

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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FULL BOARD MEETING MINUTES

Sept. 12, 2018

The Sept. 12, 2018, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:07 p.m. at SWLS headquarters in Fennimore.

Present: **Crawford County:** Diane Craig; **Grant County:** Karen Busch, Carol Hood, Stephen Kleisath; **Iowa County:** Stephen Holmgren, Mark Storti; **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Rachel Schultz; **Resource Library Representative:** Kyle Reimann; **Member Library Liaison:** Nancy Ashmore.

Excused Absent: **Grant County:** Deb Goold, Dale Hood.

Unexcused Absent: **Crawford County:** Mary Kuhn; **Grant County:** 1 vacancy; **Iowa County:** Joan Faull; **Richland County:** Ed Pulvermacher.

Public present: Martha Bauer.

Also present: **SWLS Staff:** Dave Kranz, system director; Kim Streif and Betty Sautter.

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: Rachel Schultz and **2nd by:** Stephen Kleisath to accept the agenda as posted. **Motion carried.**

Moved by: Mark Storti and **2nd by:** Karen Busch to accept the minutes of the July 11, 2018, full Board of Trustees Meeting. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Carol Hood to receipt in the transaction list/check registers for July and August 2018 as presented and to be filed for audit. **Motion carried.**

Moved by: Kyle Reimann and **2nd by:** Rachel Schultz to accept the Statement of Financial Control for July and August 2018 as presented and to be filed for audit. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Karen Busch to receipt in the Balance Sheet for July and August 2018 to be filed for audit. **Motion carried.**

Citizen Participation, Communication and Announcements: System director Dave Kranz recognized SWLS staff member Kim Streif, marking her 35-year employment anniversary with SWLS. Information about the Iowa County library plan passed in August 2018 was shared by Kranz and SWLS board member Mark Storti. Kranz mentioned the Wisconsin Library Association

annual conference is coming up Oct. 23-26 in La Crosse, and provided a list of the eight librarians from SWLS libraries who are scheduled to present at the conference.

Director's Report/Staff Activities Report: Moved by: Stephen Kleisath and **2nd by:** Kyle Reimann to accept the Director and Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council: Draft minutes of the Aug. 17 meeting were shared.

PLAC Meeting: Draft minutes of the Aug. 17 meeting were shared. Kranz mentioned that the topic of removing driver license information from the patron database is under discussion. He reported that the group recommended the system pursue a system-wide technology support proposal from South Central Library System.

PLSR Update: Kranz gave a brief overview of recent activity and shared the anticipated timeline for the final report.

Old Business:

1. WiLS evaluation of SWLS cataloging/ILS and CE services. The report was received by the board; Bruce Smith and Melody Clark of WiLS attended via GoToMeeting and presented slides and spoke briefly about the report's recommendations, then fielded questions from the board.
2. Personnel Policy of SWLS. Kranz reported that no legal objection was found to changes suggested by the board at the last meeting, so those would be incorporated into the revisions that had been proposed. **Moved by:** Mark Storti and **2nd by:** Lori Neumann to approve the revisions to the Personnel Policy of SWLS. **Motion carried.**
3. Tech Support RFP. Kranz provided proposals from three respondents to SWLS' request for proposals, along with summaries of those proposals. He related that the SWLS member librarians' Technology Committee had evaluated all proposals received and narrowed it down to three, which were taken to the PLAC directors' council in August. The PLAC group voted to recommend that the system pursue the proposal of South Central Library System. Discussion was held regarding the merits and costs of the proposals. **Moved by:** Mark Storti and **2nd by:** Stephen Kleisath to ask director Kranz to contact each SWLS library individually and ask if they could participate in the SCLS plan; if an insufficient number are able to, then the system would be authorized to proceed with the proposal from Lakeshores Library System.

4. Board of Trustees bylaws. Review and update of these is planned; postponed to a future meeting.

New Business:

1. 2019 System Plan. Kranz reported he is working on the plan, some of it dependent on budget decisions and other activities. The board must approve it before it is submitted in October.
2. **Moved by:** Kyle Reimann and **2nd by:** Diane Craig to accept the audit for the year ended Dec. 31, 2017, received from Collins & Associates. **Motion carried.**
3. **Moved by:** Rachel Schultz and **2nd by:** Stephen Kleisath to authorize Kranz to separate \$25,000 from a CD that is maturing Sept. 19, 2018, and put it into a 30-month CD, the remaining balance of the maturing CD to be returned to a new 60-month CD. **Motion carried.**
4. **Date and site of next full board meeting: Nov. 14, 2018 at 5:00 p.m. at SWLS Headquarters.**
5. **Motion by:** Carol Hood and **2nd by:** Lori Neumann to stand adjourned at 6:58 p.m. **Motion Carried.**

**Respectfully submitted,
David Kranz, System Director**