

SOUTHWEST WISCONSIN LIBRARY SYSTEM
1300 Industrial Drive, Suite 2, Fennimore, WI 53809

SWLS Executive Committee Meeting Minutes
July 17, 2024, 12:30 p.m.

Attendance: Lori Neumann, Bob Boyle, Stephen Kleisath, Larry Nelson in attendance; Karen Busch absent

Call to Order at 12:31pm

Meeting was Duly Posted per Director Noel

Recognition of Public Attendees: Jen Bernetzke, SWLS ILS/ILL Consultant

Acceptance of Agenda: Motion by Kleisath, second by Nelson, all in favor; motion passes

Approval of minutes of the December 28, 2023 meeting: Neumann moves, Nelson seconds. All in favor, motion passes.

Old Business:

None.

New Business:

1. **Cataloger I position description and salary range:** Rosa Moore, our current cataloger, is leaving in August. The position needs to be posted and we have a few different levels of employment for this position. Noel proposes to hire at the Cataloger I level. Jen Bernetzke works closely with this position and has also reviewed the language of the job description. Noel described the proposed changes to the job description. Nelson suggests that the description includes a year or more experience in an office setting required and change library experience to a preferred qualification. Motion to recommend to the full board the job description with changes by Nelson, second by Kleisath. All in favor, motion passes.
Discussion about salary came next, using the recent salary study for Wisconsin libraries as a guideline on which to base decision making. Kleisath moves to set a range at \$21 to \$25 per hour. Nelson seconds; all in favor, motion passes.
2. **Determine date and site of next committee meeting:** Before the September board meeting; September 18th at 12:15pm at SWLS and online.

Adjournment: Motion to adjourn by Kleisath, second by Nelson. All in favor, adjourn at 12:51.