

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
July 16, 2014 @ 5:00 pm**

The July 16, 2014 meeting of Southwest Wisconsin Library System was called to order by President Wayne Wilson at 5:00 PM at the SWLS Headquarters.

Present: Crawford County: Diane Craig, Marjory Sheckler; **Grant County:** Grant Loy **Iowa County:** Dan Nankee, Louanna Schulte; **Lafayette County:** Wayne Wilson , **Richland County:** Larry Loomis;

Absent: Crawford County: none **Grant County:** Steve Kleisath, Deb Goold; **Iowa County:** Joan Faull; **Lafayette County:** Lori Neumann; **Richland County:** Marilyn Marshall; **Library Rep:** Tim Durst

Also present: Member Library Liaison: Nancy Ashmore **SWLS Staff:** Krista Ross, Peggy Freymiller, Betty Sautter

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

Moved by: Marjory Sheckler and **2nd by:** Diane Craig to accept the minutes of the May 14, 2014 Full Board of Trustees Meeting. **Motion carried.**

Moved by: Larry Loomis and **2nd by:** Louanna Schulte to receipt in the check registers for May and June, 2014 as presented and to be filed for audit. **Motion carried.**

Moved by: Louanna Schulte and **2nd by:** Dan Nankee to accept the budget comparisons for May and June, 2014 as presented and to be filed for audit. **Motion carried.**

Moved by: Diane Craig and **2nd by:** Marjory Sheckler to receipt in the investment account balances for May and June, 2014 as presented and to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

Krista reviewed her report. She reported that the deadline for the 2015 LSTA grant applications is September 8, 2014, two days before our meeting. Krista will send the signature page to Wayne for signing and the board will approve the grants on Sept. 10th. We can always withdraw an application if needed. Krista reported that the grant writer had visited all of the member libraries. So far, two grants are being written: 1000 books before Kindergarten and Makerspace. A planning grant may also be submitted if time.

Dan Nankee reported on an article in the Parade section of the Wisconsin State Journal Sunday edition about the campaign by LaVar Burton to revive *Reading Rainbow*.

Moved by: Marjory Sheckler and **2nd by:** Ralph Noble to accept the July Director's Report and Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council: Krista reviewed the minutes of the May 2nd meeting, highlighting the revision of the NetSW agreement, the approval of the 2015 NetSW fees and the updated version of the ILS.

PLAC Meeting:

Krista reviewed the minutes of the May 2nd meeting, highlighting the approval of the 2015 Technology fees, the Digital Media Buying pool formula decision and the work by WLA to build relationships with legislators.

Legislative Update:

Krista reviewed the update. She noted that legislation had been introduced in the House regarding Net Neutrality and that the IMLS' proposed budget amount is the same as this year.

Old Business:

1. 2014 Library Visits:

Krista presented the dates and times for the visits to Potosi, Darlington and Dickeyville. Please note the deadlines for RSVP'ing. If there are fewer than 5 board members who can attend, Krista will cancel the visit.

2. Report of the Facility Management Committee

- a. **Building signage:** Krista reviewed the recommendations of the Facility Management Committee. **Moved by:** Louanna Schulte **2nd by:** Diane Craig to proceed with the exterior signage on the building and the interior signage with the expenditure not to exceed \$1000 which will come from the Building Reserve fund. Motion carried.
- b. **Office Improvements:** Krista reviewed the recommendations of the committee. **Moved by:** Louanna Schulte **2nd by:** Diane Craig to proceed with the office redesign project. Motion carried. **Moved by:** Louanna Schulte **2nd by:** **Marjory Sheckler** to contract with Woodland Consultants to develop options for renovating the space with the cost not to exceed \$2350. Motion carried.

New Business:

1. Revision of SWLS Board of Trustees Bylaws:

The board reviewed the proposed changes. A brief discussion was held about the number of meetings a board member could miss before being disqualified. It was clarified that the meetings had to be missed consecutively. Krista will create a chart to track meeting attendance and excused/unexcused absences. **Moved by:** Louanna Schulte **2nd by:** Marjory Sheckler to accept the revisions to the bylaws as proposed by the Bylaws Committee. Motion carried.

2. Approval of the 2013 Audit:

Krista reported that the audit went well and there were no concerns or problems raised. **Moved by:** Larry Loomis **2nd by:** Dan Nankee to approve the 2013 audit. Motion carried.

3. 2014 Budget:

- a. **Allocation of 2013 Cash Carryover:** There is \$43, 366 in cash carryover from 2013. Krista explained the proposed allocation. **Moved by:** Dan Nankee **2nd by:** Louanna Schulte to accept the allocation of the 2013 cash carryover as presented. Motion carried.
- b. **Mid-year Correction of line items:** Krista reviewed the proposed shifting of funds between the line items. **Moved by:** Larry Loomis **2nd by:** Louanna Schulte to accept the proposed line items changes as presented. Motion carried.

4. Approval of the 2015 NetSW and Technology Services fees:

Krista reviewed the fees that were approved by the member libraries at their June 27, 2014 meetings. **Moved by:** Larry Loomis **2nd by:** Louanna Schulte to approve the 2015 NetSW and Technology Services fees as presented. Motion carried.

5. Exploring delivery services to CESA 3 member schools:

Krista reviewed the opportunity and discussed the reason for doing a feasibility study as the first step. **Moved by:** Louanna Schulte **2nd by:** Diane Craig to proceed with the exploration of providing delivery to CESA 3 member schools and to contract with WiLS to produce a feasibility study with the pros and cons clearly outlined. Motion carried.

6. SWLS Director's 2014 Objectives:

- a. **SWLS Communication Plan:** Krista reported on her progress on the SWLS Communication Plan. Through her research, she has decided that two plans (one for internal communication and one for external communication) will be created. Her next steps are to evaluate current communication methods, set goals & objectives, identify tools and create a timeline.

Date & Site of Next Full Board Meeting – September 10, 2014 at 5 PM at SWLS Headquarters

Moved by: Dan Nankee **2nd by:** Marjory Sheckler to Stand Adjourned at 6:00 PM. Motion carried.

Respectfully submitted,
Krista L. Ross, SWLS Director