

**SOUTHWEST WISCONSIN LIBRARY SYSTEM**  
**FULL BOARD MEETING**  
**January 11, 2012 @ 6:00 pm**

The January 11, 2012 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 6:00 p.m.

**Present: Crawford County:** Tom Cornford, Marjory Sheckler; **Grant County:** Deb Goold, Ralph Noble, Karen Busch, Margaret Ruf (conference call); **Iowa County:** Pat Bomhack ; **Lafayette County:** Wayne Wilson; **Richland County:** Larry Loomis

**Absent: Grant County:** Steve Kleisath; **Lafayette County:** Lori Neumann; **Richland County:** Marilyn Marshall; **Library Rep:** Cindy Tang

**Also present: SWLS Staff:** Krista Ross, Debbie Mara, Peggy Freymiller, Betty Sautter, and Kim Streif

**Moved by:** Tom Cornford and **2<sup>nd</sup> by:** Joan Faull to accept the agenda as presented. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Karen Busch to accept the minutes of the November 9, 2011 Building & Grounds Committee Meeting and the November 9, 2011 Full Board of Trustees Meeting. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Karen Busch to receipt in the check registers for November and December, 2011 as presented and to be filed for audit. Motion Carried.

**Moved by:** Ralph Noble and **2<sup>nd</sup> by:** Deb Goold to accept the budget comparisons for November and December, 2011 as presented and to be filed for audit. (Debbie pointed out that everyone's salary went a little bit over budget because of the one-time bonus, but benefits were under budget because of the change to employee required retirement contributions. The total amount of salaries and benefits for the year is almost \$5,000 under budget, even with the one-time bonus.) Motion Carried.

**Moved by:** Joan Faull and **2<sup>nd</sup> by:** Tom Cornford to receipt in the investment account balances for November and December, 2011 as presented and to be filed for audit. Motion Carried.

**Director's Report/Staff Activities Report:** Krista was out on medical leave from November 16 through December 15, and was working from home December 16-30. Cuba City's library director, Judy Kaiser, is retiring as of January 13. Several SWLS staff members will be attending her retirement party on Friday. Her replacement, Amber Majores, has already visited SWLS headquarters and met all of our staff. Gays Mills Public Library has moved into their new building, out of the flood plain. Pat Bomhack mentioned he would like to see SWLS set up a website template for our member libraries to use. We are currently in the process of moving to Wordpress websites, so that all libraries can maintain their own if they so desire. SWLS also has a continuing ed workshop on library websites scheduled for March. Staff activities were again included in the Director's Report/Staff Activities Report.

**Moved by:** Karen Busch and **2<sup>nd</sup> by:** Marjory Sheckler to accept the Director's Report/Staff Activities Report. Motion Carried.

### **Correspondence**

November letter from the WI Department of Public Instruction approving our 2012 annual system plan. DPI sent us an electronic payment of \$272,506 (75% of our 2012 state aid). In April, after all of our member libraries have submitted their Annual Reports to DPI, we will receive the final 25%, or \$90,835. So our total amount of state aid for 2012 is \$363,341.

### **Committee Reports**

**Net Southwest Directors Council:** The December meeting was cancelled – no minutes.

**PLAC Meeting:** The December meeting was cancelled – no minutes.

### **Building and Grounds Report:**

We had one of our 18-year-old furnaces die in November, when Krista was on medical leave. H & N replaced it with a new furnace for \$2,850, and agreed to wait for payment until January so it could come out of our 2012 budget. Also, New Horizons is seriously interested in our building. Hopefully, we will have a written offer by our March meeting.

**Old Business:**

**None**

**New Business:**

**1. Schedule Director's Evaluation**

Krista had come up with some possible questions for her evaluation. These questions will be incorporated into a SurveyMonkey survey, and sent to SWLS staff and all of our member libraries. Krista will send a Doodlepoll to all members of the Executive Committee to decide on a date for her evaluation.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Deb Goold to schedule this evaluation on or before February 9, 2012.

**2. Full Cataloging Service for the Platteville Public Library**

Platteville Public Library had experimented with doing its own cataloging in 2011. Platteville now has a new library director, Carolyn Schuler, and she evaluated the experiment and decided it would be better to have SWLS do full cataloging for them. They will pay \$5,847 for full cataloging in 2012.

**Moved by:** Ralph Noble and **2<sup>nd</sup> by:** Margaret Ruf to approve reinstating Platteville Public Library for full cataloging services from SWLS in 2012. Motion Carried.

**3. Nomination and Election of SWLS Board of Trustees Officers for 2012:**

**Moved by:** Joan Faull and **2<sup>nd</sup> by:** Tom Cornford to approve that all officers will stay the same as in 2011. President – Wayne Wilson, Vice-President – Karen Busch, Treasurer – Deb Goold. Secretary duties have been filled By SWLS Business Manager Debbie Mara since 2009. Motion Carried.

**4. Appointment of Executive, Building & Grounds, ReLAC, Special Needs, and Grievance Committees and WLA Representative for 2012**

**Moved by:** Tom Cornford and **2<sup>nd</sup> by:** Marjory Sheckler to appoint the following to the Executive Committee – President Wayne Wilson, Vice-President Karen Busch, Treasurer Deb Goold, Past President Steve Kleisath, Lori Neumann, and Larry Loomis. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Pat Bomhack to appoint Karen Busch to the Resource Library Advisory Committee (RELAC). Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Dan Nankee to appoint Larry Loomis, Wayne Wilson, Tom Cornford, and Deb Goold to the Building & Grounds Committee. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Tom Cornford to appoint Margaret Ruf, Karen Busch, and Larry Loomis to the Grievance Committee. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Joan Faull to appoint Karen Busch to the Public Library Advisory Committee (PLAC). Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Deb Goold to appoint Lori Neumann to the Special Needs Committee. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Marjory Sheckler to appoint Karen Busch to be our Wisconsin Library Association (WLA) Representative. Motion Carried.

**5. Acceptance of the Official Newspapers, Posting Sites, & Meeting Dates for 2012:**

**Moved by:** Ralph Noble and **2<sup>nd</sup> by:** Pat Bomhack to approve the following: Official Newspapers are the Courier Press, Boscobel Dial, Platteville Journal, Dodgeville Chronicle, Republican Journal, Richland Observer, and Tri-County Press. Posting Sites are SWLS Headquarters and our web page, 28 member libraries, and county clerk / courthouses in our 5 counties. Board Meeting Dates are January 11, March 14, May 16, July 18, September 12, and November 14. Motion Carried.

**Date & Site of Next Full Board Meeting** – March 14, 2012 at SWLS Headquarters

**Moved by:** Tom Cornford & **2<sup>nd</sup> by:** Ralph Noble to Stand Adjourned at 6:40 p.m. Motion Carried.

**Respectfully submitted,**

**Deborah Mara  
Business Manager**