

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Sept. 16, 2020

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

The Sept. 16, 2020, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:00 p.m. at SWLS headquarters in Fennimore with online connection available via Go To Meeting.

Present: **Crawford County:** Diane Craig; **Grant County:** Deb Goold, Carol Hood, Dale Hood; **Iowa County:** Susan Storti, Stephen Holmgren, Larry Nelson; **Lafayette County:** Bob Boyle, Lori Neumann (online); **Richland County:** Rachel Schultz (online); Steve Carrow. **Resource Library Representative:** Nikki Klein (online/by phone). **Member Library Liaison:** Nancy Ashmore. **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** James Hibbard.

Unexcused Absent: **Grant County:** Karen Busch, Stephen Kleisath.

Vacancy: One Crawford County seat vacant.

Public present: SWLS staff members Jennifer Bernetzke and Shauna Koszegi.

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: Susan Storti and **2nd by:** Dale Hood to accept the agenda as posted. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Carol Hood to approve the minutes of the July 15, 2020, SWLS board meeting. **Motion carried.**

Moved by: Susan Storti and **2nd by:** Carol Hood to receipt in the transaction lists/check registers for July and August 2020. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Dale Hood to accept the statements of financial control for July and August 2020 as presented. **Motion carried.**

Moved by: Rachel Schultz and **2nd by:** Carol Hood to accept the balance sheets for July and August 2020 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz noted that two SWLS libraries had lingering open library director positions that had been open for five or more months, and that two other libraries had undergone director transitions so far in 2020. None of these director openings had been caused by the pandemic.

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

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Aug. 28, 2020, Net Southwest and PLAC meetings were provided for review.

2. **Legislative update:** Kranz noted that we continue to watch for any action that might come related to library and library system funding as well as the development of the state's next biennial budget.

Old Business:

1. **Staffing update.** Full-time SWLS staff hired in 2020 were introduced to the board. Kranz noted that next on the list will be hiring for a part-time cataloging and interlibrary loan support position.
2. **Cataloging project update.** Kranz reported that the new cataloging automation application has been created and testing by system staff had begun. All signs point toward beginning training of libraries in its use, the goal being to have all SWLS libraries trained before year's end.

New Business:

1. **2019 system audit.** The audit report has not been received from the auditor, so this item was moved to a future meeting.
2. **Grants and associated activities anticipated for 2021.** Kranz outlined the CARES Act and LSTA grants applied for and received in 2020 at the system level to benefit member libraries, noting that their period of activity runs through June 2021.
3. **2021 system budget.** The board received the recommendation from the SWLS Executive Committee that the system budget proposed for 2021 be approved with the addition of a \$3,000 health insurance opt-out stipend for eligible employees. **Moved by:** Larry Nelson and **2nd by:** Susan Storti to approve the 2021 system budget with insurance opt-out stipend. **Motion carried.**
4. **2021 system plan.** Kranz reviewed the proposed 2021 system plan document with the board. **Moved by:** Stephen Holmgren and **2nd by:** Diane Craig to approve the 2021 system plan. **Motion carried.**
5. **2020 budget reallocation recommendations.** Kranz submitted a request that \$1,828.03 be reallocated from the Salaries and Wages account to the Delivery Improvement account, to fund additional rolling carts to hold bins of library materials during quarantining processes and to acquire a wheeled three-shelf book cart to support interlibrary loan activities. **Moved by:** Susan Storti and **2nd by:** Carol Hood to approve the requested reallocation. **Motion carried.**
6. **Date and site of next planned full board meeting:** Nov. 18, 2020, at SWLS Headquarters in Fennimore and online via Go To Meeting.
7. **Motion by:** Stephen Holmgren and **2nd by:** Dale Hood to stand adjourned at 5:45 p.m. **Motion carried.**

Respectfully submitted,
David Kranz, SWLS Director