

**SWLS Services Committee Meeting  
April 3, 10:00 AM in Lancaster, WI**

In attendance: Jessie Lee-Jones from Platteville, Vicki Stangel from Dodgeville, Martha Bauer from Richland Center, Megan Flatley from Hazel Green, Cele Wolf from Soldiers Grove, Candi Fitzsimons from Darlington, Jen Bernetzke from Lancaster, Dave Kranz from SWLS, and Bob Boyle from the SWLS Board of Trustees.

1. Call to order at 10:03am. Meeting was posted.
2. Hazel Green moves to approve the agenda, Richland Center seconds. All ayes, motion passes.
3. Summary of State Mandated Services: Dave Kranz handed out a document outlining the state mandated services and the status of SWLS's fulfillment of those services. Some discussion was held.
4. Consideration of the committee's charge: The committee agreed that it is its place to make recommendations to the SWLS board to guide in decision making and prioritization in regards to system services and possible ways to accomplish their provision.
5. Discussion of services: This discussion held a wide range of topics, opinions, and ideas. Some of the most important aspects were:
  - a. Consensus is that delivery and cataloging are valuable and are currently high quality services for our system members. There is a fear of losing quality in these areas when we discuss changes.
  - b. Discussion occurred regarding what responsibility the system should take versus the libraries in reference to accountability, CE topics, and attendance. Directors should be contributing ideas for useful CE topics, etc.
  - c. The question was raised about whether we are designing services to match staff abilities and why that is problematic. Staff capacity for adding/improving services was questioned.
  - d. A variety of theoretical staffing/organizational setup ideas were discussed.
  - e. There was agreement that while we continue this discussion, staff accountability is essential, and that means libraries need to give feedback and provide input.
  - f. Starting with current system job descriptions would be helpful. Rough estimates for current staffing (not including benefits) is \$115,000.
6. Next meeting topics:
  - a. Current job descriptions for all SWLS staff will be sent out in advance. Discussion about those job descriptions as well as holes, weaknesses, and other points that need emphasis will take place.
  - b. We will see Dave's recommendations and/or vision for staffing models or service models.
  - c. We will create a list of actual options, needs, and desires as well as create a timeline for potential change, priorities, and any contingencies that may be necessary.
7. Next meeting is set for April 17<sup>th</sup> at 12:45pm in Richland Center. Motion by Platteville, second by Richland Center. All ayes, motion passes.
8. Hazel Green moves to adjourn, second by Soldiers Grove. Motion passes. Adjourn at 11:43am.

Respectfully submitted, Jennifer Bernetzke