

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Jan. 15, 2020

5:00 p.m. 1300 Industrial Drive, Ste. 2, Fennimore, Wis.

The Jan. 15, 2020, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:01 p.m. at SWLS headquarters in Fennimore.

Present: **Crawford County:** Diane Craig; **Grant County:** Karen Busch, Deb Goold, James Hibbard; **Iowa County:** Mark Storti, Larry Nelson; **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Rachel Schultz (by phone); **Resource Library Representative:** Nikki Klein. **Member Library Liaison:** Nancy Ashmore. **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** Carol Hood, Dale Hood, Stephen Kleisath; **Iowa County:** Stephen Holmgren; **Richland County:** Ed Pulvermacher.

Unexcused Absent: None.

Vacancy: One Crawford County seat vacant.

Public present: None.

Meeting Duly Posted: Kranz affirmed that the meeting agenda was posted at SWLS Headquarters and sent to the five county clerks, official newspapers, and member libraries for public posting more than 24 hours prior to the meeting.

Moved by: Mark Storti and **2nd by:** Larry Nelson both to accept the agenda as posted, and also to approve the minutes of the Nov. 20, 2019, SWLS board meeting. **Motion carried.**

Moved by: Karen Busch and **2nd by:** Deb Goold to receipt in the transaction list/check registers for November 2019 and December 2019. **Motion carried.**

Moved by: Rachel Schultz and **2nd by:** Diane Craig to accept the Statements of Financial Control for November 2019 and December 2019 as presented and to be filed for audit. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz reminded those present about the annual Wisconsin Library Association Library Legislative Day event in Madison scheduled for Feb. 11, 2020, and invited any interested board members to participate and consider taking advantage of the transportation that will be provided by SWLS for area library staff and supporters. Kranz thanked the board for sending flowers and a remembrance stone to the visitation and memorial service for his father who passed away in late 2019. Kranz shared that the Lone Rock library had hired a director who began work in December after about a six-month gap from the departure of the previous director, and noted that a different library's director had let certification lapse. Kranz shared a copy of the Nov. 26, 2019, letter from the Dept. of Public Instruction stating that the 2020 system plan had been approved, resulting in the transfer of the first portion of state funding to the system for

2020, and confirmed that all associated supporting documents and contracts had been sent to DPI prior to Jan. 15, 2020.

Director and Staff Activities Report: Moved by: Larry Nelson and **2nd by:** James Hibbard to accept the director and staff activities reports for late November 2019 into early January 2020.
Motion carried.

Committee Reports:

1. **Net Southwest Director's Council Meeting:** Draft minutes from the Dec. 6, 2019, meeting were provided for review.
2. **Public Librarians Advisory Committee (PLAC) Meeting:** Draft minutes from the Dec. 6, 2019, meeting were provided for review. Kranz noted that he continues to pursue having our ILS vendor provide appropriate information to OverDrive for library-specific statistics, as it was able to prior to the Verso 6 upgrade.
3. **Legislative Update:** None.

Old Business:

1. **Revisions to balance sheet.** Kranz led the group through changes to the monthly balance sheet that had been recommended by the auditor and incorporated by the accounting team, also addressing aspects that been questioned previously. **Moved by:** Mark Storti and **2nd by:** Larry Nelson to accept the November 2019 and December 2019 balance sheets as presented. **Motion carried.**
2. **Delivery van purchase.** Kranz reported that a van was purchased in late 2019 and the system's oldest van traded in. He noted additionally that the other vans in the fleet were serviced in December, and CESA 3 replaced two aged garage door openers that were triggering unpredictably.
3. **Staffing update.** Kranz said that while scheduling interviews the top applicants for the Outreach and CE position had withdrawn their names from consideration, so he will be re-posting the position and seeking to make progress with other positions. The possibility of offering internships or practicum experiences was raised as an idea for offering learning opportunities to students or others who might then want to transition into the positions.

New Business:

1. **Board officers for 2020.** Incumbents all indicated willingness to continue in their positions if the board approved. **Moved by:** Lori Neumann and **2nd by:** Karen Busch to continue with the same officers: President Bob Boyle, Vice President Stephen Kleisath, Treasurer Deb Goold, and PLAC Liaison Diane Craig. **Motion carried.**
2. **Official newspapers for 2020.** List of 2019 official newspapers provided. **Moved by:** Mark Storti and **2nd by:** Nikki Klein to approve the same list of official newspapers for 2020. **Motion carried.**
3. **Anticipated board meeting schedule for 2020.** A proposed schedule of seven board meetings for 2020 was provided, along with the information that meetings could be added,

removed, or otherwise altered by the Board President. **Moved by:** Rachel Schultz and **2nd by:** Lori Neumann to approve the proposed schedule. **Motion carried.**

4. **Cataloging project proposal.** Kranz brought up the possibility of automating a portion of the cataloging process to open up person-hours for other tasks. He sought permission to investigate the technical aspects. He noted that there would be a cost for the investigation, and that cost may exceed his independent spending authority, so he was asking whether there would be support for paying for such an investigation. Some background information about cataloging and the current process was provided. Kranz said he would discuss the topic with the member libraries as well. **Moved by:** Mark Storti and **2nd by:** James Hibbard to authorize Kranz to proceed with investigation at a cost not to exceed \$2,500 and to report back to the board about feasibility and cost-effectiveness. **Motion carried.**
5. **Youth summer program collaboration.** Kranz shared that the youth services librarian from the Lancaster library, Kristen Holmen-Steffel, had organized a collaborative purchase by several SWLS libraries of a summer program to get a more attractive price for all that participated. The system will write a single check for the program and then invoice the participating libraries for their portions. Kranz said he is encouraging the formation of a more formal group for the youth services librarians of the system that would communicate to the library directors council (PLAC), to help with communication and awareness of activities.
6. **Date and site of next planned full board meeting:** Feb. 19, 2019, at SWLS Headquarters in Fennimore.
7. **Motion by:** Mark Storti and **2nd by:** Deb Goold to stand adjourned at 6:02 p.m. **Motion carried.**

**Respectfully submitted,
David Kranz, SWLS Director**