

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
November 14, 2012 @ 6:00 pm**

The November 14, 2012 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 6:00 p.m at the SWLS Headquarters.

Present: Crawford County: Diane Craig, Marjory Sheckler; **Grant County:** Deb Goold, Karen Busch, Steve Kleisath,; **Iowa County:** Dan Nankee, Pat Bomhack, Joan Faull **Lafayette County:** Wayne Wilson; **Richland County:** Larry Loomis

Absent: Crawford County: none **Grant County:** Ralph Noble, Grant Loy **Iowa County:** none; **Lafayette County:** Lori Neumann; **Richland County:** Marilyn Marshall **Library Rep:** Cindy Tang

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

Moved by: Dan Nankee and **2nd by:** Karen Busch to accept the agenda as presented. Motion Carried.

Moved by: Steve Kleisath and **2nd by:** Larry Loomis to accept the minutes of the September 12, 2012 Full Board of Trustees Meeting and the September 26, 2012 Special Board meeting minutes. Motion Carried.

Moved by: Larry Loomis and **2nd by:** Marjory Sheckler to receipt in the check registers for September and October, 2012 as presented and to be filed for audit. Motion Carried.

Moved by: Dan Nankee and **2nd by:** Deb Goold to accept the budget comparisons for September and October, 2012 as presented and to be filed for audit. Motion Carried.

Moved by: Steve Kleisath and **2nd by:** Larry Loomis to receipt in the investment account balances for September and October, 2012 as presented and to be filed for audit and to instruct Krista check into what options we have available to increase the investments . Motion Carried.

Director's Report/Staff Activities Report: Wayne thanked Krista and the staff for all the work that went into getting the System into the new space. Krista reported that she had attended the Wisconsin Library Association Conference in La Crosse. The move into the new space went well. The moving company was very professional and efficient. Dan Nankee asked how the extra duties taken on by staff is working out. Krista replied that it is going fairly well.

Motion by: Larry Loomis, **2nd by:** Dan Nankee to approve the Director's Report. Motion Carried.

Correspondence:

We received a letter from the System Attorney, Eileen Brownlee notifying us that the hourly rate will be \$150 in 2013, up \$10 from previous years.

Committee Reports

Net Southwest Directors Council: Group discussed new procedures for annual report statistic generation. They are working on a Best Practices handbook.

PLAC Meeting: Group discussed ideas for 2013 workshops.

Old Business:

There was no old business.

New Business:

1. Approval of 2013 Accounting Services Agreement with WLS

Krista commented that the arrangement is working out well.

Moved by Larry Loomis, **2nd by:** Marjory Sheckler to approve the 2013 Accounting Services Agreement with WLS as presented. Motion carried.

2. Allocation of funds from sale of the building and Repurpose existing building reserve fund:

As part of the discussion of the recommendations included in the board packet, Pat Bomhack asked if there was a mortgage on the old building or if it was paid for. Krista replied that the building was paid for in 1988. Pat asked about the rent expense and that the original plan was to use the proceeds from the sale for rent. Krista explained that the rent includes building operating costs that we had with the old building. The rent for the next three years is \$22,200 which is only \$3000 or so more than our operating expenses. With the elimination of a staff position, we covered that gap. And SWLS no longer needs to set aside money into the Building Reserve to cover building repairs.

Krista shared her concern that using the funds for rent may cause a problem when the funds run out as we would re-allocate the money currently spent on the operating costs. Services would have to be altered to cover rent at that time. The current Building Reserve could be repurposed to cover any shortfalls in rent and/or cover the increases that occur at year 4 and then again at year 7.

Pat Bomhack asked how quickly we need to make this decision. Krista replied that the specifics don't have to be made quickly, but she would like direction as to where to deposit the check until a decision is made.

Larry suggested talking with an investment firm on what options are available. Steve suggested talking to Tri-Cor and Edward Jones.

The board instructed Krista to work with Larry to investigate options for investing the funds and bring it back to the board at the January 9, 2013 meeting. The check should be deposited in the Building Reserve fund.

3. Formation of Nominating Committee for 2013:

Wayne Wilson appointed the following board members to the 2013 Nominating Committee: Larry Loomis (chair), Steve Kleisath, Deb Goold and Karen Busch.

4. Schedule Director's Evaluation:

The Director's evaluation will be conducted by the Executive Committee on December 11, 2012 at 10 am at SWLS Headquarters.

5. Policy Review:

a. SWLS Equipment Loan Policy

Krista reviewed the current policy and the proposed changes.

Motion by: Karen Busch **2nd by:** Steve Kleisath to accept the proposed changes to the SWLS Equipment Loan Policy as presented. Motion carried.

b. SWLS Reading Readiness Kit Lending Policy

Krista reviewed the current policy and the one change—adding Infant Teaching Kits to the policy.

Motion by: Pat Bomhack **2nd by:** Joan Faull to accept the proposed changes to the SWLS Reading Readiness Kit Lending Policy as presented. Motion carried.

Date & Site of Next Full Board Meeting – January 9, 2012 at 6 PM at SWLS Headquarters

Moved by: Diane Craig & **2nd by:** Deb Goold to Stand Adjourned at 6:50 p.m. Motion Carried.

Respectfully submitted,

Krista L. Ross, SWLS Director