

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
September 10, 2014 @ 5:00 pm**

The September 10, 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:** Deb Goold, Ralph Noble, Grant Loy **Iowa County:** Dan Nankee, Louanna Schulte; **Lafayette County:** Wayne Wilson, Lori Neumann (by phone); **Richland County:** Larry Loomis, Marilyn Marshall

Absent: **Crawford County:** none **Grant County:** Steve Kleisath, **Iowa County:** Joan Faull; **Lafayette County:** none; **Richland County:** none; **Library Rep:** Tim Durst

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

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

Moved by: Marjory Sheckler and **2nd by:** Ralph Noble to accept the minutes of the July 16, 2014 Full Board of Trustees Meeting. **Motion carried.**

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

Moved by: Dan Nankee and **2nd by:** Marilyn Marshall to accept the budget comparisons for July and August, 2014 as presented and to be filed for audit. **Motion carried.**

Moved by: Ralph Noble and **2nd by:** Marjory Sheckler to receipt in the investment account balances for July and August, 2014 as presented and to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

Krista reviewed her report. Dan Nankee shared what he learned from attending the trustee webinar, "The Biggest, Baddest Issues Facing Public Libraries". Dan also shared a newspaper article that announced a \$51,000 donation to the Muscoda Public Library. Congratulations to the Muscoda Public Library!

Moved by: Louanna Schulte and **2nd by:** Grant Loy to accept the September Director and Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council: Krista reviewed the minutes of the August 22nd meeting, highlighting the revision of the NetSW agreement, bylaws and the creation of two new policies as well as the discussion on how to grow the NetSouthwest reserve funds for the future.

PLAC Meeting:

Krista reviewed the minutes of the August 22nd meeting, highlighting the discussion of determining patron satisfaction with OverDrive and the discussion of creating a new formula for distributing the WiscNet Internet charges among the libraries.

Old Business:

1. Delivery Services to CESA 3 Schools

a. Consideration of purchase of CESA 3 van:

The new delivery routes will require a third van. CESA 3 owns a 2012 Ford E250 Super Duty cargo van with a little over 67,000 miles on it. They are asking \$14,000 for it. The board discussed the need for a third vehicle and whether to accept or negotiate the price. **Moved by:** Ralph Noble **2nd by:** Lori Neumann to purchase the CESA 3 van for \$14,000. **Motion carried with 8 voting yes, 2 voting no and 1 abstaining.**

b. Refund for third delivery libraries:

With the upcoming change in delivery, there are 12 delivery days that the seven 3rd day delivery libraries (Boscobel, Darlington, Dodgeville, Lancaster, Mineral Point, Platteville and Richland Center) have pre-paid for that should be refunded. The cost per library is \$181.92 for a total of \$1273.44. There are funds from the 2014 carryover allocated to the delivery line item to cover the cost. **Moved by:** Larry Loomis **2nd by:** Diane Craig to refund the seven 3rd day libraries (Boscobel, Darlington, Dodgeville, Lancaster, Mineral Point, Platteville and Richland Center) \$181.92 each for 12 pre-paid additional delivery days. **Motion carried**

2. Update on Signage & Building Improvement Projects:

There was no update on the signage.

Krista presented the remodeling plans as created by Woodland Consultants. There was discussion on each option. Ralph asked what CESA's role in this would be. According to the lease, CESA must give approval if we make structural changes to the space. The cost of the project would be SWLS's, unless CESA decided to contribute. When asked, Krista stated that Option 1 and 3 were the ones that looked the best. **Moved by:** Larry Loomis **2nd by:** Ralph Noble to proceed with the office redesign project, getting quotes for cost for the best options. **Motion carried.**

New Business:

1. Approval of 2015 LSTA Grant Requests:

Krista reminded the board that because the grant due date was September 8th, the grants had already been submitted, but could be withdrawn if necessary. Krista reviewed each of the three grants submitted. Krista stated that hiring a grant writer was money well spent as the competitive grants are great projects. **Moved by:** Louanna Schulte **2nd by:** Diane Craig to approve the submission of the three 2015 LSTA grants. **Motion carried.**

2. Report of the Executive Committee:

- a. Revision of the SWLS Personnel Policy sections 401-403 & 503:** The Executive Committee recommended accepting the proposed revisions. Krista briefly explained the revisions and why they were necessary. **Moved by:** Marilyn Marshall **2nd by:** Lori Neumann to approve the revisions to the SWLS Personnel Policy as presented and the SWLS Personnel Policy with the revisions. **Motion carried.**
- b. 2015 SWLS Budget:** The Executive Committee recommended approving the proposed SWLS 2015 Budget as presented. Krista reviewed the revenue sources, personnel cost changes and operating expense allocations. **Moved by:** Larry Loomis **2nd by:** Dan Nankee to approve the 2015 SWLS Budget as presented. **Motion carried.**

3. 2015 System Plan:

Krista explained that this plan is filed every year with the State to show how SWLS will use state funds to provide the mandated services. **Moved by:** Grant Loy **2nd by:** Marjory Sheckler, to approve the 2015 System Plan as presented. **Motion carried.**

4. NetSouthwest Membership Agreement revision:

Krista reviewed the changes to the NetSouthwest Membership Agreement as approved by the NetSouthwest Directors Council at their August 22nd meeting. **Moved by:** Marilyn Marshall **2nd by:** Deb Goold to approve the revised NetSouthwest Membership Agreement as presented. **Motion carried.**

5. SWLS Director's 2014 Objectives:

- a. Update on staff reorganization:** Krista reported that she will be meeting with staff soon to touch base on the transition process. She and Peggy have started the transition of the accounting liaison tasks. Krista will be meeting with staff in November to determine how the SWLS competencies will be applied, set major projects for the year and set a meeting schedule.
- b. SWLS Communication Plan:** Krista reported that she will be meeting with staff to discuss current communication methods and will be surveying the member libraries. Clarifying parts of the SWLS Personnel Policy and the creation of a delivery procedure manual are key steps in improving internal communication.

Krista has been reviewing past efforts to communicate with county boards, state legislators and library board to determine what has worked and what has not.

Date & Site of Next Full Board Meeting – November 12, 2014 at 5 PM at SWLS Headquarters

Moved by: Dan Nankee 2nd **by:** Ralph Noble to Stand Adjourned at 6:04 PM. Motion carried.

Respectfully submitted,
Krista L. Ross, SWLS Director