

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

May 20, 2020

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

The May 20, 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 (by phone); **Grant County:** Carol Hood, Dale Hood, James Hibbard, Deb Goold (by phone), Stephen Kleisath (by phone); **Iowa County:** Susan Storti, Stephen Holmgren, Larry Nelson (by phone); **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Rachel Schultz (by phone). **Resource Library Representative:** Nikki Klein (by phone). **Member Library Liaison:** Nancy Ashmore. **SWLS Director:** David Kranz.

Excused Absent: Richland County new representative.

Unexcused Absent: **Grant County:** Karen Busch.

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 for public posting more than 24 hours prior to the meeting.

Moved by: Stephen Holmgren and **2nd by:** Susan Storti to accept the agenda as posted. **Motion carried.**

Moved by: Diane Craig and **2nd by:** Lori Neumann to approve the minutes of the March 18, 2020, SWLS board meeting. **Motion carried.**

Moved by: Rachel Schultz and **2nd by:** Susan Storti to receipt in the transaction list/check registers for March and April 2020. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Susan Storti to accept the Statements of Financial Control for March and April 2020 as presented. **Motion carried.**

Moved by: Steve Kleisath and **2nd by:** James Hibbard to accept the Balance Sheets for March and April 2020 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz shared a letter from the Dept. of Public Instruction indicating that the second payment from the state for system operations had been deposited into the SWLS account, meaning the full amount of anticipated 2020 operation funding had been received from the state.

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

Committee Reports:

1. **Net Southwest and PLAC:** Kranz shared topics that had been discussed at the April 24, 2020, Net Southwest and PLAC meetings, which had been conducted online.

Old Business:

1. **Hiring update.** Kranz reported that he would like to begin scheduling interviews for the open CE and Outreach Consultant position before the end of May, so that interviews could be conducted as soon as possible in June. He will contact the Executive Committee when there is action for them to consider. Kranz related that he is looking into having catalog work done by contract rather than as an employee to add flexibility because it is likely the number of hours needed for cataloging will change, and also in anticipation that effects of the pandemic may adversely affect system funding in the near future.
2. **Cataloging project update.** Kranz reported that the technology staff who are developing the copy cataloging automation had to change focus unexpectedly in response to the pandemic, but it is still planned. Grant money will reimburse the development expense.
3. **Paying staff.** Kranz noted that he and the other full-time employee have been working full-time. He reminded those present of the decision made at the March 19, 2020, board meeting to pay SWLS drivers/sorters at a base level of two shifts per week even though van delivery work was not being performed, with the situation to be re-evaluated at this May 20, 2020, board meeting. Kranz sought guidance on whether to continue paying these employees in the same fashion or to make a change, which might include reverting to the policy that normally governs payment of SWLS irregular part time employees. Discussion took place, including a request that Kranz determine whether SWLS is eligible for participation in the Paycheck Protection Program or other similar aid programs that have become available. Some questions and clarifications about unemployment were brought up. The normal van delivery operations were described, as well as the van delivery operations anticipated in the near future. Costs associated with the possibility of losing drivers were discussed. Differing views were expressed. **Moved by:** Larry Nelson and **2nd by:** Steve Kleisath to instruct the system director to continue to pay the driver/sorter staff at a minimum of two shifts per week regardless of work actually performed, adjusting to actual hours worked for employees whose actual work hours exceed that base level, with the situation to be revisited at the next SWLS board meeting. **Motion carried.**

New Business:

1. **Update on library/system responses to pandemic.** Actions being taken by SWLS libraries, by libraries elsewhere in the state, and by other library systems were shared and discussed.
2. **Grants to aid with connectivity.** Kranz provided information about two grants that will assist public libraries with youth services programming and with expansions of connective technology. One is a statewide availability of the Beanstack application for three years, which is a software that can help libraries engage online with local readers of all ages but particularly children. The other is a planned combination of CARES Act and LSTA grant funding to expand wifi networks outside of library buildings, to parks and parking lots and other nearby spaces. Additional grant opportunities exist and are being investigated, some in collaboration with other library systems and groups.

3. **Proposed adjustments to 2020 budget.** Kranz proposed re-allocating money from a couple of areas to help support other needs, including money for the SWLS OverDrive Advantage account, for additional delivery bins to facilitate quarantining, for staff computers and office equipment, for computers and laptops and related equipment to be available for member library uses, for re-funding the Library Aware subscription, to accommodate costs of safety and cleaning supplies, and to reflect actual costs of insurance already paid in 2020. **Moved by:** Larry Nelson and **2nd by:** Susan Storti to approve the proposed budget adjustments. **Motion carried.**
4. **Date and site of next planned full board meeting:** July 15, 2020, at SWLS Headquarters in Fennimore.
5. **Motion by:** Susan Storti and **2nd by:** Dale Hood to stand adjourned at 6:17 p.m. **Motion carried.**

Respectfully submitted,
David Kranz, SWLS Director