

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
November 13, 2013 @ 5:00 pm**

The November 13, 2013 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 5:02 PM at the SWLS Headquarters.

Present: Crawford County: Diane Craig, Marjory Sheckler; **Grant County:** Deb Goold, Steve Kleisath , Ralph Noble, Grant Loy (arrived 5:42) **Iowa County:** Louanna Schulte, Dan Nankee, Joan Faull **Lafayette County:** Wayne Wilson **Richland County:** Larry Loomis, Marilyn Marshall
Library Rep: Tim Durst

Absent: Crawford County: none **Grant County:** none **Iowa County:** none **Lafayette County:** Lori Neumann; **Richland County:** none; **Library Rep:** none

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

Moved by: Steve Kleisath and **2nd by:** Dan Nankee to accept the agenda as presented. Motion carried.

Board Members introduced themselves to Tim Durst, our new Platteville Public Library representative.

Moved by: Marilyn Marshall and **2nd by:** Marjory Sheckler to accept the minutes of the September 11, 2013 Full Board of Trustees Meeting. **Motion carried.**

Moved by: Larry Loomis and **2nd by:** Joan Faull to receipt in the check registers for September and October, 2013 as presented and to be filed for audit. **Motion carried.**

Moved by: Louanna Schulte and **2nd by:** Diane Craig to accept the budget comparisons for September and October, 2013 as presented and to be filed for audit. **Motion carried.**

Moved by: Steve Kleisath and **2nd by:** Dan Nankee to receipt in the investment account balances for September and October, 2013 as presented and to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

Krista reviewed her report. Krista shared with the board some of what she learned at the recent WLA conference in Green Bay. Dan Nankee commented that the Useful Definitions document was helpful when reviewing the report.

Moved by: Dan Nankee and **2nd by:** Joan Faull to accept the November Director's Report/Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council: Krista reviewed the minutes.

PLAC Meeting: Krista reviewed the minutes.

Old Business:

1. 2014 System Plan

a. Amendment of the 2014 Plan program budget

Krista explained that DPI asked that she separate out the \$281,000 from the sale of the building from the rest of the designated funds on the 2014 plan program budget to better reflect the source of the funds. The board reviewed the change on the form and the change in purpose of the funds.

Motion by: Larry Loomis and **2nd by:** Ralph Noble to accept the amended 2014 plan program budget as presented. Motion carried.

New Business:

1. Approval of 2014 Accounting Services Agreement with WLS

Krista reviewed the proposed agreement. She noted that the language is the same as our current agreement with Winnefox. The only change is in the cost. The cost went up

to better reflect the amount of Winnefox staff time devoted to SWLS. Wayne asked if Krista was still satisfied with the arrangement and she stated that she was.

Motion by: Larry Loomis; **2nd by:** Ralph Noble to approve the 2014 Accounting Services Agreement with WLS. Motion carried.

2. Approval of 2014 Youth Services Agreement with SCLS:

The board reviewed the agreement. Krista explained that for the past 2 years, SWLS has contracted with Barneveld Public Library for a YS Consultant. Barneveld is in the beginning stages of a major building remodel/addition and asked to step back from this role for a few years. The other SWLS member libraries were approached, but none were interested at this time. Krista approached SCLS, our neighboring library system and they were interested. The fee is the same as in the past.

Motion by: Steve Kleisath; **2nd by:** Marjory Sheckler to approve the 2014 Youth Services Agreement with SCLS as presented. Motion carried.

3. Update of SWLS Personnel Policy:

Due to the change in the amounts for single and family health insurance premiums paid by SWLS in 2014, section 402: Health Insurance needed to be updated. Also, the reference to 2012 was proposed to be removed from section 503: Floating Holidays.

Motion by: Marilyn Marshall **2nd by:** Joan Faull to accept the revisions to the SWLS Personnel Policy. Motion carried.

4. Allocation of 2012 cash carryover:

The 2012 audit indicated that there was \$30,495 in cash carryover from 2012. Since it is late in the year, Krista has proposed that the funds be deposited in the reserve accounts rather than in the 2013 operating budget.

Of the \$30,495, \$2952 needs to be transferred into the NetSouthwest Reserve and \$800 into the Technology Reserve as the source of these funds was from the member libraries. Krista stated that the small amounts leftover is a good indication that SWLS did a good job in estimating costs for the services the member libraries contract for.

Three options were presented for the remaining \$26, 743. Option #1 was to put the entire amount in the Unfunded Benefits reserve account. Option #2 was to put \$21,834 into the NetSouthwest Reserve account and \$4909 into Unfunded Benefits. Option #3 was to put \$21,834 into the NetSouthwest Reserve account and \$4909 into the Technology Reserve account. The rationale for each option was discussed. Steve Kleisath stated that he was in favor of Option #1 as he has experienced the downside when an organization does not properly prepare for upcoming retirement obligations. **Motion by:** Steve Kleisath **2nd by:** Tim Durst to allocate the 2012 cash carryover as follows: \$2952 into the NetSouthwest Reserve, \$800 into to Technology Reserve and \$26,743 into the Unfunded Benefits Reserve. Motion Carried.

5. SWLS Staff Personnel Committee Request:

Kim Streif, SWLS Cataloger, requested that staff receive their birthday off – either that day or 4 business days before or after the birth date – as a permanent benefit. This was a unanimous request from the staff due to the fact that there will be no salary increases in 2014.

Motion by: Larry Loomis **2nd by:** Marjory Sheckler to approve the addition of birthday time off to be scheduled either on the employee’s birthday or 4 business days before or after the birthday as a permanent benefit. Motion Carried.

6. SWLS Policy Review:

a. SWLS Member Library Compliance Policy

Krista reviewed the current policy and the proposed recommendations. Since the maintenance of effort requirement for system membership was removed, that needs to be removed from the policy. Also, the Division for Libraries, Technology and Community Learning is now known as the Division for Libraries and Technology.

Motion by: Dan Nankee **2nd by:** Louanna Schulte to approve the revisions to the SWLS Member Library Compliance Policy as presented. Motion carried.

b. SWLS Credit Card Policy

Krista reviewed the current policy and the proposed revisions. SWLS no longer has a Walmart credit card so all references to that need to be removed. Since the SWLS Business Manager position was eliminated, all references in the policy to that position need to be replaced with the SWLS Director.

Motion by: Larry Loomis **2nd by:** Ralph Noble to approve the revisions to the SWLS Credit Card Policy as presented. Motion Carried.

7. Formation of Nominating Committee for 2014:

Board President Wayne Wilson nominated the following board members to the 2014 Nominating Committee: Larry Loomis (chair), Deb Goold, Steve Kleisath, Dan Nankee and Marjory Sheckler. Krista will send Larry a current listing of board officers and committee assignments.

8. Schedule Director's evaluation

Krista will send out a Doodle poll to the Executive Committee to determine a time and date. Once that is set, she will send a list of her accomplishments for 2013 and her 2014 goals to all board members. Board members not on the Executive Committee are encouraged to send feedback to a member of the Executive Committee.

9. Date of January 2014 Board of Trustees meeting

The regularly scheduled January 2014 board meeting would be on January 8th. This date is very close to the holidays and will make getting the board packets out in time difficult. There could also be an issue with getting accurate financial reports as some information, such as interest earned, may not be available before the 8th. Consensus of the board was to move the January meeting to Jan 15, 2014. Everyone agreed to keep the meeting times at 5 PM.

Date & Site of Next Full Board Meeting – January 15, 2014 at 5 PM at SWLS Headquarters

Moved by: Tim Durst **2nd by:** Joan Faull to Stand Adjourned at 5:50 PM. Motion carried.

Respectfully submitted,
Krista L. Ross, SWLS Director