

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees  
Thursday, March 20, 2025 at 12:00 p.m.**

**Present:** Rebecca Berger, President; Corrie Campbell; Joan Denis; Marsha Hoeffs; Matthew Jacobs; Kathy Lefebvre; Cynthia Lemmer; Connie Meyer; Mike Scoville; Mark Teske; Julia Wallace

**Excused:** Penny Habeck, Kathy Pletcher, Connie Seefeldt

**Minutes**

**1. Pledge of Allegiance.**

The Pledge of Allegiance was recited.

**2. Moment of Silence.**

A moment of silence was observed.

**3. Welcome & Introductions.**

• **New Trustee: for Door County**

President Berger welcomed Mike Scoville. Scoville introduced himself.

**4. Agenda Revisions.**

None.

**5. Open Forum.**

None.

**6. Approval of January 9, 2025 Minutes.**

Teske made a motion to approve the January 9, 2025, minutes with two adjustments: correcting Meyers to Meyer and noting the next board meeting date was changed after the completion of the January meeting. The motion was seconded by Lefebvre. **Motion carried.**

**7. Reports:**

**7.1 President – Rebecca Berger**

Berger had all participants introduce themselves.

**7.2 Treasurer’s Report – Marsha Hoeffs**

Hoeffs shared that it is early in the year and we have not expended much as of yet. Some of our bigger payments come in the next few months. Everything is on track.

### **7.3 Finance Committee – Marsha Hoeffs**

Hoeffs reported that the Finance Committee met to discuss plans for budget surplus from 2024. The Committee also discussed the state of the LGIP (local government investment pool) accounts pertaining to Short Term Reserve and Payroll Liability. The Committee approved Vreeke's proposal for allocation of surplus funds and funding of LGIP accounts and will present a recommendation to the full board to be voted upon in agenda item #8.

### **7.4 Grant Committee – Corrie Campbell**

There is no Grant Committee report at this time. The committee is scheduled to meet in early April.

### **7.5 Personnel Committee – Kathy Pletcher**

There is no Personnel Committee report at this time.

### **7.6 Director's Report – Tracy Vreeke**

Vreeke welcomed new member Mike Scoville. Vreeke reviewed recent highlights including the completion and submission of member library annual reports. She shared upcoming professional development opportunities, including an in-person Trustee Training Workshop at Kress Library in DePere on March 29, 2025. Vreeke addressed the recent Executive Order regarding the Institute of Museum and Library Services (IMLS) and its potential impacts on the Department of Public Instruction (DPI), library systems, and member libraries. She shared her experiences serving as a representative to Chief Officers of State Library Agencies (COSLA) for the National Voices of Libraries event that was held in Washington, D.C. in early March. Vreeke shared that Walco delivery service recently reduced its operations on the Western side of the state, although expects to continue serving Northeast Wisconsin and NFLS member libraries. There are upcoming Joint Finance Committee hearings and legislative visits planned throughout the service area in the upcoming months.

## **8. Approve Finance Committee recommendation for 2024 Budget Surplus.**

Jacobs made a motion to allocate the surplus as follows: (1) \$20,000 for InfoSoup WPLC Overdrive holds purchasing, (2) \$20,000 for Brown County Library WPLC Overdrive holds purchasing, (3) \$54,470 to the Payroll Liability account, and (4) transferring \$50,000 from the Short Term/Cash Flow Reserve into the Payroll Liability account. The motion was seconded by Teske. **Motion carried.**

**9. Approve 2024 Annual System Report.**

Denis made a motion to approve the 2024 Annual System Report. The motion was seconded by Lemmer. **Motion carried.**

**10. Approve Reimbursement Agreement for JobPod Services Between Brown County Library and Nicolet Federated Library System.**

Lemmer made a motion to approve the Reimbursement Agreement for JobPod Services between Brown County Library and Nicolet Federated Library System. The motion was seconded by Wallace. **Motion carried.**

**11. Trustee Development.**

Hauer presented information on library systems and the role of library system trustees.

**12. New Business.**

None at this time.

**13. Adjourn.**

Meyer made a motion to adjourn at 1:15 p.m. The motion was seconded by Campbell. **Motion carried.**

Respectfully Submitted,

Kristie Hauer

Assistant System Director