

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

Present: Rebecca Berger, President; Corrie Campbell; Joan Denis; Penny Habeck; Marsha Hoeffs; Matthew Jacobs; Kathy Lefebvre; Cindy Lemmer; Connie Meyer; Connie Seefeldt; Mark Teske; Julia Wallace

Excused: Kathy Pletcher

AGENDA

- 1. Pledge of Allegiance and Moment of Silence.**
- 2. Welcome & Introductions.**

President Berger expressed gratitude to the staff for their commitment to library services over the past year. Each member of the NFLS staff introduced themselves and described their role.

- 3. Call to Order.**

The meeting was called to order at 12:18 p.m.

- 4. Agenda Revisions.**

None. Due to the absence of an agenda item for approval of the Technology and Resource Sharing Plan, official approval will appear on the January 9, 2025, agenda.

- 5. Open Forum.**

None.

- 6. Approval of October 10, 2024 Minutes.**

Teske made a motion to approve the October 10, 2024 minutes. The motion was seconded by Habeck. **Motion carried.**

- 7. Member Library Report – Oneida Community Library.**

The member library report has been postponed.

- 8. Reports:**

8.1 President – Becca Berger

Berger encouraged board members to participate in Library Legislative Day in February. She also announced that Bradley Shipp, the director of the Outagamie Waupaca Library

System, has been elected as Vice President/President Elect of the Wisconsin Library Association (WLA) Board of Directors for 2025. Additionally, April de la Ruelle, the director of the Lena Public Library, was elected as Director at Large for the Wisconsin Association of Public Libraries (WAPL).

8.2 Treasurer's Report – Marsha Hoeffs

Treasurer Hoeffs reported that spending is on track.

Teske made a motion to approve the Treasurer's Report. The motion was seconded by Lefebvre. **Motion carried.**

8.3 Finance Committee – Marsha Hoeffs

The Finance Committee has not met recently and will likely meet in March 2025 to look at the year-end numbers and determine what to do with budget excess, if any.

8.4 Grant Committee – Corrie Campbell

The Grant Committee has not met recently and will likely meet in March 2025.

8.5 Personnel Committee – Kathy Pletcher

Due to Pletcher's absence, Vreeke provided an update. Both Pletcher and Vreeke conducted interviews for the Assistant System Director position in the fall. Vreeke expressed gratitude to Pletcher for her assistance with the interviews.

8.6 Director's Report – Tracy Vreeke

Vreeke presented her report, which included the meeting schedule for 2025 and the deadlines for the annual reports from member libraries and system libraries. She highlighted Danielle Zeamer from the Brown County Library, who recently received the WLA's Paralibrarian of the Year award for her work on JobPod. Vreeke mentioned a recent meeting that included representatives from the Brown County Library, the local Aging and Disability Resource Center (ADRC), and the BayArea Workforce Development Board/Job Center. They discussed the potential for co-locating these services at the Central Library. Additionally, Vreeke noted that the digitization internship program for this year is wrapping up, and the experience has been both beneficial and positive. Lastly, she shared that NFLS recently hosted two "Great Lakes, Great Read" author visits at member libraries.

9. Approval of the 2025 Accounting Services Agreement with Winnefox Library System.

Vreeke outlined that there are few changes from the previous 2024 agreement to accommodate DPI reporting requirements.

Wallace made a motion to approve the 2025 Accounting Services Agreement with Winnefox Library System. The motion was seconded by Habeck. **Motion carried.**

10. Approval of the 2025 Resource Library Agreement with Brown County Library.

Vreeke stated there were no changes in the 2025 agreement compared to the previous year.

Seefeldt made a motion to approve the 2025 Resource Library Agreement with Brown County Library. The motion was seconded by Lemmer. **Motion carried.**

11. Appointment of the Nominating Committee.

Berger appointed members Seefeldt, Habeck, and Berger to the Nominating Committee. Berger will serve as President in 2025.

12. Trustee Training.

Trustee Training has been postponed. In the board packet, there is a handout about library advocacy from Trustee Essentials, along with a guide to Library Legislative Day.

13. New Business.

Next meeting: Thursday, January 9, 2025, at 12:00 p.m. (virtual only).

Library Legislative Day: Tuesday, February 11, 2025, at Park Hotel in Madison.

14. Adjourn.

Teske made a motion to adjourn. Habeck seconded the motion. The meeting was adjourned at 12:53 p.m.

Respectfully submitted,
Kristie Hauer
Assistant System Director