

## **SOUTHWEST WISCONSIN LIBRARY SYSTEM**

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### **FULL BOARD MEETING MINUTES**

**March 28, 2018**

The March 28, 2018 meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:08PM at Schreiner Memorial Library, Lancaster.

**Present: Crawford County:** Diane Craig; **Iowa County:** Stephen Holmgren; **Grant County:** Karen Busch, Deb Goold; **Lafayette County:** Bob Boyle, Dr. Lori Neumann (by phone); **Richland County:** Rachel Schultz; **Member Library Liaison:** Nancy Ashmore

**Excused Absent: Grant County:** Carol Ann Hood; **Resource Library Representative:** Eileen Nickels

**Unexcused Absent: Crawford County:** Mary Kuhn; **Grant County:** Greg Fry, Steve Kleisath; 1 vacancy; **Iowa County:** Joan Faull, Kim Ross; **Richland County:** 1 vacancy

**Also present: SWLS Staff:** Roxane Bartelt, Jennifer Bernetzke, Kim Streif and Betty Sautter. Also present: Steve Platteter

**Meeting Duly Posted:** The meeting agenda was sent to the 5 counties, 28 member libraries, and official newspapers and posted at SWLS Headquarters.

**Moved by:** Diane Craig and **2<sup>nd</sup> by:** Rachel Schultz to accept the agenda as amended. **Motion carried.**

1. **Moved by:** Rachel Schultz and **2<sup>nd</sup> by:** Diane Craig to adjourn to Closed Session to consider employment of System Director Candidate: to discuss personnel matters as allowed under Chapter 19.85 (1) © Roll Call: Boyle-Yes, Craig-Yes, Goold-Yes, Schultz-Yes, Holmgren-Yes, Busch-Yes, Neumann-Yes
2. **Moved by:** Karen Busch and **2<sup>nd</sup> by:** Deb Goold to reconvene in to open session
3. **Moved by:** Rachel Schultz and **2<sup>nd</sup> by:** Diane Craig to present a final offer to candidate David Kranz for the position of SWLS System Director at an annual salary of \$75,000.00, three weeks of vacation and start date to be mutually agreed upon.

**Moved by:** Lori Neumann and **2<sup>nd</sup> by:** Karen Busch to accept the minutes of the February 7, 2018 Full Board of Trustees Meeting. **Motion carried.**

**Moved by:** Karen Busch and **2<sup>nd</sup> by:** Diane Craig to receipt in the transaction list/ check registers for January and February 2018 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Rachel Schultz and **2<sup>nd</sup> by:** Stephen Holmgren to accept the Statement of Financial Control for January and February 2018 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Diane Craig and **2<sup>nd</sup> by:** Karen Busch to receipt in the Balance Sheet for January and February 2018 to be filed for audit. **Motion carried.**

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

**Director's Report/Staff Activities Report:**

Roxane and Jen reviewed the list of director's activities and distinguished between tasks being completed by Jen or Roxane. Discussion was held concerning completing Crawford, Iowa and Richland County Library Plans. **Moved by:** Rachel Schultz and **2<sup>nd</sup> by:** Karen Busch to accept the Director and Staff Activities Report as presented. **Motion carried.**

**Committee Reports**

**Net Southwest Directors Council:** Meeting was cancelled due to lack of quorum

**PLAC Meeting:** Meeting was cancelled due to lack of quorum

**PLSR Update:** Reviewed.

**Legislative Update:** Roxane updated the board on the signed legislation concerning the Public Library Data and Technology Training Bill. Reviewed Library Legislative Day activities

**Old Business:**

1. CESA 3 and SW Tech Library Delivery Contracts – Roxane spoke with both entities per the contracts which state discussion about continuing services must happen prior to April 1. Both CESA 3 and SW Tech Library will continue same service thru the 2018-2019 school year

**New Business:**

4. **Moved by:** Stephen Holmgren and **2<sup>nd</sup> by:** Diane Craig to adopt the Revised Records Policy Retention. Jen explained the revisions.
5. **Moved by:** Stephen Holmgren and **2<sup>nd</sup> by:** Deb Goold to approve the Technology RFP's. Jen explained the procedure and timeline. **Motion carried.**
6. **Moved by:** Rachel Schultz and **2<sup>nd</sup> by:** Diane Craig to approve going forward with technology and digitization LSTA grants when the state has funds. **Motion carried.**
7. **Moved by:** Karen Busch and **2<sup>nd</sup> by:** Lori Neumann to approve the use of reserve funds to fund new SWLS website. . **Motion Carried.** Jen previewed the new website.
8. Board of Trustees bylaws – Roxane pointed out parts of the bylaws that need to be revised. She will compile comments and questions and forward to the SWLS attorney for review. The revised bylaws will come back to the board for approval.

9. Personnel Policy of SWLS - Roxane pointed out parts of the policy that need to be revised. She has compiled comments and questions and forwarded those to the SWLS attorney for review. The policy will come back to the board for approval.
10. **Moved by:** Rachel Schultz and **2<sup>nd</sup> by:** Stephen Holmgren to approve the Interim Director and Consultant contracts. **Motion carried.**
11. **Date and site of next full board meeting: May 9 2018 at 5:00pm at SWLS Headquarters**
12. **Motion by:** Karen Busch and **2nd by:** Diane Craig to stand adjourned at 6:10pm. **Motion Carried.**

**Respectfully submitted,  
Roxane Bartelt, SWLS Interim Director**