



**SWLS Executive Committee Meeting Minutes  
October 16, 2024, 12:15 p.m.**

**Attendance**

In-person: Larry Nelson, Carol Ann Hood, Stephen Kleisath, Karen Busch, Bob Boyle, and SWLS staff Angela Noel and Mary Van Der Hart

Online: Lori Neumann, Martha Bauer (Library Liaison)

**Call to Order at 12:18 p.m.**

**Meeting was Duly Posted per Director Noel**

**Recognition of Public Attendees: None**

**Acceptance of Agenda:** Motion by Nelson, second by Hood. All in favor; motion passes

**Approval of minutes of the September 17, 2024 meeting:** Motion by Kleisath, second by Hood. All in favor, motion passes.

**Old Business:**

1. **2025 System Budget:** Motion by Kleisath to move the budget to the full board as presented. Second by Nelson. **All in favor, motion passes.**

**New Business:**

1. **Delivery Van Purchase:** Director Noel and Admin Assistant Van Der Hart explained the difficulties with securing new delivery vans, which all library systems are experiencing. The current wait time is two years and there is no guarantee a vehicle will be available once that timeframe is complete. Les Mack has put in several orders that have either not yet been processed or have been canceled. Noel and Van Der Hart are encouraging consideration of certified used vehicles that are from 2022 or 2023, have 15,000 miles or less, and come from states such as Arizona, New Mexico, or Utah, due to those vehicles typically lacking rust. We currently put on about 30,000 miles each year. We would also ask that they be certified accident free. **Motion by Kleisath to move recommendation to full board that system staff be authorized to purchase two (2) certified used delivery vans that meet the discussed parameters at no more than \$45,000 for each vehicle. Second by Hood. All in favor, motion passes.**

2. **Cataloger Position Update:** Director Noel informed the committee that an offer of employment was extended to Edward Gervain on October 4, 2024 with a starting rate of \$23.50, and an \$1.00 increase in pay by the six month mark. E. Gervain accepted verbally over the phone and sent written acceptance on October 11, 2024. His expected start date is currently mid-November, depending on how quickly he can relocate. We expect him to be on board by December 1 at the latest. No action necessary.

**Determine Date of next meeting:** The committee will meet prior to the January 15, 2025 meeting to discuss the director review process. The meeting start at 12:15 p.m.

**Adjournment:** Motion to adjourn by Hood, second by Busch. All in favor, adjourn at 12:47 p.m.

Minutes respectfully submitted by Angela Noel