

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
March 11, 2015 @ 5:00 pm**

The March 11, 2015 meeting of Southwest Wisconsin Library System was called to order by Treasurer Deb Goold at 5:00 PM at the SWLS Headquarters.

Present: Crawford County: Diane Craig, Marjory Sheckler; **Grant County:** Deb Goold, Ralph Noble, Grant Loy, Carolyn Schuler; Steve Kleisath (by phone) **Iowa County:** Joan Faull (by phone), Dan Nankee (arrived at 5:20 PM), Louanna Schulte; **Lafayette County:** none; **Richland County:** Marilyn Marshall; **Library Rep:** Tim Durst

Absent: Crawford County: none **Grant County:** none; **Iowa County:** none, **Lafayette County:** Wayne Wilson, Lori Neumann; **Richland County:** none;

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

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

Moved by: Marjory Sheckler and **2nd by:** Grant Loy to accept the minutes of the January 14, 2015 Full Board of Trustees Meeting. **Motion carried.**

Moved by: Louanna Schulte and **2nd by:** Diane Craig to receipt in the check registers for November and December 2014 & January and February 2015 as presented and to be filed for audit. **Motion carried.**

Moved by: Carolyn Schuler and **2nd by:** Tim Durst to accept the budget comparisons for November and December 2014 & January and February 2015 as presented and to be filed for audit. **Motion carried.**

Moved by: Marjory Sheckler and **2nd by:** Diane Craig to receipt in the investment account balances for January and February 2015 as presented and to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

In addition to her report, Krista informed the Board that the Barneveld Public Library had a groundbreaking ceremony for their library expansion project on March 10 that she attended. There is a new library director, Martha Bauer, in Lone Rock. Krista has been selected to be a mentor for DPI's ILEAD Wisconsin program.

Moved by: Carolyn Schuler and **2nd by:** Louanna Schulte to accept the March Director and Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council: Krista reviewed the minutes of the February 20th meeting, highlighting the discussion on the change in how the NetSouthwest Reserve funds will be presented for 2016.

PLAC Meeting:

Krista reviewed the minutes of the February 20th meeting, highlighting the discussion of Library Legislative Day, the SWLS Communication Strategy and the COLAND Strategic Vision for Library Systems and road map.

Old Business:

1. Office Remodeling Projects:

a. Review of Bids and Selection of Contractor:

The board reviewed the bids that had been received earlier that day from 5 area contractors. Krista informed the board that they had learned that the plan for the remodeling project would require State approval before the building permit could be issued. Woodland Consultants has an appointment on March 23, 2015 for the review. The board discussed the possible timeframe for construction to begin. There was consensus for the project to start sometime in April 2015.

Moved by: Louanna Schulte, **2nd by:** Tim Durst to proceed with the Alternative Bid (Option 3) and to award the remodeling project to Otter Creek Construction LLC for \$30, 176 contingent upon approval of the remodeling plan by the State and the contractor's ability to begin the project in April. **Motion Carried.**

Moved by: Louanna Schulte, **2nd by:** Carolyn Schuler that in the event that Otter Creek Construction LLC is unable to begin construction in April 2015, SWLS will award the remodeling project to CCJ Construction for \$32,450 contingent upon approval of the remodeling plan by the State and the contractor's ability to begin the project in April. . **Motion Carried.**

b. Plan for staff relocation during construction:

Krista explained the two scenarios for relocation of staff: moving into existing space in CESA or staff working from home/member libraries. Through informal conversations with CESA, she believes that they will be able to move into the former media center. There will be some costs with the relocation – hiring a moving company to move furniture and equipment and costs associated with setting up access to phones and the SWLS network. **Moved by:** Dan Nankee, **2nd by:** Diane Craig to approve up to \$2350 in relocation costs. **Motion carried.**

New Business:

1. SWLS 2014 Annual Report and Plan Evaluation:

Krista reviewed the SWLS 2014 Annual Report and Plan Evaluation. **Moved by:** Carolyn Schuler **2nd by:** Marjory Sheckler to accept the SWLS 2014 Annual Report and Plan Evaluation. **Motion carried.**

2. Request from Hildebrand (Boscobel) Memorial Library:

Krista briefly explained the request from the Hildebrand (Boscobel) Memorial Library. **Moved by:** Steve Kleisath **2nd by:** Joan Faull to approved the request of the Hildebrand Memorial Library Board that SWLS pay \$750 of the invoice for the increased bandwidth due to an error on the part of SWLS and to approve an additional \$50 to be paid later in 2015 when the next billing comes out. **Motion carried.**

3. COLAND's Strategic Vision for Library Systems in the 21st Century & road map:

Krista described the process that led to the strategic vision. The board discussed the strategic vision and road map as well as the possibilities for funding the project management needed. Krista will encourage her staff and member libraries to be involved in the process whenever and however they can.

(Joan Faull left meeting at 6:00 PM)

4. Transfer of \$900 from Computer Reserve for director's desktop computer replacement:

Moved by: Dan Nankee, **2nd by:** Louanna Schulte to approve the transfer of \$900 from the Computer Reserve for the director's desktop computer replacement. **Motion carried.**

5. SWLS Director's 2015 objectives update:

a. SWLS Technology and Resource Sharing Plan:

Krista reported that the SWLS Technology Committee met in January 2015 to discuss the process of creating the new plan. The libraries have been asked to complete the Edge Assessment. The results will be used to determine needs for the plan. The plan will also approach new projects in phases, starting with pilot projects with libraries who have the need and ability to move forward, then phasing other libraries in.

b. SWLS Communication Strategy – member libraries

Krista shared the communication strategy for the member libraries. It was well received at the PLAC meeting and Krista has noticed that some libraries have started to use it themselves. Krista will have the communication strategy for elected officials for the May meeting.

Date & Site of Next Full Board Meeting – May 13, 2015 at 5 PM at SWLS Headquarters

Moved by: Diane Craig **2nd by:** Marjory Sheckler to Stand Adjourned at 6:11 PM. Motion carried.

**Respectfully submitted,
Krista L. Ross, SWLS Director**