

**Minutes of the
Nicolet Federated Library System
Board of Trustees Meeting
Thursday, June 13, 2024 at 12:00 p.m.**

PRESENT: Rebecca Berger, President, Corrie Campbell, Miriam Erickson, Penny Habeck, Marsha Hoeffs, Kathy Lefebvre, Cindy Lemmer, Connie Meyer, Kathy Pletcher, Michael Poradek, Connie Seefeldt, Mark Teske, Julia Wallace

Also Present: Tracy Vreeke (Nicolet), Hannah Good Zima (Nicolet)

EXCUSED: Matthew Jacobs, Joan Denis

MINUTES

1. Call to Order

The meeting was called to order at 12:20 p.m.

2. Pledge of Allegiance.

3. Moment of Silence.

4. Welcome & Introductions.

5. Agenda Revisions.

None.

6. Open Forum.

There were no open forum speakers.

7. Approval of April 11, 2024 Minutes.

Teske made a motion to approve the April 11, 2024 minutes. The motion was seconded by Lefebvre. **Motion carried.**

8. Reports:

8.1 President – Rebecca Berger

Berger commended all board committees for their active participation in carrying out their missions. Berger recommended Nicolet provide scholarships for courses required for director certification. Pletcher also recommended scholarships for professional memberships. Vreeke stated that Nicolet already provides WLA memberships for all member libraries and the Nicolet Board. Nicolet provides all member libraries with CE funds which can be used for certification courses. There are also several scholarships from UW iSchool and WLA which directors can apply for. NFLS will gather current resources for further review.

8.2 Treasurer’s Report – Marsha Hoeffs

Hoeffs reported that all spending is in line with mid-year budget. Additionally, Nicolet’s long-term reserve is just under 15%.

Seefeldt made a motion to approve the Treasurer's report. Campbell seconded the motion. **Motion carried.**

8.3 Finance Committee – Marsha Hoeffs

Hoeffs reported the Finance Committee met and has a recommendation for the 2023 Budget surplus.

8.4 Grant Committee – Corrie Campbell

The Grant Committee will meet in July to approve grant applications for the Improvement & Innovation Grant and WiLS Strategic Planning Cohort.

8.5 Personnel Committee – Kathy Pletcher

The Personnel Committee met in June to revise the process for the Director's Review. The surveys were revised and will be collected electronically rather than in paper format. The surveys will be sent out mid-June and due at the beginning of July. The Personnel Committee will meet with the director in August to conduct the review and make recommendations to the full Board.

8.6 Director's Report – Tracy Vreeke

Vreeke highlighted several different projects in her report that staff are currently working on. Vreeke also encouraged Trustees to attend the WLA Annual Conference held in Green Bay November 5-8.

9. Approval of the Finance Committee Recommendation for 2023 Surplus Funds.

Hoeffs made a motion to allocate the full amount of the 2023 Budget Surplus into the 2024 Budget Short-term Reserve line item. The motion was seconded by Campbell. **Motion carried.**

10. Approval of Revisions to the 2024 Budget.

Teske made a motion to revise the 2024 Budget by creating revenue and expenditure line items for a Short-term Reserve and an expenditure line for Misc. General Expenses for unallocated budget funds. Wallace seconded the motion. **Motion carried.**

11. Trustee Development.

Library Friends and Library Foundations were discussed.

12. New Business.

None.

13. Adjourn.

Wallace made a motion to adjourn at 1:21 p.m. **Motion carried.**

Respectfully submitted, Hannah Good Zima, Outreach Coordinator