

SOUTHWEST WISCONSIN LIBRARY SYSTEM
1300 Industrial Drive, Suite 2, Fennimore, WI 53809 608-822-3393

Board of Trustees Meeting
May 15, 2024 1:00 p.m.
at SWLS offices in Fennimore and online

Minutes

Call to Order: 1:04pm

Meeting Duly Posted

Attendees:

In Person: Karen Busch, Stephen Kleisath, Carol Ann Hood, Vicky Suhr, David Swanson. Larry Nelson, Bob Boyle, Sandra Herges, Justin O'Brien, Michael Brandt, SWLS Staff included Angela Noel, Rosa Moore, Shauna Koszegi, Mary Van Der Hart.

Online: Linda Munson, Lori Neumann, Martha Bauer (library liaison) Jen Bernetzke from SWLS Staff also joined online

Recognition of Public Attendees: None present

Acceptance of Agenda: Nelson moves to accept agenda, Busch seconds. All in favor. motion passes.

Approval of Minutes of the March 20, 2024 meeting: Busch moves to approve minutes, Suhr seconds. all in favor, except O'Brien, who abstains as this is his first meeting, motion passes.

Transaction Lists/Check Registers: *Receipt in March and April 2024 transaction lists:* Kleisath motions, Herges seconds. All in favor, motion carries.

Statements of Financial Control: *Receipt in March and April 2024 statements of financial control:* Nelson moves, Hood seconds. All in favor, motion passes.

Balance Sheets: *Receipt in March and April balance sheets:* Nelson moves, Kleisath seconds. All in favor, motion passes.

Citizen Participation, Communication and Announcements: None

Director and Staff Activities Reports: SWLS Director and Staff provided brief verbal reports to highlight information provided in meeting packet. Herges moves to accept director and staff activity reports, O'Brien seconds. Motions passes.

Reports and Updates

1. Net Southwest and PLAC: Libraries met in April and spent a considerable portion of the meeting time discussing SWLS Committees. Feedback from committee breakout sessions is provided in the meeting packet. Libraries also discussed contributing funds to the system's Overdrive Advantage account. Currently SWLS provides \$4,000 of state aid funds to this account, which is not enough to keep up with patron demand. Member libraries will discuss contribution amounts at the June 2024 meeting.
2. Legislative Update: Work on the 2025-27 State budget will start in the fall. There was initial feeling at SRLAAW in May that retaining funds may be hard with the current political state, though we plan to ask for an increase to support system services

Business:

1. **Review and discuss changes to NetSW Member Agreement:** Sustaining agreement that has been in place, was last reviewed in 2021. Several libraries did not return a signed copy, which we attribute to the pandemic and staff turnover at SWLS and member libraries. Updates include changes to cataloging language and the inclusion of Appendix B; Best Practices rules, which have been voted on by member libraries, but have not been part of the agreement—which library boards sign off on—in prior versions. Hoping to get member libraries and their board's approval to bring back to our board for final approval in July. We would expect fully executed agreements from all libraries back in the fall.
2. **Review and discuss changes to Cataloger II position description:** This item was tabled due to the Executive Committee typically making recommendations prior to the full board. Executive Committee will meet in July, prior to the full SWLS Board meeting.
3. **SWLS Logo Options:** System staff provided an overview of the logo design process so far, but is asking the SWLS Board for input in choosing our final design. Current logo only depicts our service area, not what we actually do. After discussion, 10 members of the board voted for Option #1 and two members voted for Option #2. System staff will move forward with Option #1.
4. **2023 System Financial Audit Proposal:** Director Noel presented a quote from Collins & Associates for the 2023 Audit, which was a 25% increase over last year. Board discussed length of time Collins took to respond to our proposal request and looking into other options for the 2024 audit. Kleisath moves to accept the current proposal, but look for a new one before next year, Brandt seconds. Swanson asks if we can bid more than one year at a time. Motion passes 9-3 with Swanson, Munson, and Nelson opposed.
5. **SWLS Credit Card:** Our application was denied due to possible conflict of interest. Looking into other possible options, either through Clare Bank or a private vendor. Angela will also check again with other systems. Will gather more information for the July meeting.
6. **Strategic Planning Update:** We have met a number of times and have put together a one-page overview of the plan. Still working toward the full plan for future approval by the Board. Goal is to have it ready to go by the end of the year, so we can start implementing them early next year.
7. **Presentation from R. Moore on Bootleg and A.I. materials:** Rosa provided a brief, informational presentation to the SWLS Board.
8. **Date and Site of Next Meeting – 1:00 p.m. July 17, 2024, at SWLS and online:** Busch moves, Brandt seconds. All in favor, motion passes.
9. **Adjournment:** Busch moves at 2:42 p.m., Suhr seconds. All in favor, motion carries.

Respectfully submitted,
Mary Van Der Hart