

# SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

## FULL BOARD MEETING MINUTES

**Sept. 29, 2021**

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

The Sept. 29, 2021, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle upon achieving a quorum at 5:02 p.m. at SWLS headquarters in Fennimore with online connection available via Go To Meeting.

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

**Excused Absent:** **Crawford County:** Linda Munson; **Iowa County:** Stephen Holmgren.

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

**Vacancies:** One Richland County seat.

**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 **2<sup>nd</sup> by:** Karen Busch to accept the agenda as posted. **Motion carried.**

**Moved by:** Susan Storti and **2<sup>nd</sup> by:** Carol Hood to approve the minutes of the July 21, 2021, SWLS board meeting. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Stephen Kleisath to receipt in the transaction lists for July 2021 and August 2021. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Busch to receipt in the statements of financial control for July 2021 and August 2021 as presented. **Motion carried.**

**Moved by:** Susan Storti and **2<sup>nd</sup> by:** Carol Hood to receipt in the balance sheets for July 2021 and August 2021 as presented. **Motion carried.**

**Citizen Participation, Communication and Announcements:** None.

**Director and Staff Activities Reports:** Written reports were provided for review. **Moved by:** Karen Busch and **2<sup>nd</sup> by:** Diane Craig to accept the director and staff activities reports. **Motion carried.**

**Committee Reports:**

1. **Net Southwest and PLAC:** Draft minutes of the Aug. 27, 2021, Net Southwest and PLAC meetings were provided for review.
2. **Legislative update:** Kranz said DPI's pre-application period for the American Rescue Plan Act grants for public libraries had just opened and has a deadline of Oct 25, with project activities to be performed by June 30, 2022. Successful grants should know their status by December.

**Business:**

1. **Grants update.** Kranz said the state Dept. of Public Instruction's pre-application period for the American Rescue Plan Act grants for public libraries had just opened and has a deadline of Oct. 25. Successful grants should know their status by December, with grant expenditures to be completed by June 30, 2022.
2. **System collection policies: rotating large print edition (LTE) collections.** An updated procedures document for the rotating large print book collection was shared. The document had been approved by the PLAC group previously. **Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Busch to approve the document. **Motion carried.**
3. **Accident insurance benefit.** Kranz shared information about an accident insurance benefit from Securian which was recently made available to participants in the state benefits/retirement program. Costs are entirely paid by any participating employee, but the system first has to sign up to be an approved participant employer and agree to maintain records of employee participation. He proposed the system participate in offering this benefit to interested qualifying employees. **Moved by:** Stephen Kleisath and **2<sup>nd</sup> by:** Diane Craig to approve the system participating in offering the accident insurance benefit. **Motion carried.**
4. **2020 audit report.** The audit report of 2020 activity was provided in advance of the meeting. Kranz said the audit report showed no significant concerns with SWLS 2020 activity. He noted that the system has to submit its audit report to the DPI each year. **Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Susan Storti to accept and approve the 2020 audit report. **Motion carried.**
5. **2020 system budget.** Kranz shared a proposed 2022 system budget, and noted that the board's Executive Committee made two modifications as it recommended the budget to the full board for approval. One of those recommendations was to raise the driver/sorter salary as of the start of 2022 in an effort to improve the system's ability to attract additional drivers and retain existing staff; the suggested amount was at least \$13.25 per hour. The second recommendation was that the annual health insurance opt-out stipend be set at \$5,000.00 for 2022. **Moved by:** Dale Hood and **2<sup>nd</sup> by:** Lori Neumann to approve the proposed 2020 system budget with the recommended

modifications to incorporate the recommendation of the Executive Committee to a) raise existing and new driver/sorter salaries to \$13.25 per hour at the start of 2022, and b) set the annual health insurance opt-out stipend to \$5,000.00 for 2022. **Motion carried.**

6. **2022 system plan.** The proposed 2022 system plan was shared ahead of the meeting for review. Kranz discussed points covered in the narrative and responded to comments. **Moved by:** Karen Busch and **2<sup>nd</sup> by:** Carol Hood to approve the 2022 system plan. **Motion carried.**
7. **Date and site of next planned full board meeting:** Nov. 10, 2021, at 5:00 p.m. at SWLS Headquarters in Fennimore and online via Go To Meeting. Note: the November meeting will be a week earlier than the usual schedule, a change that was approved at the July board meeting.
8. **Adjournment. Moved by:** Dale Hood and **2<sup>nd</sup> by:** Susan Storti to adjourn. **Motion carried.** Meeting adjourned at 6:00 p.m.

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