

**SOUTHWEST WISCONSIN LIBRARY SYSTEM  
FULL BOARD MEETING  
July 8, 2015 @ 5:00 pm**

The July 8, 2015 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, Grant Loy, Steve Kleisath; **Iowa County:** Dan Nankee, Louanna Schulte; **Lafayette County:** Wayne Wilson, Lori Neumann (by phone); **Richland County:** Marilyn Marshall; **Library Rep:** Tim Durst

**Absent:** **Crawford County:** none **Grant County:** Ralph Noble, Carolyn Schuler; **Iowa County:** Joan Faull; **Lafayette County:** none; **Richland County:** none;

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

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

**Moved by:** Marilyn Marshall and **2<sup>nd</sup> by:** Marjory Sheckler to accept the minutes of the May 13, 2015 Full Board of Trustees Meeting. **Motion carried.**

**Moved by:** Tim Durst and **2<sup>nd</sup> by:** Diane Craig to receipt in the check registers for May and June 2015 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Steve Kleisath and **2<sup>nd</sup> by:** Marjory Sheckler to accept the budget comparisons for May and June 2015 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Marilyn Marshall and **2<sup>nd</sup> by:** Dan Nankee to receipt in the investment account balances for May and June 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 there will be a New Trustee Orientation for public library trustees on Thursday, July 16<sup>th</sup>. The Benton Public Library should be back in compliance with system membership requirements by the end of July. Krista just learned that the LSTA grants for 2016 will be due to DPI on Sept. 4<sup>th</sup> so she will send them to Wayne for his signature and the board will formally approve on at the Sept. 9<sup>th</sup> meeting. Krista reviewed the recent incident involving the deletion of 83,000 records from the ILS and commended the staff on their actions to correct it. Krista informed the board that the Brewer Public Library (Richland Center)board recently voted to re-join the SWLS network.

**Correspondence:** Krista shared with the board the Open (Public) Records Request from Axley Brynelson, LLP for records relating to our membership with WiscNet.

**Committee Reports****Net Southwest Directors Council:**

Krista reviewed the minutes of the June 26th meeting, highlighting the approval of the 2016 net Southwest fees, adding CESA 3 professional collection to Verso and the upcoming visit with Auto-Graphics.

**PLAC Meeting:**

Krista reviewed the minutes of the April 24<sup>th</sup> meeting, highlighting library director certification best practices and the approval of the 2016 Technology fees.

**Legislative Update:**

Krista reviewed the report with the board, noting that the State Senate had passed the budget and it was now being discussed in the State Assembly.

**Old Business:****New Business:****1. Approval of 2014 Audit:**

Since the audit had not arrived from the auditors, this was tabled until the September 9, 2015 meeting.

**2. 2015 Budget :**

**a. Allocation of the 2014 cash carryover**

Krista reviewed her suggestions for the allocation of the 2014 cash carryover. Action on this was tabled until the audit was available at the September 9, 2015 board meeting

**b. Mid-year correction of line item allocations:**

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Deb Goold to transfer the balances of the 2015 budget's line item accounts, #7527 Ins.-Bldg., Liability, Vehicles (\$820), #7528 Ins.-WC (\$52) and #7532 Accounting Expense (\$63) to #7518 Copier

**Motion carried.**

**3. Approval of 2015 NetSW and Technology Services Fees:**

**Moved by:** Tim Durst and **2<sup>nd</sup> by:** Louanna Schulte to approve the proposed 2016 NetSouthwest and Technology Services fees as presented. **Motion carried.**

**4. Insurance quotes for 2016:**

Krista reviewed the insurance quotes received. **Moved by:** Lori Neumann and **2<sup>nd</sup> by:** Steve Kleisath to accept the quotes from Brechler-Lendosky for Bond, General Liability, Auto, Workers Comp. Property and Directors & Officers/Employment practices insurance for 2016. **Motion carried.**

**5. Adding CESA 3 Professional Collection to NetSouthwest ILS:**

**Moved by:** Marjory Sheckler and **2<sup>nd</sup> by:** Diane Craig to approve the recommendation of the Net Southwest Directors Council to contract with CESA 3 for their use of the NetSouthwest Verso 4 ILS Software, cataloging and ILS Support services on a yearly basis. **Motion carried.**

**6. 2016 Budget**

**a. Timeline**

Krista reported that due to flat funding and some anticipated changes in health insurance, the 2016 would be presented at the November 11 board meeting instead of in September as in the past.

**b. Exploring various employee incentives**

Krista reviewed her proposal for exploring various employee incentives as part of the 2016 budget process. **Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Diane Craig to have Krista, with the Executive Committee, investigate various employee incentives for 2016 Budget and have proposals ready for the September 9<sup>th</sup> meeting. **Motion carried.**

**7. SWLS Director's 2015 objectives update:**

**a. Newsletters to county officials:**

Krista shared a copy of the Grant County newsletter. Crawford County's is complete and she is working on the other three counties. Her plan is to distribute paper copies to the county clerks for distribution to the county board supervisors.

**b. SWLS Technology and Resource Sharing plan update:**

Goals for the plan have been determined. Objectives are being developed.

**c. Collaboration with other systems, agencies, etc.:**

Krista reported that she will be attending, with the Boscobel library director, an August 11<sup>th</sup> meeting at SW Tech to discuss potential collaborations around technology support. Krista is also meeting with the director of the Winding Rivers Library System on August 10<sup>th</sup> to discuss areas for potential collaboration.

**Date & Site of Next Full Board Meeting** – September 9, 2015 at 5 PM at SWLS Headquarters

**Moved by:** Marilyn Marshall **2<sup>nd</sup> by:** Tim Durst to Stand Adjourned at 5:50 PM. **Motion carried.**

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