

SOUTHWEST WISCONSIN LIBRARY SYSTEM

1300 Industrial Drive, Ste. 2, Fennimore, WI 53809 608-822-3393

FULL BOARD MEETING MINUTES

Jan. 9, 2019

5:15 p.m. 1300 Industrial Drive, Ste. 2, Fennimore, Wis.

The Jan. 9, 2019, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:19 p.m. at SWLS headquarters in Fennimore.

Present: **Iowa County:** Mark Storti; **Grant County:** Deb Goold, Carol Hood, Dale Hood; **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Ed Pulvermacher (by phone); **Resource Library Representative:** Kyle Reimann.

Excused Absent: **Crawford County:** Diane Craig; **Grant County:** Stephen Kleisath; **Iowa County:** Stephen Holmgren; **Richland County:** Rachel Schultz; **Member Library Liaison:** Nancy Ashmore.

Unexcused Absent: **Crawford County:** Mary Kuhn; **Grant County:** Karen Busch, James Hibbard; **Iowa County:** Joan Faull.

Also present: SWLS director David Kranz and SWLS employee Peggy Freymiller.

Public present: None.

Meeting Duly Posted: The meeting agenda was posted at SWLS Headquarters and sent to the five counties, 28 member libraries, and official newspapers for posting more than 24 hours prior to the meeting.

Moved by: Lori Neumann and **2nd by:** Mark Storti to accept the agenda as posted. **Motion carried.**

Moved by: Mark Storti and **2nd by:** Carol Hood to accept the minutes of the Nov. 14, 2018, Full Board of Trustees Meeting. **Motion carried.**

Moved by: Mark Storti and **2nd by:** Dale Hood to receipt in the transaction list/check register for November 2018 as presented and to be filed for audit. **Motion carried.**

Moved by: Dale Hood and **2nd by:** Carol Hood to accept the Statement of Financial Control for November 2018 as presented and to be filed for audit. **Motion carried.**

Moved by: Deb Goold and **2nd by:** Kyle Reimann to receipt in the Balance Sheet and P&L Report for November 2018 to be filed for audit. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz promoted participation in the annual Library Legislative Day coming up Feb. 12, 2019, and shared the registration form. This annual event is organized by the Wisconsin Library Association, providing an opportunity for library supporters to make scheduled visits to some of their elected representatives in Madison. Kranz also highlighted a free webinar on Jan. 17 that will address library advocacy, and provided a link to this webinar's information and registration page.

Director's Report/Staff Activities Report: **Moved by:** Lori Neumann and **2nd by:** Dale Hood to accept the Director's and Staff Activities reports as presented. **Motion carried.**

Committee Reports:

1. **Net Southwest Directors Council:** Draft minutes of the Dec. 7, 2018, meeting discussed.
2. **PLAC Meeting:** Draft minutes of the Dec. 7. 19, 2018, meeting discussed.
3. **PLSR Update:** Brief update provided by Kranz noting that the PLSR Steering Committee is working on its final report, incorporating public feedback received in December 2018.
4. **Legislative Update:** Kranz repeated the call to participate in Library Legislative Day.

Old Business:

1. Tech support update. Kranz shared the current status and addressed questions related to timing and ongoing services.

New Business:

1. Acceptance of official newspapers. **Moved by:** Mark Storti and **2nd by:** Carol Hood to approve the list of official newspapers for 2019. **Motion carried.**
2. 2019 officers and committees. **Moved by:** Mark Storti and **2nd by:** Lori Neumann to renew the terms of the current SWLS Board office holders: President Bob Boyle, Vice President Stephen Kleisath, and Treasurer Deb Goold. Those present were willing to continue to serve. **Motion carried.**
3. Year-end reserve fund report. Kranz shared a report showing money market balances, the Local Government Investment Pool balance, and CD balances as of the end of 2018.
4. Payroll schedule revision. Kranz proposed a revision to the SWLS Personnel Manual that would adjust internal processing of payroll and increase the time between time sheet submission and the deadline for issue of direct deposit paychecks from three days to eight days. **Moved by:** Mark Storti and **2nd by:** Carol Hood. Discussion led to recommendation of an amendment to the proposal, revising the period between time sheet submission and deadline for issue of direct deposit from the proposed eight (8) days to five (5) days. Discussion also recommended putting the new timeline into effect at a date sufficiently far enough into the future that employees could be informed and prepare personally for the change, with an accepted suggestion being the first pay period in March 2019. **Motion carried with amendment.**
5. **Moved by:** Dale Hood and **2nd by:** Lori Neumann to adjust the regular scheduling of meetings of the SWLS Board of Trustees from the second Wednesday of a month in which the board meets to the third Wednesday of a month in which it meets, and adjust the Board by-lays to reflect this. **Motion carried.**
6. **Date and site of next full board meeting: Feb. 20, 2019 at 5:00 p.m. at SWLS Headquarters in Fennimore.**
7. **Motion by:** Deb Goold and **2nd by:** Carol Hood to stand adjourned at 6:00 p.m. **Motion carried.**

Respectfully submitted,
David Kranz, SWLS Director