

**Minutes of the
Nicolet Federated Library System
Board of Trustees Personnel Committee
Thursday, October 5, 2023 at 12:00 p.m. via Zoom**

Present: Kathy Pletcher, Chair; Connie Seefeldt, Cheryl Maxwell, Becca Berger (Ex-Officio);
Tracy Vreeke (NFLS Director)

Excused: Miriam Erickson

MINUTES

1. **Call to order.** The meeting was called to order at 12:06 pm.
2. **Determination of Quorum.** A quorum was established.
3. **Agenda Revisions.** None.
4. **Approval of September 11 Meeting Minutes.**

Member Berger made a motion to approve the September 11 Minutes, seconded by Member Seefeldt. **Motion carried.**

Member Seefeldt made a motion to convene in Closed Session, seconded by Member Maxwell. Roll Call was taken, and all members agreed to convene in Closed Session. **Motion carried.**

Pursuant to Wisconsin Statutes Section 19.85(1)(c), the Board will convene in Closed Session for Salary Recommendations for Finance Committee.

5. **Approval of Salary Recommendations for Finance Committee.**

Member Seefeldt made a motion to increase the base Director salary by \$10,000 to compete with the average Director salary. Additionally, the motion includes a 3% COLA and 3% merit raise for all NFLS Staff. The motion was seconded by Member Maxwell. **Motion carried.**

6. **Discuss "Executive Director Performance Review Policy and Procedure" Document for Possible Modifications.**

Discussion involved the consideration of moving to an online survey format for annual Director Performance Review, shortening the review timeframe, and adjusting survey questions for Member Library Directors.

7. **Other Business.** None.
8. **Adjourn.** The meeting was adjourned at 12:38 pm.

Respectfully Submitted,

Maryssa Paulsen, NFLS Admin Assistant