

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Jan. 20, 2021

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

The Jan. 20, 2021, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 4:58 p.m. at SWLS headquarters in Fennimore with online connection available via Go To Meeting.

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

Excused Absent: **Richland County:** Rachel Schultz.

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

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 and 28 member public libraries for public posting more than 48 hours prior to the meeting.

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

Moved by: Susan Storti and **2nd by:** Carol Hood to approve the minutes of the Nov. 18, 2020, SWLS board meeting. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Susan Storti to receipt in the transaction lists/check registers for November and December 2020. **Motion carried.**

Moved by: Karen Busch and **2nd by:** Carol Hood to accept the statements of financial control for November and December 2020 as presented. **Motion carried.**

Moved by: Susan Storti and **2nd by:** Stephen Holmgren to accept the balance sheets for November and December 2020 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz shared the letter from the state Dept. of Public Instruction saying the 2021 system plan had been approved and the first payment of 2021 state aid had been disbursed to the system in late 2020. Kranz shared a newspaper article that appeared in the *Richland County Observer* over the holidays highlighting the expanded wifi access that several SWLS libraries are able to offer thanks to a LSTA grant. SWLS had sent out information about this to the area newspapers and Kranz hopes this marks a

new start of system-generated promotion and information about area libraries and the building of relationships with area media.

Director and Staff Activities Reports: Written reports were provided for review. **Moved by:** Susan Storti and **2nd by:** Stephen Holmgren to accept the director and staff activities reports. **Motion carried.**

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Dec. 4, 2020, Net Southwest and PLAC meetings were provided for review.
2. **Legislative update:** Kranz shared information about the 2021 Library Legislative Day sponsored by the Wisconsin Library Association. Usually an in-person day-long event in Madison, this year it will be online and involve multiple scheduled meetings conducted over three days, Feb. 16-18. Kranz noted that the WLA's Library Development & Legislation Committee identifies priorities to promote relating to the state budget; for the 2021 event they are prioritizing increased funding for regional library systems, funding for online local history portal Recollection Wisconsin, and funding for select statewide library service activities such as the Talking Book and Braille Library and the Cooperative Children's Book Center.

Old Business:

1. **Staffing update.** Joining the SWLS staff in December 2020 as part-time Cataloger I was Rosa Moore, formerly a staff member at the Platteville Public Library.
2. **Cataloging project update.** Kranz said all appears to be going well with the new cataloging app and new procedures and staff. He referred to cataloging statistics shared with the board that show 75%-80% of catalog requests being handled by the app process, most of them on an overnight time frame. Brand new items and locally produced or obscure items take longer to find matching record or are physically sent to the system for original cataloging. Nancy Ashmore shared that Prairie du Chien Memorial Library staff involved with cataloging have been pleased with the new cataloging staff at the system.
3. **Grant projects.** To date, 60 webcams have been purchased and distributed to SWLS libraries using a grant; more webcams have been requested and will be supplied. Kranz said grant-related project work slowed over the holidays but would pick up in 2021. The CARES Act grant has paid for an online resume creation tool that libraries can offer to patrons.

New Business:

1. **2021 YS Consultant contract.** SWLS signed a contract for limited YS Consulting for SWLS libraries with Carrie Portz. Outgoing SWLS YS Consultant Marge Loch-Wouters retired from the YS Consultant role as of the end of 2020, but she offered to assist with Portz's transition into the role; Loch-Wouters agreed to a very limited contracted role making her available for a small number of hours to support the new YS Consultant during the first half of 2021.
2. **Report on CE reimbursement activity.** Kranz provided information about the system's activity reimbursing libraries, municipalities, and individuals for qualifying continuing education activities in the latter third of 2020. A total of \$4,176.50 was reimbursed, including costs of 8 UW-Madison online courses required for librarian certification, 4 online conferences, and 8

additional online courses. This system CE reimbursement activity was in addition to grant-funded registration offered for other online conferences in the same period.

3. **2020 system financial audit proposal.** Kranz shared that a proposal from Collins & Associates of Prairie du Chien had been received to perform the audit of the system's 2020 activity for a cost of \$5,000. **Motion by:** Susan Storti and **2nd by:** Diane Craig to approve the system's acceptance of the proposal. **Motion carried.**
4. **ILS Migration grant application.** Kranz provided a copy of the grant application the system submitted Jan. 15 with cooperation from the Fennimore library (Dwight T. Parker Public Library) to cover costs of migration into the shared system integrated library system (ILS). He noted that this statewide grant opportunity was created to eliminate cost barriers for libraries interested in joining their system shared ILSes. The grant does not apply to libraries' ongoing costs of participation. The Fennimore library board moved to approve cooperating in applying for the grant at its Jan. 7 meeting.
5. **Fund balances and descriptions.** A report listing SWLS and system-administrated Net Southwest reserve funds was provided showing balances as of Dec. 31, 2020, and noting the designated purposes of each reserve as well as current location of the related funds. With two CDs reaching maturity in the first half of 2021, there was some discussion about interest rates and what other options might exist if CD renewal was not attractive. **Motion by:** Susan Storti and **2nd by:** Larry Nelson to accept the designated reserve funds report. **Motion carried.**
6. **2021 officers.** No desire for change to the SWLS Board of Trustees officers was expressed, so incumbents continue in their roles for 2021: President, Bob Boyle of Lafayette County; Vice President, Stephen Kleisath of Grant County; and Treasurer Deb Goold of Grant County. **Motion by:** Dale Hood and **2nd by:** Diane Craig to approve the officers for 2021. **Motion carried.**
7. **Official newspapers.** A list of newspapers in the region was provided, the same list as 2020. Board members were asked whether they had suggestions of other places where they or people in their communities look for news. The Crawford County Independent (northern and eastern Crawford County) and the Pecatonica Valley Leader (eastern Lafayette County) were mentioned. While not added as official newspapers at this time, the system will begin sending them information. **Motion by:** Stephen Holmgren and **2nd by:** Larry Nelson to approve the list of official newspapers for 2021. **Motion carried.**
8. **2021 meeting schedule.** Dates of anticipated SWLS Board of Trustees meetings were provided. **Motion by:** Carol Hood and **2nd by:** Karen Busch to approve the planned 2021 meeting schedule. **Motion carried.**
9. **Date and site of next planned full board meeting:** Feb. 17, 2021, at 5:00 p.m. at SWLS Headquarters in Fennimore and online via Go To Meeting.
10. **Motion by:** Stephen Holmgren and **2nd by:** Susan Storti to stand adjourned. **Motion carried.** Meeting adjourned at 5:43 p.m.

Respectfully submitted,
David Kranz, SWLS Director