

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees Personnel Committee  
July 31, 2024**

**MINUTES**

**PRESENT:** Kathy Pletcher, Chair, Joan Denis, Matthew Jacobs, Cindy Lemmer, Connie Seefeldt  
**Excused:** Becca Berger

**ALSO PRESENT:** Tracy Vreeke (NFLS), Lori Baumgart (NFLS)

**1. Call to Order.**

Chair Pletcher called the meeting to order at 1:05p.m.

**2. Determination of Quorum.**

A quorum has been established.

**3. Agenda Revisions.**

None.

**4. Approval of the June 6, 2024 Meeting Minutes.**

Member Seefeldt made a motion to approve the June 6, 2024 Personnel Committee Meeting minutes. Member Jacobs seconded the motion. **Motion carried.**

Pursuant to Wisconsin Statutes Section 19.85(1)(c), the Board will convene in Closed Session for Director Evaluation and Review of Staff Performance Evaluations, and pursuant salary effects.

Member Lemmer made a motion to move into closed session. Member Seefeldt seconded the motion. Roll call vote: Pletcher-Aye, Denis-Aye, Jacobs-Aye, Lemmer-Aye, Seefeldt-Aye. **Motion carried.**

Closed session began at 1:08 p.m.

**5. Review of Director Performance Review Surveys and Director's Self-Evaluation.**

**6. Review of Director Goals.**

**7. Approve Recommendation of Staff Salary Increases to the Finance Committee.**

Member Seefeldt, seconded by Member Jacobs, made a motion to provide a cost of living increase for all staff of 2.6%, 2% merit increase, and 1 week added vacation for the year 2025, bring Outreach Coordinator salary up to the Fair Standards Act requirements. **Motion carried.**

Motion to return to open session made by Member Seefeldt, seconded by Member Jacobs. **Motion carried.**

Open session reconvened at 2:17 p.m.

**8. Approve Creation of Assistant Director Position and Job Description.**

Discussion of job duty separation and statewide salary data. \$30/hr suggested. Member Seefeldt motioned to approve job description and salary suggestion. Member Lemmer seconded. All in favor. Motion carried.

**9. Approve Creation of ILL/Delivery Assistant Position and Job Description.**

Discussion of job duties and salary suggestion. Position would be 10 hours/week, no benefits, \$17/hr. Member Jacobs motioned to approve. Member Denis seconded. All in favor. Motion carried.

**10. Approval of Revised Outreach Coordinator Job Description.**

Discussion of new job duty structure, statewide salary data, and new Fair Labor Standards Act requirements. The Current Outreach Coordinator will remain in position with revised duties and salary to meet FLSA requirements. Member Jacobs motioned to approve. Member Denis seconded. All in favor. Motion carried.

**11. Other Business.**

Director Vreeke is proposing we hire the above ILL/Delivery Assistant position to start ASAP with budget savings due to the Admin Assistant vacancy. Vreeke is also requesting approval to access up to \$20,000 from the Short-Term Reserve Account to hire the Assistant Director position starting October 1. The Personnel Committee recommendation will be brought to Finance and the full Board for approval. Chair Pletcher recommended moving forward with the above suggestions and the full committee unanimously agreed. *FLSA - Directors and Library Boards should review library staff compensation and identify staff likely to be affected by the July 2024 and January 2025 changes to salary levels. If a staff member no longer passes the salary basis test, the Library Board will need to consider either increasing their salary so exemption status is maintained (July 1, 2024 - \$844 per week/ \$43,888 per year, January 1, 2025 - \$1,128 per week/\$58,656 per year) or re-classify the staff member as non-exempt and compensate overtime hours with overtime pay.*

**12. Adjourn.**

Chair Pletcher made a motion to adjourn the meeting. Seconded and approved by members. The meeting was adjourned at 2:32 p.m.

Respectfully Submitted,  
Lori Baumgart