

**SOUTHWEST WISCONSIN LIBRARY SYSTEM**  
1300 Industrial Drive, Suite 2, Fennimore, WI 53809 608-822-3393  
**Board of Trustees Meeting Feb 14, 2024 1:00 p.m.**  
**at SWLS offices in Fennimore and online**

**Minutes**

**Call to Order at 1:00pm.** Meeting was duly posted. In attendance were Sanson, Nelson, Suhr, Hood, Brandt, Craig, Herges, Munson, Swanson, Galle, Neumann, and Boyle. Absent were Busch, Frank, and Kleisath. One seat is vacant. SWLS Staff Angela Noel, Jennifer Bernetzke, Shauna Koszegi, and Rosa Moore, and NetSW liaison Martha Bauer were also present.

**Acceptance of Agenda:** Nelson moves to accept the agenda; Hood seconds. All in favor, motion passes.

**Approval of Minutes of the December 28, 2023 meeting:** Sanson moves to approve the minutes; Suhr seconds. All in favor, motion passes.

**Transaction Lists/Check Registers:** Nelson moves to approve December 2023 and January 2024 transaction lists, Craig seconds. Nelson asked for clarification on the Auto-Graphics bill for ILS; SWLS staff verified that the bill was for the 2024 contract for service. All in favor, motion passes.

**Statements of Financial Control:** Nelson moves to approve December 2023 and January 2024 statements of financial control; Hood seconds. All in favor, motion passes.

**Balance Sheets:** Brandt moves to approve December 2023 and January 2024 balance sheets; Sanson seconds. All in favor, motion passes.

**Citizen Participation, Communication and Announcements:** Boyle asked Angela how the job is going so far; she said that she's just starting to dig in and learn, and that she's excited to work with the board and staff.

**Director and Staff Activities Reports:** Written activity reports were provided by staff, and Angela gave a verbal update on the things she has begun working on.

**Reports and Updates**

1. Net Southwest and PLAC: There was no update because they have not met since the last board meeting.
2. Legislative Update- Library Legislative Day was on February 6 and SWLS had roughly 15 people from our region attend in support of libraries, including board members Craig, Hood, and Busch. It was a positive day of advocating for libraries and systems.

**Business:**

1. System Annual Report: The due date for this report is now the end of March, so rather than rushing through it, Angela and Jen have been spending more time getting everything organized and correct. This item will be tabled until the March board meeting.
2. Delivery vehicle funds: The purchase of our new Ford Transit van was over budget by \$463.00; at some point this year, we will find that money in another line item so that it works out by year-end. No action was taken.
3. Budget adjustment to move in-progress 2023 funds to 2024: Nelson moved to move in-progress 2023 funds into 2024; Herges seconds. All in favor, motion passes.
4. Appointment of Trustee Officers for 2024: Sanson moves to approve the new slate of officers for the board (listed below). Hood seconds. All in favor, motion passes.
  - a. President: Bob Boyle
  - b. Vice President: Michael Brandt
  - c. Treasurer: Larry Nelson

5. Fleet contract/cards for van fuel: At the request of the delivery drivers, Angela has begun looking into getting fuel account cards for Kwik Trip so that we can fuel our delivery vehicles in Fennimore at the end of routes instead of needing to circle to Lancaster to visit New Horizons. After discussions of the benefits of each account, Suhr moved to have both New Horizons and Kwik Trip accounts for a year so that the drivers can take advantage of the flexibility while we can assess the benefits and drawbacks of each one. Nelson seconds. All in favor, motion passes.
6. SWLS Credit Card: Angela proposes that SWLS look into having organizational credit cards for business expenses so that costs aren't being passed onto staff and their own finances. While the previous director chose not to have one, the director before that did have a credit card for conferences and other purchases that can't be invoiced. The board supports this idea, stating that business cards are easier to track for business expenses and would likely be easier for staff and for the auditor. Craig moves to ask Angela to research credit card options, especially those with cash back or other rewards. Hood seconds. All in favor, motion passes.
7. Date & site of next meeting – 1:00 p.m. March 20, 2023, at SWLS and online
8. Adjournment: Herges moves to adjourn; Sanson seconds. All in favor, adjournment at 1:39.

Respectfully Submitted,  
Jennifer Bernetzke