

**Minutes of the  
Nicolet Federated Library System  
Personnel Committee  
Thursday, June 6, 2024 at 12:00 p.m. via Zoom**

**PRESENT:** Kathy Pletcher, Chair; Joan Denis, Matt Jacobs, Connie Seefeldt, Cindy Lemmer, Becca Berger (Ex-Officio)

**ALSO PRESENT:** Tracy Vreeke (nfls), Maryssa Paulsen (NFLS)

**MINUTES**

1. **Call to Order.** The meeting was called to order at 12:01 p.m.
2. **Determination of Quorum.**
3. **Agenda Revisions.** None.
4. **Approval of the October 5, 2023 Meeting Minutes.**  
Motion to approve the minutes as amended to include the date by Seefeldt, seconded by Lemmer. **Motion carried.**
5. **Staff Updates.** NFLS IT coordinator is navigating a recent injury; the office remains flexible to support him during his healing and recovery period. Maryssa marked her 1-year anniversary at NFLS on June 5.
6. **Review Director Review Policies, Procedures and Timeline.**  
Chair Pletcher reviewed the system director review policies, procedures, and timeline. Discussion followed regarding potential changes needed for the review period, which will remain July through June. The surveys will be sent out each year on June 15 with the deadline being June 30. The Personnel Committee will share the results with the full Board of Trustees at the August 8 meeting and will need to meet again beforehand. The Personnel committee will work with the director to establish yearly goals at the August Personnel Committee meeting. A mid-year review of goals will take place in January.

**7. Review Executive Director Self-Evaluation and Stakeholder Input Survey Instruments.**

Chair Pletcher reviewed system director review instruments, and the Committee determined changes needed for the member library director survey. The Personnel Committee will reach out to NFLS staff to implement the survey in Survey Monkey or Google.

**8. Other Business.** None.

**9. Adjourn.** The meeting was adjourned at 1:03 p.m.

Respectfully Submitted,

Maryssa Paulsen, Reporting Secretary