

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

SWLS EXECUTIVE COMMITTEE

MEETING MINUTES

May 17, 2022

4:15 p.m.

1300 Industrial Drive, Ste. 2, Fennimore, Wis., and online

The May 17, 2023, meeting of Southwest Wisconsin Library System Executive Committee was called to order by committee chair Bob Boyle at 4:20 p.m. at SWLS headquarters in Fennimore and with phone and online connection available via Go To Meeting.

Committee members present: Bob Boyle, Stephen Kleisath, Lori Neumann (online), Carol Hood.

Also present: SWLS Director David Kranz.

Public present: None.

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

Moved by: Stephen Kleisath and **2nd by:** Lori Neumann to accept the agenda as posted. **Motion carried.**

Minutes of the last Executive Committee meeting, held Sept. 21, 2022, were not provided for review and will be considered for approval at a future committee meeting.

Business:

1. **SWLS Telecommuting Policy.** The existing policy was shared for informational purposes, with action possible to recommend revisions. No action was taken.

Moved by: Lori Neumann and **2nd by:** Stephen Kleisath to convene in closed session as allowed by Wisconsin statute 19.85(1)c and/or 19.85(1)f to consider employee compensation and personal information.

Vote was unanimous, **motion carried** to enter closed session.

Entered closed session at 4:26 p.m.

Moved by: Stephen Kleisath and **2nd by:** Carol Hood to exit closed session.

Vote was unanimous, **motion carried** to exit closed session.

Reconvened in open session at 4:45 p.m.

2. **Possible motions resulting from closed session:**

Moved by: Lori Neumann and 2nd by: Carol Hood to recommend that the SWLS Board of Trustees adjust the annual salary of the SWLS CE and Outreach Consultant to \$66,000 and adjust that individual's vacation allotment to three weeks annually. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Carol Hood to recommend that the SWLS Board of Trustees approve moving the appropriate amount from expense account # 7539 Network Managed Services to expense account #7106 Salaries, Wages and Benefits for the costs associated with the mid-year compensation adjustment for the CE and Outreach Consultant. **Motion carried.**

Moved by: Lori Neumann and **2nd by:** Stephen Kleisath to recommend that the SWLS Board of Trustees reaffirm the existing SWLS Telecommuting Policy and Procedures. **Motion carried.**

3. **Date and site of next committee meeting.** Next anticipated meeting is scheduled for Sept. 20, 2023, at 4:15 at the SWLS offices in Fennimore and via remote connection options.

Adjournment. Moved by: Stephen Kleisath and **2nd by:** Carol Hood to adjourn the committee meeting. Motion carried. Meeting adjourned at 4:50 p.m.

Respectfully submitted,
David Kranz, SWLS Director