

**SOUTHWEST WISCONSIN LIBRARY SYSTEM  
FULL BOARD MEETING  
May 16, 2012 @ 6:00 pm**

The May 16, 2012 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 6:00 p.m.

**Present:** **Grant County:** Ralph Noble, Karen Busch, Steve Kleisath; **Iowa County:** Joan Faull, Dan Nankee; **Lafayette County:** Wayne Wilson; Lori Neumann **Richland County:** Marilyn Marshall, Larry Loomis

**Absent:** **Crawford County:** Marjory Sheckler **Grant County:** Deb Goold **Iowa County:** Pat Bomhack; **Library Rep:** Cindy Tang

**Also present:** **SWLS Staff:** Krista Ross and Kim Streif

**Moved by:** Marilyn Marshall and **2<sup>nd</sup> by:** Karen Busch to accept the agenda as presented  
Motion Carried.

Dodgeville Public Library Director, Vickie Stangel, welcomed the board to the library. She described her library services and expressed appreciation for the services of SWLS.

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Marilyn Marshall to accept the minutes of the March 14, 2012 Full Board of Trustees Meeting. Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Dan Nankee to receipt in the check registers for March and April, 2012 as presented and to be filed for audit. Motion Carried.

**Moved by:** Marilyn Marshall and **2<sup>nd</sup> by:** Ralph Noble to accept the budget comparisons for March and April, 2012 with one correction, Account #7530 should be \$4167, not \$7167 as the \$3000 budgeted in that line has been moved to Account # 7547 and to be filed for audit.  
Motion Carried.

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Dan Nankee to receipt in the investment account balances for March and April, 2012 as presented and to be filed for audit. It was mentioned that the second installment of state aid had been received. Motion Carried.

**Director's Report/Staff Activities Report:** Krista has been busy with implementation of the LSTA senior computer class grant. She attended the WAPL conference in Stevens Point along with 6 other SWLS libraries (8 total staff people). Jennifer Evers, Assistant Librarian for Schreiner Memorial (Lancaster) Library is doing a practicum this summer at SWLS. Staff activities were again included in the Director's Report/Staff Activities Report.

### **Committee Reports**

**Net Southwest Directors Council:** April meeting was cancelled due to lack of quorum.

**PLAC Meeting:** April meeting was cancelled due to lack of quorum.

**Building and Grounds Report:** Krista reported that another interested party will touring the building on Thursday, May 17, 2012. She has also just received a draft lease between CESA #3 and SWLS. She asked that the Building & Grounds Committee meet before the July Board meeting. Krista will arrange for the Committee to tour the rental space.

**Legislative Update:** Krista reported that not much is going on as everyone is waiting for the results of the June 5, 2012 recall election.

### **Old Business:**

**None**

### **New Business:**

#### **1. Approval of the 2011 Audit:**

Krista mentioned that at the March meeting, the Board addressed the 2011 cash carryover amount, but that the final audit was not available at that time. The handout lists the Unassigned (cash carryover) as \$33,150, but the true amount is the \$37,530 as reported at the March meeting. The difference is the January bills paid in December were adjusted into the 2012 budget.

**Moved by:** Steve Kleisath and **2<sup>nd</sup> by:** Karen Busch to approve the 2011 Audit.

Motion carried.

## **2. Policy Updates**

### **a. SWLS Continuing Education Policy**

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Joan Faull to approve the updated SWLS Continuing Education Policy. Motion carried.

### **b. SWLS Delivery Services Policy**

**Moved by:** Karen Busch and **2<sup>nd</sup> by:** Dan Nankee to approve the updated SWLS Delivery Services Policy. Motion carried. Krista mentioned that the board will be considering quotes for a new van at the July Board meeting.

## **3. SWLS Business Manager position:**

### **a. Fill position or Outsource and Re-assign**

Krista updated the board on what Debbie is doing now. She's working in Luana, Iowa at Swiss Valley Farms. Krista reviewed the position's current hours, hourly rate and benefits.

**Option #1: Fill the Position:** The position would be reduced to 20 hours per week, and the position would be non-exempt (hourly) with no benefits due to changes made by the State. Krista and Debbie verified with the State that other State benefit packages (Health insurance, life insurance and income continuation) are dependent upon qualification for the retirement system.

The pros and cons were discussed. Larry mentioned that the position would be hard to fill at \$14-16 per hour without benefits and we may need to think about a higher hourly rate. There is a good chance that turnover will be high. There was also discussion of how the 20 hours per week would be scheduled.

**Option #2: Outsource the accounting duties and re-assign the Continuing Education (CE) validation and workshop scheduling.**

The group reviewed all four quotes: Southwest Accounting in Lancaster, Accounting Associates in Boscobel, Accounting & Tax Solutions in Lancaster and the Winnefox Library System(handed out at the meeting).

Payroll may be an issue if we choose Winnefox. Their payroll is every other week while ours is twice a month on set days. They have direct deposit, which we would have access to, so the checks would not have to be sent. Accounts payable and receivable would not be an issue. The board felt that Winnefox Library System was the most economical way to go and that they would understand us the best of all the options.

**Motion by** Lori Neumann, and **2<sup>nd</sup> by:** Larry Loomis to have the Executive Committee meet with representatives from the Winnefox Library System via telephone conference and if the discussion and terms are agreeable to the Executive Committee, to allow the Executive Committee to move forward with Winnefox. Motion carried.

For the re-assignment of the CE Validation and workshops, Larry asked for a detailed list of what staff does and to look at job duties when re-assigning the two other duties of the Business Manager. Krista will have that information for consideration at the July 18<sup>th</sup> board meeting.

#### **4. Allowing System Attorney to Represent Both SWLS & CESA in Lease Agreement**

**Moved by:** Steve Kleisath and **2<sup>nd</sup> by:** Ralph Noble to allow the system attorney, Eileen Brownlee, to represent both SWLS & CESA in the lease agreement. Motion carried.

**Date & Site of Next Full Board Meeting** – July 18, 2012 at the Gays Mills Public Library

**Moved by:** Larry Loomis & **2<sup>nd</sup> by:** Karen Busch to Stand Adjourned at 6:53 p.m. Motion Carried.

**Respectfully submitted,**

**Krista L. Ross, SWLS Director**