

**Minutes of the  
Nicolet Federated Library System  
Board of Trustees  
Thursday, October 9, 2025 at 12:00 PM**

**Present:** Rebecca Berger, President; Corrie Campbell; Debra DeMuri; Joan Denis; Penny Habeck; Marsha Hoeffs; Matthew Jacobs; Cynthia Lemmer; Connie Meyer; Erik Pritzl; Connie Seefeldt; Mark Teske; Julia Wallace

**Excused:** Kathy Lefebvre; Kathy Pletcher; Mike Scoville; Sandra Wescott Gauthier

**MINUTES**

**1. Pledge of Allegiance.**

The meeting was called to order 12:00 PM. The Pledge of Allegiance was recited.

**2. Moment of Silence.**

A moment of silence was observed.

**3. Welcome & Introductions.**

Board members introduced themselves and the county they represent.

**4. Agenda Revisions.**

None.

**5. Open Forum.**

None.

**6. Approval of August 14, 2025 Minutes.**

Hoeffs made a motion to approve the minutes from August 14, 2025. The motion was seconded by Campbell. **Motion carried.**

**7. Reports:**

- **President – Rebecca Berger**

Berger complimented Mike Scoville on organizing the Miriam Erickson Memorial at Gibraltar School. Berger mentioned her excitement for the return of Reading Rainbow and thanked the various committees for their work this year.

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

Hoeffs provided an update on the system’s revenue and expenditures through August.

- **Finance Committee – Marsha Hoeffs**

Hoeffs shared that the 2026 Budget request is the same as the in-progress request that was presented at the August meeting, except for \$5000 being removed from a line item that was originally intended for next year’s anniversary party. Additionally, \$5000 was added to “General Library Development” for a group purchase of “Bookpages” for member libraries.

- **Grant Committee – Corrie Campbell**

There is no Grant Committee report at this time.

- **Personnel Committee – Kathy Pletcher**

There is no Personnel Committee report at this time.

- **Director’s Report – Tracy Vreeke**

Vreeke provided an update on a variety of topics, including the recent Nic Con conference that was held in late September, the groundbreaking of Brown County Library’s Denmark branch next week, and recent visits by DPI’s Bureau of Libraries to two member libraries.

**8. Approval of 2026 System Budget.**

Habeck made a motion to approve the 2026 System Budget. The motion was seconded by Teske. **Motion carried.**

**9. Approval of the 2026 Public Library System Plan.**

Teske made a motion to approve the 2026 Public Library System Plan. The motion was seconded by Campbell. **Motion carried.**

**10. Approval of Reimbursement Agreement for Jobpod Services Between Brown County Library and Nicolet Federated Library System.**

Teske 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 Pritzl. **Motion carried.**

**11. Approval to adopt a “Doing Business As” (D/B/A) name of Nicolet Library System.**

Meyer made a motion to approve a “doing business as” (d/b/a) of Nicolet Library System. The motion was seconded by Wallace. **Motion carried.**

**12. Board of Trustees self-evaluation process and timeline.**

Hauer explained the Board of Trustees will go through a self-evaluation process every other year, in odd years. An online survey will be sent to board members next week to be filled out by mid-December. The self-evaluation results will be shared with the President and Executive Committee in early 2026, who will determine any future steps. The self-evaluation will help identify gaps between current performance and expected performance and to plan future progress.

**13. New Business.**

None.

**14. Adjourn.**

Seefeldt made a motion to adjourn the meeting at 12:45 PM. The motion was seconded by Habeck. **Motion carried.**

Respectfully Submitted,  
Kristie Hauer  
Assistant System Director