

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
July 13, 2016 @ 5:00 pm**

The May 18, 2016 meeting of Southwest Wisconsin Library System was called to order by Steve Kleisath at 5:00 PM at the SWLS Headquarters.

Present: Crawford County: Diane Craig, Mary Kuhn; **Grant County:** Deb Goold, Steve Kleisath, Patricia Reynolds, Regina Pauly; **Iowa County:** Kim Ross; **Lafayette County:** Lori Neumann (by phone), Bob Boyle; **Richland County:** None

Absent: Crawford County: none; **Grant County:** (2 vacancies) **Iowa County:** Joan Faull, (1 vacancy) **Lafayette County:** none **Richland County:** Marilyn Marshall, Rachel Schultz; **Library Rep:** Anne Otto

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

We have a new board members from Crawford, Grant and Iowa counties. The board welcomed Mary Kuhn, Regina Pauly and Kim Ross to the SWLS Board of Trustees.

Moved by: Bob Boyle and **2nd by:** Kim Ross to accept the agenda as presented. **Motion carried.**

Moved by: Lori Neumann and **2nd by:** Deb Goold to accept the minutes of the May 18, 2016 Full Board of Trustees Meeting. **Motion carried.**

Moved by: Patricia Reynolds and **2nd by:** Mary Kuhn to receipt in the check registers for May and June 2016 as presented and to be filed for audit. **Motion carried.**

Moved by: Bob Boyle and **2nd by:** Diane Craig to accept the budget comparisons for May and June 2016 as presented and to be filed for audit. **Motion carried.**

Moved by: Kim Ross and **2nd by:** Patricia Reynolds to receipt in the investment account balances for May and June 2016 to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

Krista reviewed the report and asked if anyone had any questions.

Moved by: Bob Boyle and **2nd by:** Regina Pauly to accept the Director and Staff Activities Report as presented. **Motion carried.**

Correspondence:

The Board reviewed the letter from John Thompson, PLSR Steering Committee Chair, regarding the PLSR process.

Committee Reports

Net Southwest Directors Council:

Krista reviewed the minutes of the June 24th meeting, highlighting the discussion the NetSW 2017 Fees and the Best Practices Committee report.

PLAC Meeting:

Krista reviewed the minutes of the June 24th meeting, highlighting the discussion on technology support and 2017 digital media buying pool.

Legislative Update:

Krista brought the board up to date on recent activities of the legislature and the Wisconsin Library Association's Library Development and Legislation Committee.

Public Library System Redesign (PSLR) Update:

Krista brought the board up to date on recent and upcoming activities of the project.

Old Business:

1. SWLS Committee Appointments:

Board members reviewed the SWLS committees and vacancies. After accepting some volunteers to fill a few vacancies, Steve asked that board members think about committee assignments and contact Krista if they wish to volunteer to fill a vacancy.

2. Approval of the 2015 Audit:

The Board reviewed the 2015 audit. **Moved by:** Patricia Reynolds, **2nd by:** Diane Craig to approve the 2015 auditor's report. **Motion Carried.**

3. Allocation of 2015 carryover

Krista reviewed the process for determining the 2015 carryover amount and the proposed allocation of the funds. **Moved by:** Kim Ross, **2nd by:** Diane Craig to approve proposed allocation of the 2015 carryover as presented. **Motion Carried.**

New Business:

1. Approval of the 2017 NetSW and Technology Services Fees:

Krista reviewed the amounts with the board. She explained that the increase was due to a 2% raise for staff and a change in health insurance from a single coverage to family coverage for one employee. Krista also mentioned that the librarians approved the 2017 fees at their June 24, 2016 meetings. Kim suggested that including information on the fees for the two previous years would provide helpful background information on the fees and is a common standard practice. **Moved by:** Bob Boyle and **2nd by:** Deb Goold to accept the 2017 NetSW and Technology Service fees as presented. **Motion Carried.**

2. Mid-year review and adjustment of the 2016 budget line items:

Krista reviewed the proposed adjustments for the 2016 budgets. **Moved by:** Bob Boyle and **2nd by:** Mary Kuhn to accept the adjustments to the 2016 budget as presented.

Motion Carried.

3. 2017 Budget:

a. Timeline:

Krista reviewed the budget timeline in 2015 for the 2016 budget and how the budget has been handled in previous years. She suggested three different scenarios for the 2017 budget process:

- returning to past practice
- passing the budget in November with Executive Committee meeting in September to review the budget and make decisions on personnel issues

- passing the budget in September with the Executive Committee meeting the week before to review the budget and make decisions on personnel issues.

Consensus of the board was to try the second scenario for the 2017 budget process. The Executive Committee will meet before the September board meeting on September 14, 2016.

b. 2017 Early Retirement Incentives:

Krista reviewed the proposed 2017 early retirement incentives. She shared that her research indicated that providing a voluntary early retirement incentive, whenever there are eligible employees, helps to avoid the appearance of age discrimination. Kim suggested that the incentives be added to the SWLS Personnel Policy . **Moved by:** Kim Ross **2nd by:** Mary Kuhn to table this discussion and instruct Krista to bring proposed language for the Personnel Policy addition to the September board meeting. **Motion Carried.**

4. Update on Technology Services Support:

Krista reported that SW Tech has decided not to pursue a proposal and is stepping back from the process at this time. The library directors reviewed a proposal from our current network support vendor for enhance support. They decided to have the Tech Committee discuss and decide what technology services are needed and ask for another proposal. That meeting will be held on Friday, July 15, 2016 and all directors were invited to attend the discussion.

5. SWLS Director's 2016 Objectives:

Krista reviewed the update on her objectives. She talked about the technology support she has been providing.

Date and site of next full board meeting: September 14, 2016 at SWLS Headquarters

Motion by: Bob Boyle **2nd by:** Kim Ross to stand adjourned at 6:36 pm. **Motion Carried.**

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