

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Sept. 21, 2022

5:00 p.m.

1300 Industrial Drive, Ste. 2, Fennimore, Wis., and online

The Sept. 21, 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 phone and online connection available via Go To Meeting.

Present: **Crawford County:** Diane Craig (online), Linda Munson (online); **Grant County:** Deb Goold, Karen Busch, Carol Hood; **Iowa County:** Gerald Galle (online), Stephen Holmgren, Larry Nelson; **Lafayette County:** Bob Boyle, Lori Neumann (online); **Richland County:** Melvin "Bob" Frank (phone); **Resource Library Representative:** Karen Utley; **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** Elias Cox, James Hibbard.

Absent: **Grant County:** Stephen Kleisath; **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 and member public libraries and posted at SWLS Headquarters more than 24 hours prior to the meeting.

Moved by: Stephen Holmgren and **2nd by:** Carol Hood to accept the agenda as posted. **Motion carried.**

Moved by: Linda Munson and **2nd by:** Karen Utley to approve the minutes of the July 20, 2022, SWLS board meeting. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Deb Goold to receipt in the transaction lists for July 2022 and August 2022. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Karen Busch to receipt in the statements of financial control for July 2022 and August 2022 as presented. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Carol Hood to receipt in the balance sheets for July 2022 and August 2022 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz shared that for the first time in about three years, all SWLS member libraries have library directors in place. There has been a significant amount of turnover in recent years for library directors and staff.

Director and Staff Activities Reports: Written staff reports were provided for review and discussion. **Moved by:** Karen Busch and **2nd by:** Larry Nelson to accept the activity reports. **Motion carried.**

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Aug. 26, 2022, Net Southwest and PLAC meetings were provided for review and discussion.
2. **Legislative update:** Kranz said that the Dept. of Public Instruction (DPI) had submitted its initial budget request to the office of administration in the week prior. Annual state aid for public library systems is included in the library portion of the DPI budget. The proposed request includes an increase in state aid to library systems which would be significant for the future activities of SWLS. He noted that this is only an early step in the state budget process.

Business:

1. **Hiring update.** Kranz reported that in August SWLS hired a part-time Administrative Assistant, Mary Rama of Fennimore. Her orientation and training are underway.
2. **Policy update: SWLS Professional Development Policy.** Kranz shared the attorney's recommended revision to the proposed policy. It was expressed that the changes satisfied the questions that had been raised at a prior meeting. **Moved by:** Larry Nelson and **2nd by:** Karen Utley to approve the SWLS Professional Development Policy with the changes. **Motion carried.**
3. **SWLS strategic plan.** Kranz sought some discussion with the board members about the value and cost of hiring a consultant to help SWLS develop a strategic plan. Discussion generally favored pursuing a new strategic plan, with no formal board action being taken at the meeting. The system director was asked to bring proposals or more specifics to a future meeting.
4. **State park pass lending pilot project.** Information was provided about a planned pilot project to investigate feasibility and best methods for public libraries to offer state park passes to patrons. The pilot project has been developed by the Wisconsin Association of Public Libraries (WAPL) 2022 chair Teresa Schmidt in collaboration with state parks officials and others. The pilot project would involve providing 20 libraries of different sizes from around the state each 50 state park day passes. Usage data and other information would be gathered from the pilot project libraries about aspects of lending these passes that worked or did not work. The cost of 1,000 day passes for this pilot project is \$5,000. The Nicolet Federated Library System has already committed up to \$2,500 toward the pilot project. Kranz sought board approval for SWLS to provide up to \$2,500 to support the pilot project; the actual amount would be that or less depending on contributions that may come from additional library systems in the state. **Moved by:** Larry Nelson and **2nd by:** Bob Frank to approve SWLS providing up to \$2,500 in support of this state park pass lending pilot project. **Motion carried.**
5. **Annual audit report.** Kranz said the report had been expected in time for the meeting but had not arrived. No action was taken.

6. **2023 budget.** A draft of the proposed 2023 system budget was provided for consideration and discussion. Boyle noted that the SWLS Executive Committee had voted to recommend the proposed 2023 budget for full board approval with one change, an increase of the 2023 health insurance opt-out stipend to \$7,000. They also noted that the proposed budget includes an increase in the hours of the current part-time cataloger from 20 per week to 24, which would result in eligibility of that person for added benefits. **Moved by:** Karen Busch and **2nd by:** Carol Hood to approve the proposed 2023 system budget with the change recommended by the SWLS Executive Committee. **Motion carried.**
7. **2023 system plan.** A draft of the 2023 library system plan document was shared for discussion. **Moved by:** Larry Nelson and **2nd by:** Karen Utley to approve the 2023 system plan document. **Motion carried.**
8. **Date and site of next planned full board meeting:** Nov. 16, 2022, at 1:30 p.m. at the SWLS offices in Fennimore and online.
9. **Adjournment. Moved by:** Karen Busch and **2nd by:** Deb Goold to adjourn. **Motion carried.** Meeting adjourned at 5:45 p.m.

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