

**Minutes of the
Nicolet Federated Library System
Board of Trustees
Thursday, August 8, 2024**

PRESENT: Rebecca Berger, President, Corrie Campbell, Joan Denis, Penny Habeck, Marsha Hoeffs, Kathy Lefebvre, Cindy Lemmer, Connie Meyer, Kathy Pletcher, Michael Poradek, Connie Seefeldt, Mark Teske, Julia Wallace, Tracy Vreeke (Nicolet), Hannah Good Zima (Nicolet)

EXCUSED: Miriam Erickson, Matthew Jacobs

MINUTES

1. Pledge of Allegiance.

2. Moment of Silence.

3. Welcome & Introductions.

The meeting was called to order at 12:04 p.m.

4. Agenda Revisions.

Personnel Committee will report out before the Finance Committee. Move item 7.5 to item 7.2.

5. Open Forum.

There were no open forum speakers.

6. Approval of June 13, 2024 Minutes.

Teske made a motion to approve the June 13, 2024 minutes. The motion was seconded by Poradek. **Motion carried.**

7. Reports:

7.1 President – Rebecca Berger

President Berger had previously requested a compilation of memberships and grants for Professional Development that Nicolet offers. Nicolet provided the list of opportunities which showed the many ways system funding goes directly to our member libraries.

7.2 Personnel Committee – Kathy Pletcher

The Personnel Committee met last week to complete the Director Evaluation. Pletcher provided a report to the full Board of the review and summary of the compiles survey results from member library director's, staff and Board.

The Personnel Committee made the following recommendations:

- **Motion regarding salary adjustments**

All employees be awarded 2.6% cost of living increase, plus 2% merit effective January 2025. All employees be granted one additional week of vacation for calendar year 2025. The Outreach Coordinator will receive a base adjustment to bring her salary to the minimum

level of the Fair Labor Standards Act (estimated to be about \$5,000). The 2.6% cost of living increase and merit will be added to the new base.

- **Motion regarding staff restructuring**

The vacancy created by the resignation of the Administrative Assistant provides an opportunity to rethink how duties are distributed and what are the future personnel needs.

The Director has recommended and the Personnel Committee agrees to the following changes:

1. Create a new position: Assistant System Director requiring an MLS that will perform administrative duties, work with the Library and System Boards, provide outreach to Youth Services and Inclusive Services in member libraries, and promotes continuing education.
2. Reassign some duties from the Administrative Assistant to the Assistant System Director and the Outreach Coordinator.
3. Create a part-time hourly position of approximately 10 hours per week: Delivery & Ill Assistant to support interlibrary loan.

- **Motion regarding implementation of staff restructuring**

It is in the best interest of NFLS member libraries to begin implementation of staff restructuring immediately as follows:

- a) post the Assistant System Director with a start date of October 1;
- b) fill the part-time hourly Delivery & Ill Assistant as soon as possible;
- c) reassign some duties of the Administrative Assistant to the Outreach Coordinator.

To fund these positions through the end of 2024, use salary savings from the vacant position and supplement with \$20,000 from the Short-Term Reserve Account.

7.3 Treasurer's Report – Marsha Hoeffs

Hoeffs reported that the system is on track and within budget at the midpoint of the year.

Habeck made a motion to approve the Treasurer's Report. Poradek seconded the motion.

Motion carried.

7.4 Finance Committee – Marsha Hoeffs

Hoeffs reported the Finance Committee met yesterday and reviewed the mid-year budget, received an update regarding the audit, and reviewed the draft 2025 budget. The Committee also discussed the new positions. These positions are sustainable even if the budget remains flat.

The Finance Committee recommended:

1. The Assistant Director and Delivery/ILL Assistant positions be created,
2. Fund the positions starting in October 2024,

3. Included in positions the 2025 Budget.

7.5 Grant Committee – Corrie Campbell

The Grant Committee met and reviewed the Improvement & Innovation Grant applications. All applications were approved and funded at 100%. The remaining \$1062.60 will roll over to the 2025 Improvement & Innovation Grant budget.

7.6 Director’s Report – Tracy Vreeke

Vreeke reported on staff projects, including receiving a quarter of the million-dollar grant from the Wisconsin Department of Workforce Development to implement JobPods in six locations across the state.

8. Update on the 2023 Audit Report.

Vreeke gave an update on the progress of the 2023 Audit. The auditor does not have any concerns but the report is progressing slower given the use of two accounting systems last year. The auditor is aware of the DPI deadline in October and will have the report completed by then.

9. Approval of the 2024 Library Improvement & Innovation Grant Applications.

Teske made a motion to approve the recommendation of the Grant Committee and approve the 2024 Library Improvement & Innovation Grant applications and allocate the remaining 2024 budget to 2025. Paradek seconded the motion. **Motion carried.**

10. Approval of the Recommendation of the Personnel and Finance Committees to Create and Fund Assistant Director and ILL/Delivery Assistant Positions.

Lemmer made a motion to approve the recommendation of the Personnel and Finance Committees to create and fund the Assistant Director and ILL/Delivery Assistant positions. Campbell seconded the motion. **Motion carried.**

11. Approval of Finance Committee Recommendation to Utilize 2024 Short-Term Reserve Funds for New Hire Positions.

Hoeffs made a motion to approve the Finance Committee recommendation to utilize 2024 Short-Term Reserve funds for hiring the Assistant Director and ILL/Delivery Assistant. Teske seconded the motion. **Motion carried.**

12. Waive Joint Meeting Requirement of OWLSnet Agreement Renewal Process.

The Board directed that they want the option of calling a joint meeting included in future agreements and to structure the language to require the meeting if one of the system boards request it, even if their other board does not want a joint meeting.

Lefebvre moved to waive the joint meeting requirement. Poradek seconded the motion. **Motion carried.**

13. New Business.

None.

14. Adjourn.

Teske made a motion to adjourn at 1:05 p.m. Poradek seconded the motion. **Motion carried.**

Respectfully submitted,
Hannah Good Zima