

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Nov. 18, 2020

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

The Nov. 18, 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 with online connection available via Go To Meeting.

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

Excused Absent: Member Library Liaison: Nancy Ashmore.

Unexcused Absent: Grant County: 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 for public posting more than 72 hours prior to the meeting.

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

Moved by: Rachel Schultz and **2nd by:** Dale Hood to approve the minutes of the Sept. 16, 2020, SWLS board meeting. **Motion carried.**

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

Moved by: Larry Nelson and **2nd by:** Susan Storti to accept the statements of financial control for September and October 2020 as presented. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Karen Busch to accept the balance sheets for September and October 2020 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz said communication had come in just the day prior from the state Dept. of Public Instruction that the 2021

system plan had been approved. Kranz said all open library director positions in SWLS had been filled, noting that a couple had been vacant for 5+ months. Dale Hood said the Grant County board and its committees are making greater efforts to provide virtual options for their meetings. Kranz noted that two SWLS libraries have undertaken strategic planning processes that will run for several months into 2021, and these libraries have invited system staff to participate in processes.

Director and Staff Activities Report: Written reports were provided for review. **Moved by:** Dale Hood and **2nd by:** James Hibbard to accept the Director and Staff Activities reports.
Motion carried.

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Oct. 23, 2020, Net Southwest and PLAC meetings were provided for review. Kranz discussed the quarantining of library materials at the system, noting that state health departments have issued opinions that 24 hours is sufficient. The system is currently quarantining materials transiting through the system's delivery operation for four days, which is a standard that was previously adopted statewide by library systems. The librarians plan to revisit the system's quarantining time at their Dec. 4 meeting. At the local library level, decisions can be made locally about quarantining; libraries have been interested in guidance to aid with their decisions.
2. **Legislative update:** We continue to watch for signs of how the state will approach the next biennial budget, and are watching the state's tax receipts in case state budget adjustments will be triggered ahead of the new biennial budget. Advocacy efforts that have in the past been in-person in Madison appear likely to be virtual in 2021. A film crew did visit at least one library so far in the SWLS region to gather footage and information about local library services that are occurring during the pandemic. A board member suggested that we keep our eyes open for possible additional CARES Act grant activity from the federal government in 2021.

Old Business:

1. **Staffing update.** Kranz shared that interviews had been conducted and an individual hired for the system's part-time Cataloger I position, which will work with the ILS-ILL Consultant to perform cataloging for the libraries, database maintenance, ILL support and other tasks. He added that the system's contract with current Youth Services Consultant Marge Loch-Wouters concludes at the end of this calendar year. He has been in communication with an individual interested in the role, and he will proceed with talks intending to sign a contract with that individual that falls within the expectations of the 2021 budget. He will provide an update on this at the next meeting.
2. **Cataloging project update.** Kranz said all 28 libraries had as of today been trained in how to use the new cataloging automation app. He shared some initial usage statistics gathered during the on-boarding time period that show the libraries are beginning to use the app. Initial feedback from libraries is very positive, he said, and the initial

statistics show the app handling a greater percentage of cataloging requests than had been anticipated.

3. **Grant projects.** Information was provided about the several grant projects undertaken in 2020 with some continuing into 2021, along with some updates on the status of the projects. Kranz anticipates continuing to share this information at future meetings to keep the board aware of progress. A board member asked about the level of paperwork involved with these grants beyond the application. Kranz briefly described the process of acquiring documentation of project costs, often from the libraries where projects take place, which is followed by sending SWLS checks to reimburse participants as well as filing paperwork with DPI to request equivalent disbursements to SWLS from the grants, and maintaining records. He is currently performing these paperwork tasks at SWLS.

New Business:

1. **2019 system financial audit.** The 2019 financial audit arrived from auditors Collins & Associates in late September 2020. The report was discussed. **Moved by:** Susan Storti and **2nd by:** Carol Hood to accept the 2019 audit report. **Motion carried.**
2. **2021-2022 Technology and Resource Sharing Plan.** The proposed plan was provided for review. Kranz noted that the system is required to have a current version of this plan. A board member asked if evaluation information could be provided to the board, and Kranz said he would gather evaluative feedback from the libraries and provide a report at a future meeting. **Motion by:** Larry Nelson and **2nd by:** Susan Storti to approve the 2021-2022 Technology and Resource Sharing Plan. **Motion carried.**
3. **Nominating committee for 2021 board officers.** The board ascertained that the current officers were willing to continue in their roles in 2021, so there was no need to create a nominating committee. The officers will affirm their roles at the first meeting in 2021.
4. **Date and site of next planned full board meeting:** Jan. 20, 2021, at 5:00 p.m. at SWLS Headquarters in Fennimore and online via Go To Meeting.
5. **Motion by:** Susan Storti and **2nd by:** Karen Busch to stand adjourned at 5:41 p.m. **Motion carried.**

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