

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Nov. 16, 2022

1:30 p.m.

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

The Nov. 16, 2022, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 1:30 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, Linda Munson (online); **Grant County:** Deb Goold, Elias Cox, Karen Busch (online), Carol Hood, James Hibbard; **Iowa County:** Larry Nelson (online); **Lafayette County:** Bob Boyle, Lori Neumann (online); **Resource Library Representative:** Karen Utley; **SWLS Director:** David Kranz.

Excused Absent: **Iowa County:** Gerald Galle; **Richland County:** Melvin "Bob" Frank.

Absent: **Grant County:** Stephen Kleisath; **Member Library Liaison:** Martha Bauer.

Vacancies: One Iowa County seat, 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 in advance.

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

Moved by: Carol Hood and **2nd by:** Karen Utley to approve the minutes of the Sept. 21, 2022, SWLS board meeting. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Elias Cox to receipt in the transaction lists for September 2022 and October 2022. **Motion carried.**

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

Moved by: Larry Nelson and **2nd by:** Elias Cox to receipt in the balance sheets for September 2022 and October 2022 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: It was noted that the Lancaster and Shullsburg libraries had recent library director departures. Kranz noted that nearly all of the SWLS office staff had attended the Wisconsin Library Association annual conference in Lake Geneva in early November. Deb Goold announced her intention to resign as SWLS Board Treasurer.

Director and Staff Activities Reports: Written staff reports were provided for review and discussion. **Moved by:** James Hibbard and **2nd by:** Carol Hood to approve the activity reports. **Motion carried.**

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Oct. 28, 2022, Net Southwest and PLAC meetings were provided for review and discussion.
2. **Legislative update:** Kranz reminded the board of the Feb. 7, 2023, Library Legislative Day in Madison, organized each year by the Wisconsin Library Association. He said SWLS plans to organize transportation for people in our area interested in attending. A request was made for some guidance related to suggested topics so first-time attendees could prepare. Kranz said he would provide some information ahead of the event, and that people who attend the morning gathering on the day of the event would also benefit from information provided there.

Business:

1. **SWLS strategic plan.** Kranz reported that he is gathering proposals from consultants and will bring what he has to the January board meeting. No action was taken today.
2. **2021 audit report.** The SWLS 2021 audit report prepared by Collins & Associates was provided for review and discussion. Kranz said the report noted no red flags or significant recommendations for operational changes. **Moved by:** Larry Nelson and **2nd by:** Karen Busch to accept the 2021 audit report. **Motion carried.**
3. **2023 resource library agreements.** The system's 2023 resource library agreements with Platteville Public Library and Madison Public Library were provided for review. **Moved by:** Carol Hood and **2nd by:** Lori Neumann to approve the 2023 resource library agreements. **Motion carried.**
4. **2023 accounting services agreement.** The agreement for Winnefox Library System to provide accounting services for 2023 was shared for review and discussion. Kranz noted that WLS had proposed increasing the annual fee to make the work more sustainable for their organization, which included hiring an additional accounting staff member. The plan is to increase the fee by \$1,000 per year up to the \$10,000 level. Kranz said the increase had been accounted for in the approved 2023 system budget. **Moved by:** Elias Cox and **2nd by:** Diane Craig to approve the 2023 accounting services agreement. **Motion carried.**
5. **LSTA research projects.** Kranz reported on the status of the three grant-funded research projects for which SWLS is serving as fiscal agent. No action was taken.
6. **Grant using Tech Reserve funds.** The SWLS Public Library Advisory Council recommended approval of a grant request by the Mineral Point Public Library (MPPL), to fund purchases of lendable digital read-along devices and non-internet-accessing tablets pre-loaded with literacy support activities for children. The items would be made available to all system libraries from the Mineral Point library. This grant would be funded by money from the Technology Reserve, a reserve of member libraries' money

that SWLS administers. **Moved by:** Karen Busch and **2nd by:** Linda Munson to approve awarding the grant to MPPL using Technology Reserve funds. **Motion carried.**

7. **Technology and Resource Sharing Plan 2023-2024.** A draft of the plan document was shared for review and discussion. Kranz noted that the system is required to have such a plan on file with the Dept. of Public Instruction. The plans must be updated at least every five years, and SWLS has been updating its plan every two to three years. This update had been drafted by the SWLS Technology Committee along with input from SWLS and technology support partners at Lakeshores Library System, and the document had been reviewed and recommended for approval by the SWLS Public Library Advisory Council. **Moved by:** Larry Nelson and **2nd by:** Lori Neumann to approve the Technology and Resource Sharing Plan 2023-2024. **Motion carried.**
8. **SWLS Board WLA membership for 2023.** Kranz noted that the Wisconsin Library Association was again offering WLA memberships at special prices to full boards. The SWLS Board of Trustees had taken advantage of this for 2022, and he sought approval to renew the board membership for 2023. **Moved by:** Karen Busch and **2nd by:** James Hibbard to approve renewing WLA membership for the board members. **Motion carried.**
9. **Nominating Committee for 2023 officers.** Each year at this time the board considers whether a Nominating Committee is needed to select 2023 board officers. The board determined that a committee was not needed. Bob Boyle was willing to continue to serve as Chair; James Hibbard volunteered to serve as Treasurer to replace outgoing board member Deb Goold. **Moved by:** Larry Nelson and **2nd by:** Lori Neumann to approve officers as presented: Bob Boyle as Chair, and James Hibbard as Treasurer. **Motion carried.**
10. **2023 meeting dates.** A set of proposed board meeting dates for 2023 was shared for review. The board can alter or add dates as the year progresses. **Moved by:** Carol Hod and **2nd by:** Diane Craig to approve the proposed 2023 board meeting dates. **Motion carried.**

2023 board meeting dates scheduled:

- Jan. 18 – 1:30 p.m
- Feb. 15 – 1:30 p.m.
- March 15 – 1:30 p.m.
- May 17 – 5:00 p.m.
- July 19 – 5:00 p.m.
- Sept. 20 – 5:00 p.m.
- Nov. 15 – 1:30 p.m.

11. **Date and site of next planned full board meeting:** Jan. 18, 2023, at 1:30 p.m. at the SWLS offices in Fennimore and online.
12. **Adjournment. Moved by:** Carol Hood and **2nd by:** Diane Craig to adjourn. **Motion carried.** Meeting adjourned at 2:19 p.m.

Respectfully submitted,
David Kranz, SWLS Director