

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

Sept. 20, 2023

5:00 p.m.

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

The Sept. 20, 2023, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:00 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:** Stephen Kleisath, Karen Busch, Sandra Herges, Carol Hood, James Hibbard; **Iowa County:** Larry Nelson, Michael Brandt (online); **Lafayette County:** Bob Boyle, Lori Neumann (online); **Resource Library Representative:** Vicky Suhr; **Member Library Liaison:** Martha Bauer; **SWLS Director:** David Kranz.

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

Vacancies: One Grant County seat; one Richland County seat.

Public present: Dodgeville Public Library Director Angela Noel (online), SWLS staff member Jennifer Bernetzke (online).

Meeting Duly Posted: Kranz stated that the meeting agenda was posted at SWLS Headquarters more than 72 hours prior to the meeting and shared with member county clerks and member public libraries for posting more than 24 hours prior to the meeting.

Moved by: Vicky Suhr and **2nd by:** Sandra Herges to accept the agenda with one change, the removal at Kranz's request of Business item no. 5, Personnel Policy updates. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Sandra Herges to approve the minutes of the July 19, 2023, SWLS board meeting, with correction of two typos. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Diane Craig to receipt in the transaction lists for July 2023 and August 2023. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Carol Hood to receipt in the statements of financial control for July 2023 and August 2023. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** James Hibbard to receipt in the balance sheets for July 2023 and August 2023 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Board President Boyle noted that the Lafayette County Finance Committee would be meeting later this week to consider increasing the non-resident reimbursement rate for its home county libraries. The county library committee has requested an increase from 70% rate to 80% rate for 2024, plus an addition of 1% each year following. Discussion followed related to the reimbursement rates in other SWLS counties.

Director and Staff Activities Reports: Written staff reports were provided for review and discussion. Kranz noted that the director's report included information about initial feedback received regarding lengthy wait times as he began seeking to purchase a new delivery van to replace the system's oldest van. **Moved by:** Stephen Kleisath and **2nd by:** Vicky Suhr to accept the activity reports. **Motion carried.**

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the Aug. 25, 2023, Net Southwest and PLAC meetings were provided for review and discussion.

Business:

1. **Strategic plan.** A draft of the 2024-2026 strategic plan was presented for discussion and possible approval. Martha Bauer requested that the plan be presented to the member libraries for feedback before approval by the system board. There was general agreement and the expectation is that the plan will be brought back to the board in November after sharing it with the member libraries.
2. **Delivery update.** Kranz provided a verbal update, primarily to confirm that the system's connection with statewide delivery had changed locations in August as planned to help achieve greater efficiencies for overall statewide delivery and, as a by-product, enable SWLS to provide 5-day-a-week regional delivery to Dodgeville Public Library.
3. **Cooperative cataloging LSTA grant application.** A memorandum of understanding (MOU) from the Northern Waters Library Service related to a cooperative cataloging group funded by LSTA grant money was presented for review and approval for the system director to sign. Kranz noted that board approval would be necessary for participation in a grant-funded project. Kranz described general motives of the new cooperative cataloging group, which aims to develop agreed-upon statewide standards and common practices related to cataloging in the state. He explained that the specific project would involve paying a vendor to examine all SWLS catalog records and produce reports of any that did not adhere to professional authority terminology for things like author names and subject headings. SWLS staff could then work to correct this. A chief benefit will be more accurate and focused search capability and display of results in the catalog for area library patrons and staff. Another benefit is that SWLS could more easily participate in future collaborative or statewide projects that involve multiple systems' catalogs. **Moved by:** Sandra Herges and **2nd by:** Karen Busch to direct Kranz to sign the cooperative cataloging LSTA grant MOU from NWLS. **Motion carried.**
4. **CD maturity.** A Certificate of Deposit held for five years at Clare Bank has matured. Kranz provided examples of current CD yields at different term lengths and from different types of banks including local, regional, and online. Discussion ensued. **Moved by:** Stephen Klesiath and **2nd by:** Karen Busch to authorize Kranz to negotiate for the best returns available for CDs in amounts of \$100,000 at one year, \$100,000 at two years, and the remainder at three years, with the preference that local banks be given the chance to match a rate. **Motion carried.**
5. **Personnel Policy updates.** Item had been removed from today's agenda.

6. **2024 budget.** A proposed budget for 2024, including 4% wage adjustments for all staff and 2024 health insurance opt-out stipend of \$10,000, was recommended by the SWLS Executive Committee for approval by the SWLS Board. **Moved by:** Sandra Herges and **2nd by:** Diane Craig to approve the 2024 system budget as recommended by the Executive Committee. **Motion carried.**
7. **2024 system plan.** The system plan document for 2024 was provided for review and approval. **Moved by:** Larry Nelson and **2nd by:** Karen Busch to approve the 2024 system plan document. **Motion carried.**
8. **2022 audit report.** A rough draft of the audit report about system 2022 activity had been provided by the auditor. Kranz said he expects the auditor will have the final version completed very soon, and plans to move formal acceptance of the audit report to the next meeting.
9. **Date & site of next meeting:** Nov. 15, 2023, at 1:00 p.m. at the SWLS offices in Fennimore and via remote connection options.
10. **Adjournment. Moved by:** James Hibbard and **2nd by:** Vicky Suhr to adjourn. **Motion carried.** Meeting adjourned at 6:02 p.m.

Respectfully submitted,
David Kranz, SWLS Director