Minutes of the
Nicolet Federated Library System
Board of Trustees
August 16, 2011, 12 Noon

Present: Bob Entringer, Gina Reinardy, Paul Kegel, Ken Harter, Christopher Wagner, Rod Ryan, Denise Bellmore, Marsha Hoefts, Cheryl Maxwell, Miriam Erickson, John Hickey, Connie Seefeldt, Sandy Ryczkowski.

Not Present: Kay Kral, Rosetta Stern.

Also present: Sue Grosshuesch (Kewaunee), Lynn Stainbrook (Brown), Kristie Wilson (Shawano), Mark Merrifield, Denise Fitzgerald (NFLS).

1. Welcome & Introductions. Denise Bellmore called the meeting to order at 12:10. Introductions were made.

2. Lunch.

3. Agenda Revisions. Stainbrook will present a member library report under agenda item 6, Reports.


5. June 21, 2011 Minutes. Paul Kegel moved to accept the minutes as mailed; Bob Entringer seconded. Motion carried.

6. Reports:
   6.1 President – Denise Bellmore. Read a “thank you” note from a childcare group sent to NFLS for helping fund the Brown County Library’s Summer Reading Program. Mark said that NFLS supports all member libraries’ summer programs, through materials and summer performers.

   Sue Grosshuesch appeared.
   Gina Reinardy moved to approve the May and June financial reports; Miriam Erickson seconded. Motion carried.

   6.2 Treasurer - John Hickey. Went over the June 30th financial balance sheet which was mailed with the agenda.

       Sue Grosshuesch appeared.

   6.3 Personnel Committee – Miriam Erickson. NFLS has hired Holly Handt to fill a position in Interlibrary Loan (ILL) and delivery. There is still a part-time position in ILL which will be filled this fall. Staff compensation for 2012 was reviewed, and the committee decided on a zero income increase for the first six months of 2012, with a review then and possible raises and/or bonuses at that point. Director evaluations will be going out to library directors, trustees and staff.

   6.4 Director – Mark Merrifield.
   • Passed around a brochure developed for the Oconto County Public Libraries.
   • Noted that the June agenda for the Menominee Indian Tribe’s board meeting included appointing a trustee for NFLS. Mark will follow up on this, as NFLS has not received any notification of an appointment.
   • Working with member libraries on a WPLC (Wisconsin Public Library Consortium) statewide E-Books group purchase. Partially paid through LSTA funding, this would be a $1,000,000 acquisition. The libraries would need to use 4.843% of their print expenditures based on the 2010 annual reports towards E-books purchasing in order to participate in this project. All of the libraries would then have access to $1,000,000 worth of titles.
   • Said the lease price for Nicolet’s rental space will be frozen for 2012, with the understanding that NFLS will extend the lease for one year. There is the option to surrender the meeting room space. If this space is dropped in 2013 to 2014, NFLS would pay an increase on the remaining space of 3% or CPI inflation, whichever is lower, each year. This would amount to approximately a $24,000 decrease yearly. Cheryl Maxwell moved to accept the lease agreement; Ken Harter seconded. Discussion ensued. Motion carried.
• Connie Seefeldt asked for a member library delivery update. Mark said he and Rick Krumwiede, director of OWLS, met with another courier service to get an estimate and see if a less costly delivery could be achieved. Waltco has modified their delivery schedule, with a cost saving of $500.00 a month.

6.5 Lynn Stainbrook – Member Library Report. Presented a PowerPoint overview of the Brown County Library, with its eight branches and bookmobile, with statistics on circulation and usage. Also went over renovation plans for the central library.

7. Update on Joint NFLS-OWLS Agreement. Mark said the NFLS committee met on Jun 24 at OWLS with their committee members, and the meeting was very productive. He received a draft detail paper from the OWLS committee which the NFLS committee is now perusing. The two committees will meet here after Labor Day. Will present a joint agreement to the board in October.

8. Update on 2011 Gates and LSTA Grants. Checks to member libraries have been distributed, after NFLS received the Gates funds. The matching NFLS portion was also sent. The libraries were then invoiced for the equipment which NFLS purchased for them. The St. Norbert College Survey Center will begin the survey on library usage regarding a statewide library card, in late August. Another LSTA project being developed is a Library Summit between school and public librarians which will be held October 27 at the Kress Branch Library in De Pere.

9. 2012 LSTA Grant Application. Applications are due September 16th. Mark has already filed for the yearly online databases funding. There was interest in filing for other projects at the August Librarians’ Advisory Meeting. Mark spoke with Terri Howe at DPI regarding these project ideas. Terri did not think handicapped accessible door handles would be a good accessibility project, as it would require local bids on installation at each library on a wide array of doors. She felt that a grant for circulating kits for autistic children might be funded. A grant for Mango language software in the literacy category would need to be tied into partnerships in the community. Mark will send out a memo to the librarians for their input. He asked for the board’s approval to apply for LSTA funded grants for 2012. Rod Ryan moved to approve; Marsha Hoeffs seconded. Motion carried.

10. NFLS 2012 Budget Discussion and Approval. The staff salaries will be adjusted to the zero increase approved by the Personnel Committee. Mark went over the major changes, including the 50% decrease in member libraries’ collection development grants. Bob Entringer moved to approve the 2012 budget conditionally, with the final document to be brought before the board at the October meeting; Sandy Ryczkowski seconded.

Cheryl Maxwell left the meeting.
Motion carried. Chris Wagner asked if the board should give Mark direction on reallocating the $7,729 dollar change from the salaries line item. Miriam Erickson said Mark will need to balance the budget with other adjustments, such as delivery costs.


Next Meeting: Tuesday, October 11, 2011
Nicolet Federated Library System
515 Pine Street – Third Floor - 12 Noon

Gina Reinardy, Secretary
Denise Fitzgerald, Recording Secretary