

# SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

## FULL BOARD MEETING MINUTES

May 18, 2022

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

The May 18, 2022, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:00 p.m. upon recognition of a quorum at SWLS headquarters in Fennimore and with online connection available via Go To Meeting.

**Present:** **Crawford County:** Diane Craig (online), Linda Munson (online); **Grant County:** Elias Cox, Stephen Kleisath, James Hibbard, Karen Busch, Carol Hood; **Iowa County:** Stephen Holmgren, Larry Nelson; **Lafayette County:** Bob Boyle, Lori Neumann (online); **Richland County:** Steve Carrow (online); **SWLS Director:** David Kranz.

**Excused Absent:** **Grant County:** Deb Goold; **Iowa County:** Gerald Galle; **Resource Library Representative:** Karen Utley.

**Unexcused Absent:** **Member Library Liaison:** Martha Bauer.

**Vacancies:** One Richland County seat.

**Public present:** None.

**Meeting Duly Posted:** Kranz stated that the meeting agenda was shared with member county clerks, member public libraries and posted at SWLS Headquarters and on the SWLS website more than 48 hours prior to the meeting.

**Welcome new members:** Elias Cox of the Grant County Board was welcomed to his new role on the SWLS Board. Three other new members were unable to attend this meeting and will be welcomed in the future.

**Moved by:** Carol Hood and **2<sup>nd</sup> by:** Elias Cox to accept the agenda as posted. **Motion carried.**

**Moved by:** Elias Cox and **2<sup>nd</sup> by:** Stephen Kleisath to approve the minutes of the March 16, 2022, SWLS board meeting with amendment noting that Stephen Holmgren's absence should be considered excused. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Elias Cox to receipt in the transaction lists for March 2022 and April 2022. **Motion carried.**

**Moved by:** Karen Busch and **2<sup>nd</sup> by:** Carol Hood to receipt in the statements of financial control for March 2022 and April 2022 as presented. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Busch to receipt in the balance sheets for March 2022 and April 2022 as presented. **Motion carried.**

**Citizen Participation, Communication and Announcements:** A March 14, 2022, letter from the Dept. of Public Instruction was shared, noting the approved disbursement of the initial installment of state aid for 2022 to SWLS.

Kranz noted that the Dodgeville Public Library had announced hiring Angela Noel as DPL's new library director to start in late June.

**Director and Staff Activities Reports:** Written staff reports were provided for review and discussion. **Moved by:** Stephen Kleisath and **2<sup>nd</sup> by:** Karen Busch to accept the activity reports. **Motion carried.**

#### **Committee Reports:**

1. **Net Southwest and PLAC:** Draft minutes of the April 22, 2022, Net Southwest and PLAC meetings were provided for review and discussion. Kranz highlighted the implementation of a patron self-registration online tool and shared brief information about how it works and what access it provides patrons.
2. **Legislative update:** Kranz shared information about the state budget calendar and .

#### **Business:**

1. **Federal grants update.** Final approval of the American Rescue Plan Act (ARPA) grant for Wisconsin libraries was given May 6, and Kranz reported that he had confirmed the order for self-checkout machines and vendor support that form the near \$200,000 competitive grant that SWLS had applied for on behalf of SWLS member libraries.

Kranz shared written information about intended uses of a formula allocation of additional ARPA grant money for libraries as well as updates related to Library Services and Technology Act (LSTA) 2021 grants that conclude June 30, 2022. He also shared outlines about the LSTA 2022 grant cycle that begins July 1, 2022, including the opportunity for SWLS to serve as fiscal agent for a set of statewide library staff and trustee research studies including a library compensation study, library trustee participation barriers study, and study looking into data familiarity and competencies among library staff statewide.

A "grants side sheet" produced by the Winnefox accounting team for SWLS was included to document activity related to these grants. This "grants side sheet" will continue to be presented for informational purposes and to document activity for annual audit purposes.

2. **Fund balances and descriptions.** A report showing designated funds balances and purposes as of Dec. 31, 2021, was shared for informational purposes. Larry Nelson suggested that some of the designated funds, such as the SWLS Computer Reserve, may merit updated designation to be more current and useful.
3. **Lease renewal.** A proposed 5-year lease renewal offered by CESA 3 for the same space currently leased to SWLS was presented for discussion. The proposed lease would run from July 1, 2022, through June 30, 2027. **Moved by:** Stephen Kleisath and **2<sup>nd</sup> by:** James

Hibbard to approve SWLS' renewal of the lease with CESA 3 for 5 years as presented.  
**Motion carried.**

4. **Policy update: SWLS Professional Development Policy.** An updated continuing education policy for SWLS staff and trustees was presented for consideration. Larry Nelson suggested the addition of some text to alert participants of possible tax implications related to receipt of money. Kranz will investigate and add the requested text, and then bring the policy to a future board meeting for consideration.
5. **Date and site of next planned full board meeting:** July 20, 2022, at 5:00 p.m. at the Southwest Room archives in Ulsvik Hall on the UW-Platteville campus and online.
6. **Adjournment. Moved by:** Stephen Kleisath and **2<sup>nd</sup> by:** Elias Cox to adjourn. **Motion carried.** Meeting adjourned at 5:49 p.m.

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