

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, October 11, 2011 at 12:00 p.m.**, at the **NFLS offices**, 515 Pine Street, Green Bay, WI 54301. (920) 448-4410.

### AGENDA

1. Welcome and Introductions.
2. Lunch
3. Agenda Revisions.
4. Open Forum.
5. August 16, 2011 minutes.
6. Reports:
  - 6.1 President – Denise Bellmore
  - 6.2 Treasurer - John Hickey
  - 6.3 OWLSnet – Gerri Moeller, OWLS
  - 6.4 Director – Mark Merrifield
  - 6.5 Personnel Committee – Miriam Erickson
    - a) Director's Annual Review
7. CLOSED SESSION - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
8. Reconvene in open session.
9. Update on Joint NFLS-OWLS Agreement.
10. Gates and LSTA grants update.
11. Review and Approve NFLS 2012 Plan of Service.
12. New business.
13. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.  
*Please call 920 448-4410 if you cannot attend this meeting.*

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:  
Minutes 8/16/11  
Rev & Exp: July  
Director's Report

Director's Report  
July – October 2011

Meetings/Conferences/Activities

- July 27– Participated in a webcast on tablet devices.
- July 28 – Met with Rick Krumwiede of OWLS and Jim Tideman of Action Logistics to discuss a delivery proposal for both systems.
- August 3 – Traveled to Suring for the regular meeting of the Oconto County Library Services Board.
- August 4 – Worked with Glen from Avastone on the draft budget for 2012.
- August 10 – The regular quarterly meeting of the NFLS librarians was held at the system office. System updates were presented as well as the proposed 2012 budget for discussion.
- August 16 - The NFLS Personnel Committee met just prior to the regular meeting of the NFLS Board, both of which were held at the NFLS office.
- August 18 – Participated in a customer service webinar.
- August 19 – September 1 – Vacation
- September 8 - Met with Lynn Stainbrook and discussed RFID project as well as the schedule of building renovations at Central.
- September 14 – Met with the NFLS Leadership Team to discuss system activities and programs.
- September 15 – Responded to a request from Lynn Stainbrook to talk to a “Press-Gazette” photographer about the needs the library has to make elevators and bathrooms more handicap accessible, particularly for people who use wheelchairs.
- September 19 – Held the quarterly in-service staff meeting.
- September 20 – Met with NFLS board member Chris Wagner who is serving on the Automation Agreement Committee to answer some questions about the draft agreement.
- September 21 – Met with Karen Flood and Angie Helland of the Job Center to discuss the details of the NFLS meeting room being used for Job Center training purposes November 1 – 22. Approximately a dozen people will get training in job readiness skills.

- September 23 – – Met with Rick Krumwiede of OWLS and Jim Tideman of Action Logistics to review a delivery proposal from Action for both systems.
- September 30 – Special in service program on “Envisioning the Library of the Future” for Brown County Library staff and NFLS librarians at the Brown County Central Library.
- October 4 - Participated in a NFLS sponsored webinar on “The Unexpected Uses of Social Media for Libraries.

### Projects/Consulting Activities This Period

- Continued working with the web design firm Digital Design Services on the NFLS and member library websites.
- Worked on all four LSTA grant projects, from directing and developing activities to requesting funds and providing financial documentation.
- Collected information to file the 2012 LSTA applications, and wrote and submitted the LSTA grant for online database support.
- Prepared cover letters and Director’s Annual Review forms, which were sent to Directors, Board and staff.
- Met with Anne Miller to discuss delivery negotiations and to review Cadre interviews and discuss next steps.
- Responded to board member Connie Seefeldt’s request for information on the WLA conference, and to set up the arrangements for her registration.
- Sent Kay Rankel of Gillett the information I received from Mike Cross at DLTCL concerning the employee manual question I’ve been working on for her for several weeks. The issue relates to board autonomy.
- Conferred with Rick Krumwiede about the delivery proposal meeting with Action Logistics.
- Responded to a call from the Peshtigo Library Branch Librarian Jenny Hipke about the Peshtigo Library Foundation, and the need to dip into the principal of the foundation funds to help pay for materials.
- Responded to a call from Ann Ammerman at Suring about Friend’s bylaws and quorums.
- Worked with Denise on several e-rate issues that remain unresolved or pending from the 2010-2011 program year.
- Contacted ShoutBomb and discussed the plans to provide their text messaging service to the Brown County Library. Pricing and contract information was discussed in a follow up phone call.

- Talked with Rita Schiesser from Algoma who was concerned about Act 420, the loss of county funding for Kewaunee libraries in 2012, and the overall budget picture for 2012.
- Discussed unpaid library computer grant invoices with Denise.
- Sent several e-mails to all the library directors enclosing the news releases from Amazon and OverDrive about the ability of library users to download e-books to Kindles.
- Talked with Miriam Erickson about the Automation Agreement Issues document I prepared for the NFLS committee members that she received in the mail, as well as the status of the Director's annual review.
- Sent out an additional e-mail to the librarians with a revised press release on the Kindle/OverDrive project.
- Addressed a Waltco delivery schedule change with staff member Anne Miller that could affect Door County.
- Completed and filed the special LSTA grant application in the amount of \$20,974 for the NFLS portion of the Digital Content Buying Pool grant.
- Took a call from board member Bob Entringer who was calling concerning Act 420. Bob was going to be meeting with County Administrator Ed Dorner about the budget for the Kewaunee County libraries.
- Drafted and sent three detailed e-mail messages to the member library directors about the OverDrive/Kindle collaboration.