

## 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 Trustees** will be held at the

**Brown County Library - Ashwaubenon Branch,  
1060 Orlando Dr., Ashwaubenon, WI 54304,** on  
**Thursday, February 9, 2023 at 12:00 P.M.**

**Board of Trustees Members:** Rebecca Berger, President, Corrie Campbell, Joan Denis, Miriam Erickson, Elizabeth Fernandez, Janice Gehlhoff, Penny Habeck, Marsha Hoeffs, Matthew Jacobs, Kathy Lefebvre, Cheryl Maxwell, Kathy Pletcher, Michael Poradek, Connie Seefeldt, Mark Teske, Julia Wallace, Anthony Yaggie

### AGENDA

1. **Pledge of Allegiance.**
2. **Moment of Silence.**
3. **Welcome & Introductions.**
  - **New Trustees: Matthew Jacobs (Brown) and Joan Denis (Oconto)**
4. **Agenda Revisions.**
5. **Open Forum.**
6. **Approval of January 12, 2023 Minutes.**
7. **Reports:**
  - 7.1 **President – Rebecca Berger**
  - 7.2 **Treasurer’s Report – Marsha Hoeffs**
  - 7.3 **Finance Committee – Marsha Hoeffs**
  - 7.4 **Grant Committee – Corrie Campbell**
  - 7.5 **Personnel Committee – Kathy Pletcher**
  - 7.6 **Director’s Report – Tracy Vreeke**
8. **Authorize Board President or Vice President to Approve and Sign 2022 Annual System Report.**
9. **Approval of the Administrative Assistant and Outreach Coordinator Job Descriptions as Reviewed by the Personnel Committee.**
10. **Approval of the Transfer of Staff Member Zima to Outreach Coordinator Position.**
11. **Approval of the Hiring of Additional Staff Member as Recommended by the Personnel Committee.**
12. **Approval of Employee Handbook Revisions.**
13. **Discussion of Joint NFLS/OWLS Strategic Planning Process.**
14. **Trustee Development.**
15. **New Business.**
16. **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 Hannah Good Zima at 920 448-4411 if you cannot attend this meeting.***

**Per NFLS Bylaws, absences from meetings must be called in to the System office. Lack of notification will be considered an unexcused absence. Three unexcused absences in a single year requires the Director to notify the appointing county and request that a replacement board member be appointed.**

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:**

Board Minutes 1/12/2023; Financial Report; Director's Report; Job Descriptions; Employee Handbook; Strategic Plan; Trustee Training

**Zoom Instructions:**

**NFLS Board of Trustees Meeting**

Time: Thursday, February 9, 2023 at 12:00 PM

**To Join Meeting from Your Phone or Computer Select the Link:**

<https://us02web.zoom.us/j/83080454048?pwd=NWVzTTVJVUc0Qm9RenI2Tlud3lLdz09>

**To Join Meeting from Your Computer:**

Go To: <https://zoom.us/join>

Enter the Meeting ID: 830 8045 4048

Enter Your Name

Enter the Password: 718265

**To Join Meeting by Telephone:**

Call 1-312-626-6799

Enter the Meeting ID: 830 8045 4048#

Enter Pound for the Participant Number: #

Enter Password: 718265#

For members joining **by telephone only**, you can utilize the following commands on your phone using your phone's dial pad while in a Zoom meeting:

- \*6 - Toggle mute/unmute
- \*9 - Raise hand

If you feel that you are unable to be heard during the meeting, even after "raising your hand," please hang up and try calling into the meeting again.

If you have trouble connecting to the meeting, please contact Hannah Good Zima at (920) 448-4411, for assistance at any time before or during the meeting.