn, seconded by Member Pletcher. The meeting was adjourned at 1:27 pm.

Respectfully Submitted,

Reporting Secretary, Maryssa Paulsen