

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

Board of Trustees Meeting
September 18, 2024 1:00 p.m.

Minutes

Call to Order: 1:04 p.m.

Meeting Duly Posted

Attendees

In person: Karen Busch, Carol Ann Hood, Vicky Suhr, Sandra Herges, Diane Craig, Larry Nelson, Bob Boyle and Martha Bauer (Library Liaison). SWLS Staff included Angela Noel and Mary Van Der Hart.

Online: Justin O'Brien, Stephen Kleisath, Lori Neumann, Linda Munson, and Michael Brandt. SWLS Staff included Jennifer Bernetzke and Rosa Moore.

Recognition of Public Attendees: None

Acceptance of Agenda: Motion by Herges, second by Suhr to accept the agenda. All in favor, motion carries.

Approval of Minutes of the July 17, 2024 Meeting: Motion by Craig, second by Brandt to accept. All in favor, motion carries.

Transaction Lists/Check Registers: Receipt in July and August 2024 Lists: Motion by Nelson, second by Hood to accept. All in favor, motion carries.

Statements of Financial Control: Receipt in July and August 2024 Statements: Motion by Nelson, second by Suhr to accept. All in favor, motion carries.

Balance Sheets: Receipt in July and August 2024 balance sheets: Motion by Nelson, second by Herges to accept. All in favor, motion carries.

Citizen Participation, Communication and Announcements: None

Director and Staff Activities Reports: Motion by Suhr to accept reports, seconded by Busch. All in favor, motion carries.

Reports and Updates

1. **Net Southwest and PLAC:** Noel provided an overview of action from the August NetSouthwest/PLAC meeting. Library directors have been continuing their work to review committee make-up and spent a good portion of time considering potential new groups and how best to form them.

2. **Legislative Update:** Noel reported that WI DPI ultimately decided not to include additional funding for statewide delivery in their 2025-2027 state budget request. Library systems are working to gather more data around this to make a stronger case in the future. Additionally, Noel announced to the board that 2025 Library Legislative Day will take place on Tuesday, February 11 in Madison. More information to come later in the year.

Business

1. **2025 SWLS Budget:** The budget has been formatted to reflect that Statement of Financial Concern so that we can better compare things moving forward. A 3% wage increase has been included for all staff. The health insurance stipend was \$10,000 in 2024, and executive committee is proposing we match that rate in the future to reflect SWLS's portion of a single plan, which would amount to \$10,944 in 2025. Previous budgets have relied on \$40,000 - \$50,000 in carryover funds every year. Director Noel would like to move away from this approach and start using interest income from our LGIP account, which earned just over \$24,000 between September 2023 and August 2024. Due to adjustments from Executive Committee and some outstanding costs, the budget will be formally approved at the October meeting.
2. **2023 System Financial Audit Update:** Nelson moves to accept the 2023 Audit, Busch seconds. All in favor, motion carries. The Board provided general feedback that they would like to release a request for proposals to other firms for the 2024 Audit, this process will begin in late 2024.
3. **Cataloger Position Update and Recommendations from Executive Committee:** Position posted shortly after the July meeting. We received 18 application and 17 met basic requirements. A follow-up questionnaire was sent to 13 candidates and upon further review and screening, Angela and Jen interviewed 6 candidates on September 4. Final interviews with the top 2 candidates will take place on September 30. Due to both of the final candidates having MLIS degrees, Angela is expecting to offer an hourly wage closer to the top of the listed range (\$21.00 - \$25.00). The Executive Committee also discussed vacation and recommend Angela be able to negotiate up to 3 weeks of vacation during the first year, which most SWLS full-time staff have started with in the last five years. Busch moves to allow up to 3 weeks of vacation, Suhr seconds. All in favor, motion carries.
4. **CD Maturity:** SWLS has a \$100,000 CD that will mature on September 19, 2024. Due to pressing needs around replacing delivery vehicles, Angela is suggesting we place those funds into the LGIP account rather than lock it into another 12 month CD. Interest is the same, and LGIP allows the funds to be readily accessible. O'Brien moves to approve moving funds to LGIP, Nelson seconds. Brandt wonders why it cannot be split and SWLS staff explained we may need to purchase 2 vans within the year. Nelson says to give staff latitude. All in favor, motion carries.
5. **Date of next meeting:** 1:00 p.m. October. 16, 2024 at System Headquarters

Adjournment: Busch moves to adjourn at 2:12 p.m. Suhr seconds. All in favor, motion passes.