

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Jan. 19, 2022

1:30 p.m. 1300 Industrial Drive, Ste. 2, Fennimore, Wis.

The Jan. 19, 2022, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle upon recognition of a quorum at 1:29 p.m. at SWLS headquarters in Fennimore with online connection available via Go To Meeting.

Present: **Crawford County:** Diane Craig (online), Linda Munson (online); **Grant County:** James Hibbard, Karen Busch, Carol Hood, Deb Goold; **Iowa County:** Stephen Holmgren, Larry Nelson, Susan Storti; **Lafayette County:** Bob Boyle, Lori Neumann (online); **Richland County:** none; **Member Library Liaison:** Martha Bauer (online); **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** Dale Hood. **Richland County:** Steve Carrow; **Resource Library Representative:** Nikki Klein.

Unexcused Absent: **Grant County:** Stephen Kleisath.

Vacancies: One Richland County seat.

Public present: Jessie Lee-Jones (online) director of the Platteville Public Library.

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 24 hours prior to the meeting.

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

Moved by: Larry Nelson and **2nd by:** Carol Hood to approve the minutes of the Nov. 10, 2021, SWLS board meeting. **Motion carried.**

Moved by: Susan Storti and **2nd by:** Karen Busch to receipt in the transaction lists for November 2021 and December 2021. It was asked why the first installment of 2022 state aid, which was deposited by the state into the SWLS account, did not appear on the balance sheets. Kranz said that is a practice of the accounting team, to not enter the 2022 state aid on the monthly balance sheet reports until 2022 begins. **Motion carried.**

Moved by: Susan Storti and **2nd by:** Carol Hood to receipt in the statements of financial control for November 2021 and December 2021 as presented. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Susan Storti to receipt in the balance sheets for November 2021 and December 2021 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: No citizen comments were made. Susan Storti shared information about the five grants awarded for 2022 by the Iowa County Library Committee. The five public libraries receiving these grants are Montfort, Mineral Point, Blanchardville, Cobb, and the Allen-Dietzman Public Library in Livingston. Public presentations to these libraries were made at the Jan. 18 Iowa County board meeting. Kranz encourages other counties to develop their county library committees and fund them to help encourage activities, perhaps via grants and promotional materials as is being done in Iowa County. Larry Nelson requested information about electronic content and difficulties libraries experience related to funding and restrictions from e-content publishers/vendors. Kranz provided some brief context about how e-content usage is currently treated separate from physical item circulation for Wisconsin county reimbursement purposes, and that in recent years some publishers/vendors have been more restrictive than others regarding library access to their e-content. Kranz made a note that the letter from the Dept. of Public Instruction that normally would have accompanied the late-2021 state aid installment is expected to come soon and would normally have been shared in this portion of the meeting.

Director and Staff Activities Reports: Written reports were provided for review and discussion. **Moved by:** James Hibbard and **2nd by:** Karen Busch to accept the director and staff activities reports. **Motion carried.**

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Dec. 10, 2021, Net Southwest and PLAC meetings were provided for review and discussion.
2. **Legislative update:** Kranz shared a reminder that the Wisconsin Library Association's 2022 Library Legislative Day is scheduled for Feb. 8, 2022; the system is not planning to charter a bus this year due to perceived reduced interest in people riding together in enclosed spaces. He said he would help with carpooling if of interest. He also said it may be appropriate to revive the bus for 2023 because it will be a state budget year and Library Legislative Day turnout is often stronger in those years.

Business:

1. **ARPA competitive grants.** Kranz shared that the system did receive a green light from the Dept. of Public Instruction (DPI) for one of the two pre-applications for competitive American Rescue Plan Act (ARPA) grants the system applied for in October 2021. Green light was given to the project to provide patron self-checkout machines to SWLS member libraries that expressed interest. He said member library interest abides in the other project, to provide radio-frequency identification (RFID) tags and equipment at all locations systemwide, so the system will keep the plans developed for that project close at hand in case grant money becomes available in upcoming years. DPI is transferring library grant administration to its WISEgrants software, and this has slowed the completion of the full ARPA grant application process. It is hoped the software will be operational and the ARPA grant will be approved by early February so orders can be placed and deployment logistics planned ahead of the June 30, 2022, activity deadline. It

was asked whether the grant would cover any needed work at libraries, such as cabinetry. Kranz responded that the grant was written to pay for the self-check equipment, any necessary connections such as wired internet, five years of software and equipment support from the vendor, and installation work by technology partners from the Lakeshores Library System. He suggested that any tables or carrels or structures to set the machines on would likely be the responsibility of the participating libraries.

2. **SWLS delivery to UW campuses in region.** As of Jan. 5, SWLS has taken on a role in the statewide delivery of materials to the UW-Platteville campuses in Platteville and Richland Center, including the archives/Area Research Center on the Platteville campus. Kranz said the startup of this activity still has some kinks to work out but was going well. James Hibbard, who happens to be the archivist at the Platteville campus, reported the same from his point of view. The Richland campus is still determining which days of the week it wants the deliveries, and the system has been working to fit desired delivery timings into existing van routes and schedules when possible. Kranz noted that this work does mean SWLS is operating some amount of van delivery five days a week, up from three days per week prior to these campus deliveries. Currently, all SWLS van drivers learn all of the routes, so there has been need for training and increased communication. Overall, all are optimistic that the added delivery will settle into comfortable routine soon.
3. **Winnefox accounting agreement for 2022.** The agreement document was presented for review and discussion. **Moved by:** Susan Storti and **2nd by:** Carol Hood to approve the 2022 accounting services agreement with Winnefox Library System. **Motion carried.**
4. **2021 system financial audit proposal.** Kranz shared that Collins and Associates had proposed a fee of \$5,500.00 to perform the audit of 2021 system finances and activity. **Moved by:** Stephen Homgren and **2nd by:** Susan Storti to pursue the proposal from Collins and Associates to perform the system audit at a cost of \$5,500.00. **Motion carried.**
5. **Official newspapers and public posting sites for 2022.** The list of official newspapers and sites for public postings was presented for review. No changes were sought. **Moved by:** Karen Busch and **2nd by:** Linda Munson to approve the list of official newspapers and public posting sites for 2022. **Motion carried.**

Official newspapers for 2022:

<u>Title</u>	<u>County</u>
Courier Press (Prairie du Chien)	Crawford
Boscobel Dial	Grant
Platteville Journal	Grant
Dodgeville Chronicle	Iowa
Republican Journal (Darlington)	Lafayette
Richland Observer	Richland

Official posting sites for 2022:

SWLS Headquarters and web page

28 Member Libraries

County Clerks/Courthouses at Crawford, Grant, Iowa, Lafayette, and Richland Counties

6. **Date and site of next planned full board meeting:** Feb. 16, 2022, at 1:30 p.m. at SWLS Headquarters in Fennimore and online via Go To Meeting.

Invitation was made by James Hibbard to hold a future meeting at the Southwest Room on the UW-Platteville campus. A plan was made by consensus of those present to meet there for the July 20 meeting.

It was suggested that the board consider scheduling all of its regular meetings during midday rather than evenings. Kranz asked the board to keep in mind as it considers meeting times that some board members work during the day and could have difficulties attending midday meetings.

7. **Adjournment. Moved by:** Stephen Holmgren and **2nd by:** Susan Storti to adjourn.
Motion carried. Meeting adjourned at 2:19 p.m.

Respectfully submitted,
David Kranz, SWLS Director