

# SOUTHWEST WISCONSIN LIBRARY SYSTEM

1300 Industrial Drive, Ste. 2, Fennimore, WI 53809 608-822-3393

## FULL BOARD MEETING MINUTES

Jan. 18, 2023

1:30 p.m.

1300 Industrial Drive, Ste. 2, Fennimore, Wis., and via remote connection options

The Jan. 18, 2023, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 1:29 p.m. upon recognition of a quorum at SWLS headquarters in Fennimore and with phone and online connection available via Go To Meeting.

**Present:** **Crawford County:** Diane Craig, Linda Munson (online); **Grant County:** Elias Cox, Carol Hood, James Hibbard; Stephen Kleisath (online); **Iowa County:** Larry Nelson; Michael Brandt; **Lafayette County:** Bob Boyle, Lori Neumann (online); **Resource Library Representative:** Karen Utley; **Member Library Liaison:** Martha Bauer (online); **SWLS Director:** David Kranz.

**Excused Absent:** **Grant County:** Karen Busch.

**Absent:** **Iowa County:** Gerald Galle; **Richland County:** Melvin "Bob" Frank.

**Vacancies:** One Grant County seat, one Richland County seat.

**Public present:** Angela Noel (online) and SWLS staff member Jennifer Bernetzke (online).

**Meeting Duly Posted:** Kranz stated that the meeting agenda was shared with member county clerks and member public libraries and posted at SWLS Headquarters and on the SWLS website more than 24 hours in advance.

**Moved by:** Elias Cox and **2<sup>nd</sup> by:** Carol Hood to accept the agenda as posted. **Motion carried.**

**Moved by:** Linda Munson and **2<sup>nd</sup> by:** Carol Hood to approve the minutes of the Nov. 16, 2022, SWLS board meeting. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Utley to receipt in the transaction lists for November 2022 and December 2022. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Carol Hood to receipt in the statements of financial control for November 2022 and December 2022 as presented. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Elias Cox to receipt in the balance sheets for November 2022 and December 2022 as presented. **Motion carried.**

**Citizen Participation, Communication and Announcements:** Kranz shared a letter dated Dec. 13, 2022, from the state Dept. of Public Instruction noting that the initial installment of state aid for SWLS 2023 operations was approved and electronically deposited.

**Director and Staff Activities Reports:** Written staff reports were provided for review and discussion. **Moved by:** Elias Cox and **2<sup>nd</sup> by:** James Hibbard to approve the activity reports. **Motion carried.**

**Committee Reports:**

1. **Net Southwest and PLAC:** Draft minutes of the Dec. 9, 2022, Net Southwest and PLAC meetings were provided for review and discussion.
2. **Legislative update:** Kranz provided a legislative update that included an overview of the normal timeline for the state biennial budget process. He also shared information about a proposal in the state legislature seeking to require schools and libraries to restrict access to materials and online content that might be considered harmful to children.

**Business:**

1. **SWLS strategic plan.** Proposals from consultants to perform strategic plan process facilitation were discussed. **Moved by:** Larry Nelson and **2<sup>nd</sup> by:** James Hibbard to pursue the proposal from Rachel Arndt Consulting LLC with revision to include an additional in-person opportunity for participation. **Motion carried.**
2. **Budget adjustment to move in-progress 2022 project funds into 2023.** Kranz explained that projects related to two budget line items from 2022 had been moved to 2023, and he asked that the amounts that had been earmarked for these projects in 2022 be formally moved to the 2023 budget. The projects involved were strategic planning and purchase of materials for rotating Spanish-language collections. **Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Utley to revise the 2023 budget to read \$4,465.19 in expense line 8033 General System Grants and to read \$7,000.00 in expense line 8046 Rotating Collections Project. **Motion carried.**
3. **Update of certain SWLS position descriptions.** Revisions to the SWLS position descriptions for Cataloger I, Cataloger II, and ILS/ILL Consultant were proposed. **Moved by:** Elias Cox and **2<sup>nd</sup> by:** Carol Hood to approve the revised position descriptions. **Motion carried.**
4. **Official newspapers and public posting sites for 2023.** A listing of newspapers in the five SWLS member counties was shared along with information about the official posting sites for SWLS meeting information. **Moved by:** Elias Cox and **2<sup>nd</sup> by:** Karen Utley to approve the official newspapers and posting sites for 2023. **Motion carried.**

**2023 Official Newspapers:**

Courier Press (Prairie du Chien)	Crawford County
Boscobel Dial	Grant County
Platteville Journal	Grant County
Dodgeville Chronicle	Iowa County
Republican Journal (Darlington)	Lafayette County
Richland Observer	Richland County

**2023 Official Posting Sites:**

SWLS Headquarters and web site

28 Member Libraries

County Clerks/county posting sites at Crawford, Grant, Iowa, Lafayette, and Richland Counties

5. **Date and site of next planned full board meeting:** Feb. 15, 2023, at 1:30 p.m. at the SWLS offices in Fennimore and via remote connection options.
6. **Adjournment. Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Diane Craig to adjourn. **Motion carried.** Meeting adjourned at 2:26 p.m.

**Respectfully submitted,  
David Kranz, SWLS Director**