

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Nov. 20, 2019

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

The Nov. 20, 2019, meeting of Southwest Wisconsin Library System was called to order by Board Vice President Stephen Kleisath at 5:03 p.m. at SWLS headquarters in Fennimore.

Present: **Crawford County:** Diane Craig; **Grant County:** Karen Busch, Deb Goold, Carol Hood, Dale Hood, Stephen Kleisath; **Iowa County:** Stephen Holmgren, Larry Nelson; **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Rachel Schultz (by phone); **Resource Library Representative:** Nikki Klein. **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** James Hibbard; **Iowa County:** Mark Storti.

Unexcused Absent: **Richland County:** Ed Pulvermacher; **Member Library Liaison:** Nancy Ashmore.

Vacancy: One Crawford County seat vacant.

Public present: None.

Meeting Duly Posted: Kranz affirmed that the revised 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: Dale Hood and **2nd by:** Diane Craig to accept the revised agenda as posted. **Motion carried.**

Moved by: Stephen Holmgren and **2nd by:** Larry Nelson to accept the minutes of the Sept. 18, 2019, full Board of Trustees meeting. **Motion carried.**

Moved by: Stephen Holmgren and **2nd by:** Stephen Kleisath to receipt in the transaction list/check register for September 2019 and October 2019 2019 with the correction that an invoice #751 listed with the date Oct. 4, 2019, for \$22.80, indicated it was sent to Brechler-Lendowsky Group when the recipient should have been the Brewer Public Library (Richland Center); Kranz reported that the accounting service team had been notified of this error and is making correction. **Motion carried.**

Board President Bob Boyle arrived at 5:07 p.m. and Kleisath turned over control of the meeting to Boyle.

Moved by: Stephen Kleisath and **2nd by:** Karen Busch to accept the Statement of Financial Control for August 2019 as presented and to be filed for audit. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Karen Busch to table the Balance Sheets for September 2019 and October 2019 until the next board meeting, pending clarifications related to the values stated for assets and reserve balances. **Motion carried.**

Citizen Participation, Communication and Announcements: Nikki Klein of Platteville was introduced and welcomed to her first SWLS Board meeting as the new Resource Library Representative. Kranz shared a registration form for the annual Wisconsin Library Association Library Legislative Day event in Madison scheduled for Feb. 11, 2020, and invited any interested board members to participate. He noted that SWLS typically helps member library staff and board members travel to the event either via coordinated carpooling or renting a bus.

Director and Staff Activities Report: Some background related to the late-September ILS upgrade from Verso 5 to Verso 6 was provided upon request. Brief discussion about library system boundary changes was prompted by its mention in the system director's report as one of several topics discussed at the annual system directors' meeting in November. **Moved by:** Larry Nelson and **2nd by:** Deb Goold to accept the director and staff activities reports for September and November 2019. **Motion carried.**

Committee Reports:

1. **Net Southwest Director's Council Meeting:** Draft minutes from the Oct. 25, 2019, meeting were provided for review. Issues related to the Sept. 30 ILS upgrade from Verso 5 to Verso 6 was a primary topic at the meeting, and year-end database maintenance reminders were provided.
2. **Public Librarians Advisory Committee (PLAC) Meeting:** Draft minutes from the Oct. 25, 2019, meeting were provided for review. Kranz noted that primary topics included the progress of the technology support work and discussion related to changes coming for the system's rotating audiobook collection.
3. **Legislative Update:** None.

Old Business:

1. **Tech support update.** Kranz said that the onboarding of SWLS libraries was accomplished by the new tech support team well within schedule and that reports from member libraries have been consistently positive.
2. **Staffing update.** Kranz shared a progress report, stating that he has received applications for both of the full-time positions and will proceed with interviewing as soon as possible.

New Business:

1. **Staff employment anniversary recognitions.** The board recognized Peggy Freymiller for 40 years of employment, and recognized Betty Sautter for 35 years of employment. Each will receive a longevity bonus as well as a certificate marking the years of service.
2. **Sources of funds for retirement payouts.** Kranz presented information about the maximum amount of retirement and separation benefits the system would be obligated to pay for three staff retirements scheduled for Dec. 15, 2019. The maximum amount is \$62,341.13. He requested approval to use up to \$40,341.13 from the Unfunded Benefits Reserve and up to \$22,000.00 from the General Reserve to cover the retirement benefit payout expenses. He emphasized that this was a maximum; the actual payouts would be slightly lower after adjustments based on actual vacation time and sick time balances. Discussion included

remarks about benefit details stipulated in the current Personnel Policy, and suggestions of considering different benefit payout methods in the future. **Moved by:** Stephen Kleisath and **2nd by:** Rachel Schultz to approve drawing amounts up to the noted levels from the Unfunded Benefits Reserve and the General Reserve to fund the December 2019 retirement benefits payouts. **Motion carried.**

3. **Financial audit of 2019 in 2020.** Kranz provided some background related to the annual system financial audit in recent years and shared that he received communication from a representative of Collins & Associates that the firm would be willing to perform the system's 2019 financial audit for \$4,900. **Moved by:** Stephen Kleisath and **2nd by:** Dale Hood to authorize the system director to seek a letter of engagement from Collins & Associates to perform the 2019 financial audit for \$4,900. **Motion carried,** one vote opposed.
4. **Balance sheet consultation.** Kranz shared that he has a consultation appointment on Nov. 21 with the auditor to discuss the balance sheet. He will bring information back to the board for its next meeting.
5. **Delivery van purchase.** The system budgeted to purchase a new delivery van in 2019, and started the process of seeking quotes from area dealerships in the summer. One quote for a new van was promptly received, but other dealerships contacted have not been interested in sending quotes. **Moved by:** Larry Nelson and **2nd by:** Diane Craig to authorize the system to proceed with a van purchase. **Motion carried.**
6. **OverDrive and recent publisher ebook embargo.** Kranz shared information about ebook lending in Wisconsin and the recent decision by a major U.S. publisher to limit the number of copies of its ebooks that a customer can purchase for the first eight weeks a title is available to a single copy, after which period a purchaser could buy multiple copies. He relayed that the Wisconsin Digital Library typically purchases more copies of new popular materials than would be allowed under this publisher's new limitation. The managers of the statewide digital library have expressed concerns about the effect these limitations may have on use of the digital library service. The statewide digital library announced that as of Nov. 1 it has ceased purchasing ebooks from that publisher while they assess possible effects. Kranz shared OverDrive/Libby circulation numbers for SWLS libraries from 2017 and 2018 and noted a more than 18% increase in OverDrive/Libby checkouts, demonstrating growing use of the statewide digital library within the SWLS region. Varying opinions regarding the embargo and its likely effectiveness were expressed. **Moved by:** Lori Neumann and **2nd by:** Carol Hood to direct Kranz to write a letter expressing library-field concerns about the publisher's new ebook limitations. **Motion carried.**
7. **Date and site of next planned full board meeting:** Jan. 15, 2019, at SWLS Headquarters in Fennimore.
8. **Motion by:** Stephen Kleisath and **2nd by:** Karen Busch to stand adjourned at 6:07 p.m. **Motion carried.**

Respectfully submitted,
David Kranz, SWLS Director