**SOUTHWEST WISCONSIN LIBRARY SYSTEM**
**1775 Fourth Street, Fennimore, WI 53809 608-822-3393**

**Full Board of Trustees Meeting**
**July 18, 2012 at 6 pm**
**Location: Gays Mills Public Library**
**16831 STH 131, Gays Mills**

**AGENDA**

**Call to Order**
**Introduction of New Board Members & Visitors**
**Meeting Duly Posted**
**Acceptance of Agenda** .....**Action Required**
**Minutes of the May 16, 2012...**.....**Action Required**
**Check Registers:**
Receipt in May and June 2012.....**Action Required**
**Budget Comparison Statements:**
Approve May and June 2012.....**Action Required**
**Investment Accounts:**
Receipt in May and June 2012 Balances.....**Action Required**

**Director's Report and Staff Activities** ..... **Informational**

**Correspondence**.....**Informational**

**Committee Reports**
1. Net Southwest Director's Council Meeting (see minutes)
2. Public Librarians Advisory Committee (PLAC) (see minutes)
3. Building and Grounds Report
4. Legislative Update

**Old Business**
1. Approval of contract with Winnefox Library System for accounting services.....**Action Required**

**New Business:**
1. 2012 Budget
    a. Allocation of remaining 2011 cash carryover.....**Action Required**
    b. Mid-year correction of line item allocations.. .....**Action Required**
2. Approval of 2013 NetSW and Technology Services fees.....**Action Required**
3. Approval of Lease agreement with CESA #3.....**Action Required**
4. Consideration of bids for replacement delivery van.....**Action Required**
5. Re-assignment of staff duties.....**Action Required**

Date & Site of Next Full Board Meeting (Cuba City Public Library).....**Informational**
Adjournment (Tour Gays Mills Public Library) .....**Action Required**

**SOUTHWEST WISCONSIN LIBRARY SYSTEM**
**FULL BOARD MEETING**
**July 18, 2012 @ 6:00 pm**

The May 8, 2012 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 6:00 p.m.

**Present: Crawford County:** Marjory Sheckler; **Grant County:** Deb Goold, Ralph Noble, Karen Busch, Steve Kleisath, Grant Loy; **Iowa County**: Dan Nankee, Pat Bomhack; **Lafayette County:** Wayne Wilson; **Richland County:** Marilyn Marshall, Larry Loomis

**Absent: Crawford County:** Diane Craig **Grant County:** none **Iowa County**: Joan Faull; **Library Rep:** Cindy Tang

**Also present: SWLS Staff:** Krista Ross, Peggy Freymiller and Kim Streif

**Moved by:** Steve Kleisath and **2nd by:** Deb Goold to accept the agenda as presented. Motion Carried.

**Moved by:** Larry Loomis and **2nd by:** Karen Busch to accept the minutes of the May 16, 2012 Full Board of Trustees Meeting. Motion Carried.

**Moved by:** Larry Loomis and **2nd by**: Steve Kleisath to receipt in the check registers for May and June, 2012 as presented and to be filed for audit. Motion Carried.

**Moved by:** Dan Nankee and **2nd by:** Marjory Sheckler to accept the budget comparisons for May and June, 2012 as presented and to be filed for audit. Motion Carried.

**Moved by:** Ralph Noble and **2nd by:** Marilyn Marshall to receipt in the investment account balances for May and June, 2012 as presented and to be filed for audit. Motion Carried.

**Director's Report/Staff Activities Report:** Krista reported that she had attended the Richland County Board meeting the night before the meeting. Lone Rock Community Library Director, Rita Magno, also went and made a report about her library. The LSTA senior grant is moving along well. Staff activities were again included in the Director's Report/Staff Activities Report.

**Committee Reports**

**Net Southwest Directors Council:** Krista explained the purpose of the committee. The members reviewed the Net Southwest Membership Agreement. Looking into replacing the core router of the network. Talked about Iluminar issues and 2013 fees.

**PLAC Meeting:** Krista explained the purpose of this committee. Wayne asked about Deep Freeze software. Krista explained what the software is and what it does. The librarians discussed how to fund the system's share of the 2013 digital buying pool.

**Building and Grounds Report:** Krista contacted the realtor. He was going to get in touch with New Horizons, but we didn't hear anything. The church is still very interested. Wayne appointed Dan Nankee to the Building & Grounds Committee.

**Legislative Update:** Nothing new to report. Libraries are being encouraged to make contact with their legislators and to consider hosting debates between candidates for office.

**Old Business:**

1. **Approval of contract with Winnefox Library System for Accounting Services**

The contract was reviewed. Krista reported that the Eileen Brownlee, the system attorney, reviewed the contract. Krista verified the issues the attorney had. Our liability insurance will cover any mistakes made by SWLS staff in sending the information to Winnefox. Payroll will be switched to direct deposit. The fees were reviewed. **Motion by:** Steve Kleisath **Second by:** Larry Loomis to approve the contract with Winnefox Library System (WLS) for Accounting Services as presented. Krista shared copies of the reports that WLS can do for us.

**New Business:**

1. **2012 Budget:**
   a. **Allocation of remaining 2011 cash carryover**

      Krista reviewed the previous transfers of 2011 cash carryover and reviewed the proposed allocation of the $12,943. **Moved by:** Larry Loomis and **2nd by:** Dan Nankee to approve the allocation of the 2011 cash carryover as presented. Motion carried.

   b. **Mid-year correction of line-item allocations**

      Krista reviewed the proposed line-item allocations. **Moved by:** Steve Kleisath and **2nd by:** Karen Busch to move $3196 from #7560 to the Technology Reserve, $5150 from #7068 Business Manager salary to #7532 Accounting Expense, and $8458 from #7068 Business Manager salary to Reserve Acct. – General. Motion carried.

2. **Approval of 2013 NetSW and Technology Services Fees:**

   Krista reviewed the proposed fees for 2013. The library directors have reviewed and approved these figures at their June meetings. Krista advised the board that this would be the most that the libraries would be charged. She will try to use State Aid whenever possible to lower the costs for the libraries. **Moved by:** Dan Nankee and **Second by:** Marilyn Marshall to approve the 2013 NetSW and Technology Services fees as presented. Motion carried.

3. **Approval of Lease Agreement with CESA #3:**

   Larry reviewed the discussion of the Building and Grounds Committee. The Committee recommends the approval of the lease agreement with the correction of two typos. Krista reviewed the highlights of the lease. **Motion by:** Marjory Sheckler and **Second by:** Steve Kleisath to approve the lease agreement with CESA #3 with the correction of two typos. Motion carried.

4. **Consideration of Bids for Replacement Delivery Van:**

   Krista reviewed the two bids. The Board would like to see the following: breakdown on the specs for the GMC van, trade-in information on the 2000 Ford Van from both

dealers and verification that the state discount. **Moved by:** Larry Loomis and **2nd by:** Pat Bomhack to table the issue until the September meeting where the additional information will be presented. Motion carried.

5. **Re-Assignment of Staff Duties:**

   Krista reviewed the proposed re-assignment of staff duties to cover duties of the former Business Manager position. Staff in attendance were asked for their input on the changes. Both staff members felt it could be done with some adjustment to current duties. **Moved by:** Ralph Noble and **Second by:** Larry Loomis to approve the re-assignment of staff duties. Motion carried.

**Date & Site of Next Full Board Meeting** – September 12, 2012 at the Cuba City Public Library

**Moved by:** Grant Loy & **2nd by:** Dan Nankee to Stand Adjourned at 7:05 p.m. Motion Carried.

**Respectfully submitted,**

**Krista L. Ross, SWLS Director**