

# SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

## FULL BOARD MEETING MINUTES

July 17, 2019

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

The July 17, 2019, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:04 p.m. at SWLS headquarters in Fennimore.

**Present:** **Crawford County:** Diane Craig; **Grant County:** Karen Busch, Deb Goold (by phone), Carol Hood, Dale Hood, Stephen Kleisath (by phone); **Iowa County:** Mark Storti; **Lafayette County:** Bob Boyle, Lori Neumann (by phone).

**Excused Absent:** **Grant County:** James Hibbard; **Richland County:** Rachel Schultz.

**Unexcused Absent:** **Crawford County:** Mary Kuhn; **Iowa County:** Stephen Holmgren; **Richland County:** Ed Pulvermacher; **Resource Library Representative:** Tom Nall; **Member Library Liaison:** Nancy Ashmore.

**Vacancy:** One Iowa County seat vacant.

**Also present:** SWLS Director David Kranz.

**Public present:** SWLS staff Peggy Freymiller, Kim Streif and Betty Sautter.

**Meeting Duly Posted:** The meeting agenda was posted at SWLS Headquarters and sent to the five county clerks and 28 member libraries for public posting.

**Moved by:** Mark Storti and **2<sup>nd</sup> by:** Dale Hood to accept the minutes of the May 15, 2019, full Board of Trustees Meeting. **Motion carried.**

**Moved by:** Dale Hood and **2<sup>nd</sup> by:** Carol Hood to receipt in the transaction lists/check registers for May and June 2019 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Karen Busch and **2<sup>nd</sup> by:** Mark Storti to accept the Statements of Financial Control for May and June 2019 and a revised statement for April 2019 as presented and to be filed for audit. Kranz noted that a deposit had been omitted from revenues portion of the April statement presented at the May meeting, and that deposit appears on this revised statement. **Motion carried.**

**Moved by:** Mark Storti and **2<sup>nd</sup> by:** Diane Craig to receipt in the Balance Sheets for May and June 2019 as presented and to be filed for audit. **Motion carried.**

**Citizen Participation, Communication and Announcements:** SWLS staff member Peggy Freymiller addressed the board on behalf of staff eligible for the 2019 early retirement incentive offer, expressing appreciation for the offer and providing information in support of a request from the eligible staff that the board consider an increase in the incentive payment amount when it reached that agenda item at this board meeting. Kranz shared that the statewide advisory group COLAND (Council on Library and Network Development) met in Platteville on June 12 and he had presented information about SWLS and SWLS member libraries to the council.

He reported that director search processes continues for Lone Rock and Mineral Point libraries. Kranz also shared information about the 2019 Trustee Training Week webinar offerings, promoting them to system board members as well as library board members.

**Director and Staff Activities Report: Moved by:** Karen Busch and **2<sup>nd</sup> by:** Diane Craig to accept the director and staff activities reports for March through June 2019. **Motion carried.**

#### **Committee Reports:**

1. **Net Southwest Director's Council Meeting:** Draft minutes from the June 28, 2019, meeting were provided for review; Kranz highlighted that proposed service fees for 2020 were approved at the meeting.
2. **Public Librarians Advisory Committee (PLAC) Meeting:** Draft minutes from the June 28, 2019, meeting were provided for review. Kranz noted that increase to annual fees for the rotating audiobook collection were brought up and will be considered at the next meeting. Kranz also reported that a faculty member from UW-Platteville's Education Dept., Jessica Brogley, discussed the possibility of creating opportunities for UW-Platteville Education students to provide programs and work with youth at public libraries.
3. **Legislative Update:** The 2019-2021 state budget was signed by the governor in June. It sets state aid for library systems at the 2019 level, so SWLS should expect this funding to remain flat for 2020 and 2021. This should become a new "base" level of system funding going into future state budgets, as opposed to a temporary adjustment as was the case for 2018 and 2019.

#### **Old Business:**

1. **Tech support update.** Kranz reported that the agreement with Lakeshores Library System for technology support had been signed June 19 and went into effect July 3. Work has begun on transitioning the network, to be followed by work with individual libraries.
2. **LSTA collaborative technology grant update.** Kranz shared that, in addition to the grant received this past spring, the application period for another LSTA grant in support of technology collaboration had been announced; for this application, SWLS sought support of its technology collaboration with Lakeshores Library System.
3. **Retirement incentive update.** Kranz provided an overview of activity since the motion to extend an offer was approved at the May board meeting. A formal offer was delivered to all full-time employees on July 10, beginning the employees' consideration and response periods. **Moved by:** Mark Storti and **2<sup>nd</sup> by:** Karen Busch to adjust the 2019 early retirement incentive amount from \$5,000 to \$7,500. **Motion carried.**

#### **New Business:**

1. **Youth Services Consultant contract for 2020.** Proposed annual YS Consultant contract was shared. **Moved by:** Mark Storti and **2<sup>nd</sup> by:** Stephen Kleisath to approve the proposed contract. **Motion carried.**
2. **Mid-year 2019 budget line adjustments.** A group of possible 2019 budget line item adjustments was shared with the board and discussed. **Moved by:** Diane Craig and **2<sup>nd</sup> by:** Carol Hood to approve the adjustments. **Motion carried.**

3. **New position descriptions.** Kranz shared drafts of in-progress system position descriptions that align with the recommendations of the System Services Committee. He said he plans to share them with the member libraries in conjunction with the Aug. 30 directors meeting and bring refined versions to the SWLS board for approval.
4. **Date and site of next planned full board meeting:** Sept. 18, 2019, at SWLS Headquarters in Fennimore. There will be an Executive Committee budget meeting scheduled for that date as well, prior to the full board meeting.
5. **Motion by:** Dale Hood and **2nd by:** Diane Craig to stand adjourned at 5:55 p.m. **Motion carried.**

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