

# SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

## FULL BOARD MEETING MINUTES

Oct. 18, 2023

5:00 p.m.

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

The Oct. 18, 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 (online), Karen Busch, Sandra Herges, Carol Hood, James Hibbard, Rick Sanson; **Iowa County:** Larry Nelson; **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:** Michael Brandt, Gerald Galle; **Richland County:** Melvin "Bob" Frank.

**Vacancies:** One Richland County seat.

**Public present:** SWLS staff members Jennifer Bernetzke and Shauna Koszegi.

**Meeting Duly Posted:** Kranz stated that the meeting agenda was posted in accordance with open meetings guidelines.

A welcome was extended to new SWLS board member Rick Sanson from Grant County.

**Moved by:** Stephen Kleisath and **2<sup>nd</sup> by:** Vicky Suhr to accept the agenda as presented. **Motion carried.**

**Moved by:** Carol Hood and **2<sup>nd</sup> by:** Diane Craig to approve the minutes of the Sept. 20, 2023, SWLS board meeting. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Busch to receipt in the transaction list for September 2023. **Motion carried.**

**Moved by:** Sandra Herges and **2<sup>nd</sup> by:** Larry Nelson to receipt in the statement of financial control for September 2023. **Motion carried.**

**Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Karen Busch to receipt in the balance sheet for September 2023 as presented. **Motion carried.**

**Citizen Participation, Communication and Announcements:** Kranz noted that a new library director started earlier in the month at the Brewer Public Library in Richland Center. The new director there is Stacy Pilla.

**Director Activities Report:** A written director's report was provided for review and discussion. Kranz highlighted that as authorized by the board he had converted a Certificate of Deposit that matured in September from a single CD to three CDs with different maturity dates, and noted that details appear in the report text. **Moved by:** Vicky Suhr and **2<sup>nd</sup> by:** Lori Neumann to accept the director activities report. **Motion carried.**

#### **Committee Reports:**

1. **Executive Committee:** Draft minutes of the Oct. 11, 2023, Executive Committee meeting was provided for review and discussion. Attention was drawn to the committee's recommendations that Kranz's resignation and suggested final date of employment be accepted, that his accrued leave balances be paid out in accordance with the personnel manual, that current SWLS staff member Jennifer Bernetzke be approached to serve as an interim system director, and that a Hiring Committee would be created to help with interviewing and making recommendations to the board about a new director hire.

#### **Business:**

1. **2022 audit report.** The final draft version of the 2022 audit report prepared by Collins & Associates was shared for review and discussion. **Moved by:** Stephen Kleisath and **2<sup>nd</sup> by:** Larry Nelson to accept the 2022 audit report. **Motion carried.**
2. **2024 accounting services agreement.** A copy of the proposed 2024 accounting services agreement from the Winnefox Library System was shared for review and discussion. Kranz noted the only materials changes from 2023 were the dates and the annual fee, which moved from \$7,000 to \$8,000. He said the fee is moving to the \$10,000 level in \$1,000 annual increments. He noted the staff's general satisfaction with the service. **Moved by:** Karen Busch and **2<sup>nd</sup> by:** Carol Hood to approve the 2024 accounting services agreement with Winnefox Library System as presented. **Motion carried.**
3. **Resignation of system director.** Kranz had with heavy heart communicated a letter of resignation to the board early in October. **Moved by:** James Hibbard and **2<sup>nd</sup> by:** Karen Busch to accept the resignation and suggested final date of employment. **Motion carried.**
4. **Interim system director services.** A draft agreement for interim system director services to be performed by current SWLS staff member Jennifer Bernetzke from Nov. 1, 2023, to Dec. 31, 2023, was shared for review and discussion. **Moved by:** Larry Nelson and **2<sup>nd</sup> by:** Rick Sanson to approve the agreement for interim system director services as presented. **Motion carried.**
5. **Process for hiring a new system director.**
  - a. **Appointment of Hiring Committee.** Board President Boyle had directed Kranz to contact several individuals in the system area about serving on a hiring committee. Kranz reported that he had received confirmations from seven people so far, with two yet to confirm. The seven confirmed are Bob Boyle, James Hibbard, Larry Nelson, Jessie Lee-jones, Martha Bauer, David Gibbs, and Shauna Koszegi. The two yet unconfirmed are Jennifer Bernetzke and Candi

Fitzsimons. Kranz anticipated prompt response from the two remaining and would share the committee roster once finalized.

- b. **Duties and authority of the Hiring Committee.** Discussion ensued. **Moved by:** Vicky Suhr and **2<sup>nd</sup> by:** Karen Busch to approve stating the Hiring Committee's role as follows: "To perform interviews of candidates for the SWLS System Director position and make recommendations to the SWLS Board of Trustees regarding hiring for this position." **Motion carried.**
  - c. **Timeline for search process.** Discussion ensued. No action was taken.
  - d. **Position posting language.** A draft text of position posting language was shared for review and discussion, along with some information gathered about 2024 system director salary levels at other library systems in the state, and library director salaries at larger libraries in the SWLS region. Some edits to the posting text were sought. Kranz asked that a salary or salary range be approved for inclusion in the posting text. **Moved by:** Risk Sanson and **2<sup>nd</sup> by:** Carol Hood to authorize SWLS staff members to edit the posting language and share it with the board, and if no prompt negative responses or changes come back, to then begin posting the position with a starting salary range of \$80,000-\$100,000. **Motion carried.**
  - e. **Position description.** An update to the System Director position description was shared for review and discussion. **Moved by:** Larry Nelson and **2<sup>nd</sup> by:** James Hibbard to approve the position description. **Motion carried.**
6. **Date & site of next meeting:** Nov. 15, 2023, at 1:00 p.m. at the SWLS offices in Fennimore and via remote connection options.
  7. **Adjournment. Moved by:** Karen Busch and **2<sup>nd</sup> by:** Sandra Herges to adjourn. **Motion carried.** Meeting adjourned at 5:48 p.m.

Respectfully submitted,  
David Kranz, SWLS Director

Approved 11/15/2023