

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

**Board of Trustees Meeting**  
**Nov. 15, 2023, 1:00 p.m.**  
**at SWLS offices in Fennimore and online**

Minutes

**Call to Order at 1:00 by Bob Boyle upon recognition of a quorum.**

**Meeting was duly posted**

**Recognition of Public Attendees:** SWLS Staff members were in attendance; Shauna Koszegi, Mary Rama, and Rosa Moore. Jennifer Bernetzke attended as Interim Director.

**Board members in attendance:** Diane Craig, Linda Munson, Stephen Kleisath, Carol Hood, Rick Sanson, Larry Nelson, Michael Brandt, Lori Neumann, Bob Boyle, Bob Frank, Sandy Herges, Vicky Suhr, and liaison Martha Bauer. Absent were Karen Busch and Gerald Galle, and two seats are vacant.

**Acceptance of Agenda:** Brandt moves to approve the agenda, Hood seconds. All in favor, motion passes.

**Approval of Minutes of the October 18, 2023 meeting:** Nelson moves to approve the minutes, second by Suhr. All in favor, motion passes.

Transaction Lists/Check Registers, Statements of Financial Control, and Balance Sheets for September and October were tabled until the January meeting.

**Citizen Participation, Communication and Announcements:** none

**Director and Staff Activities Reports:** written reports from the ILS/ILL Consultant and the Cataloger were included in meeting documentation; the staff is working hard to fill the gaps while a new director is sought. Nelson moves to approve activity reports, second by Hood. All in favor, motion passes.

**Committee Reports**

1. Net Southwest and PLAC: draft minutes from the October NetSW/PLAC meeting were included in the meeting documentation.
2. Legislative update: WLA's annual Legislative Day will be held on February 6<sup>th</sup>, and board members are encouraged to attend. Some have attended in the past and indicate it is a worthwhile exercise.
3. Hiring Committee: The Hiring Committee met prior to this board meeting to review applications and decide on who to interview. Interviews will take place in the final week of November.

**Business:**

1. Technology Support Agreement : This is a sustaining agreement but due to the merger of two library systems to create Prairie Lakes Library System, the agreement should be resigned to reflect accurate names. Kleisath moves to approve the agreement, second by Brandt. All in favor, motion passes.
2. Collection Development and Circulation Policy: this policy has been in the works for several months; it reflects both a document that helps staff administer SWLS collections and a document that can be seen as an example by member libraries. Nelson moves to approve the policy, second by Suhr. All in favor, motion passes.
3. Personnel Policy updates: a review of proposed changes to the SWLS Personnel Policy were discussed. Some changes include removing gendered language. Nelson moved to approve changes as written EXCEPT for changes to the Bereavement Leave portion; that section will remain intact as previously written; his motion also states that the board will review the Sick

Leave and payout portion of the Policy after a new director is onboard. Second by Brandt. All in favor, motion passes.

4. Enter into closed session as allowed per Wisconsin statute 19.85(1)c for consideration of employment, compensation or performance evaluation data of any public employee over which the governmental body exercises responsibility, to consider compensation and employment of one employee: Sanson moves to enter closed session, second by Suhr. A roll call vote was taken of all members; all ayes, motion passes.  
Exit closed session.
5. Any action resulting from closed session: Kleisath moves to adjust the Cataloger position's hours from 32 hours per week to 40 hours per week. Neumann seconds. All in favor, motion passes.
6. SWLS Board WLA membership for 2024: Suhr moves to remain an organizational member of WLA for 2024, Brandt seconds. All in favor, motion passes.
7. Official newspapers and public posting sites for 2024: Nelson moves to approve the official posting sites with the addition of the Tri-County Press. Hood seconds; all in favor, motion passes.
8. Nominating Committee for 2024 officers: there was agreement that there is no need for a nominating committee, but the board will nominate and elect positions in their full meeting in January.
9. 2024 meeting dates: Dates will be January 17, February 21, March 20, May 15, July 17, September 18, and November 20 of 2024. All meeting times are scheduled for 1:00. Suhr moves to approve the meeting dates and times for 2024. Hood seconds; all in favor, motion passes.
10. Date & site of next meeting – 1:00 p.m. Jan. 17, 2024, at SWLS and online
11. Adjournment: **Hood moves to adjourn, second by Frank. All in favor, motion passes.**  
**Adjournment at 1:44pm.**

Respectfully submitted,  
Jennifer Bernetzke