

**SOUTHWEST WISCONSIN LIBRARY SYSTEM**  
**FULL BOARD MEETING**  
**September 12, 2012 @ 6:00 pm**

The September 12, 2012 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 6:00 p.m at the Cuba City Public Library.

**Present: Crawford County:** Diane Craig, Marjory Sheckle; **Grant County:** Deb Goold, Ralph Noble, Karen Busch, Steve Kleisath, Grant Loy; **Iowa County:** Dan Nankee, **Lafayette County:** Wayne Wilson; **Richland County:** Larry Loomis

**Absent: Crawford County:** none **Grant County:** none **Iowa County:** Pat Bomhack, Joan Faull; **Lafayette County:** Lori Neumann; **Richland County:** Marilyn Marshall **Library Rep:** Cindy Tang

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

Cuba City Public Library Director, Amber Majerus, introduced herself and told about her library. Board members introduced themselves to Diane Craig, new board member representing Crawford County.

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Marjory Sheckler to accept the agenda as presented. Motion Carried.

**Moved by:** Ralph Noble and **2<sup>nd</sup> by:** Steve Kleisath to accept the minutes of the July 18, 2012 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 July and August, 2012 as presented and to be filed for audit. Motion Carried.

**Moved by:** Steve Kleisath and **2<sup>nd</sup> by:** Marjory Sheckler to accept the budget comparisons for July and August, 2012 as presented 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 July and August, 2012 as presented and to be filed for audit. Motion Carried.

**Director's Report/Staff Activities Report:** Krista reported that she had attended the Crawford County Board meeting. Prairie du Chien Memorial Library Director, Nancy Ashmore, also went and talked 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. Looking into replacing the core router of the network. Talked about Illuminar issues

**PLAC Meeting:** Krista explained the purpose of this committee. Discussed Technology Committee report.

**Building and Grounds Report:** Deferred to #2 under old business

### **Old Business:**

#### **1. Consideration of bids for replacement delivery van**

Bids were considered for replacement van. One van is a 2013 Ford Econoline and the other is a 2013 GMC Savana cargo van. Each van has a V8 engines, but the Ford is a 5.4L and the GMC is a 4.8 L. The 2000 Ford van will be traded in. The Ford dealer offered \$1500 and the GMC dealer offered \$1000. Total for Ford van: \$22,950. Total for GMC \$24,265 **Moved by:** Ralph Noble, **2<sup>nd</sup> by:** Larry Loomis to purchase the 2013 Ford Econoline van for \$22,950 after verifying that the bulkhead is included in the price. Motion Carried.

Krista mentioned that we will need to get the van detailed with our name. **Motion by:** Larry Loomis; **2<sup>nd</sup> by:** Dan Nankee to look into costs for a magnetic sign for the van and compare it to the painted on version and to move ahead if the cost is under \$1000. Motion Carried.

## **2. Sale of building**

The closing on the building has been scheduled for Monday, October 22, 2012. New Horizons will take possession of the building on Friday, October 26, 2012. Krista reviewed the activities for the move and will work with Larry Loomis, Building and Grounds Chair, on securing a moving company and any other issues that come up related to the move.

### **New Business:**

#### **1. Approval of 2013 LSTA grant requests**

Krista corrected the amount of the third grant. It may be \$19,600 if Barneveld PL submits needed information for the grant by Thursday morning.

**Moved by** Larry Loomis, **2<sup>nd</sup> by:** Ralph Noble to approve the submission of the 2013 grants as presented. Motion carried.

#### **2. Report of the Executive committee and the 2013 SWLS Budget:**

The Executive Committee met before the full board meeting and reviewed the proposed budget. The committee thought the budget was reasonable and well-done.

**Motion by:** Steve Kleisath **2<sup>nd</sup> by:** Larry Loomis to accept the 2013 SWLS Budget. Motion carried.

#### **3. Update of the SWLS Personnel Policy:**

The changes proposed reflect the new percentages for health insurance premiums, the changes to pay periods, and to remove references to the SWLS Business Manager.

**Motion by:** Marjory Sheckler **2<sup>nd</sup> by:** Karen Busch to accept the changes to the SWLS Personnel Policy. Motion Carried.

#### **4. Update of the SWLS Job Descriptions:**

The job descriptions reflect the re-assignment of job duties approved at the July 18, 2012 board meeting.

**Motion by:** Steve Kleisath; **2<sup>nd</sup> by:** Diane Craig to accept the updates to the SWLS Job Descriptions. Motion Carried

5. **2013 System Plan:**

SWLS files a plan with the state describing how the system will use its funding to provide services to the member libraries. The activities for the plan come from the SWLS Strategic and Technology plans.

**Motion by:** Dan Nankee **2<sup>nd</sup> by:** Diane Craig to accept the 2013 System Plan as presented. Motion carried.

6. **Replacing the Core Router**

The directors approved replacing the core router with the two free routers and the expense to upgrade and install them at their August 24, 2012 meeting.

**Motion by:** Larry Loomis **2<sup>nd</sup> by:** Marjory Sheckler to approve the transfer of up to \$18,876 from the NetSouthwest and Technology Reserves for the Core Router replacement. Motion carried.

**Date & Site of Next Full Board Meeting** – November 14, 2012 at SWLS Headquarters (CESA building)

**Moved by:** Karen Busch & **2<sup>nd</sup> by:** Ralph Noble to Stand Adjourned at 6:58 p.m. Motion Carried.

**Respectfully submitted,**

**Krista L. Ross, SWLS Director**