

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
November 9, 2016 @ 5:00 pm**

The November 9, 2016 meeting of Southwest Wisconsin Library System was called to order by Board President Steve Kleisath at 5:02 PM at the SWLS Headquarters.

Present: **Crawford County:** Diane Craig; **Grant County:** Steve Kleisath, Regina Pauly, Patricia Reynolds; **Iowa County:** Joan Faull (by phone); **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Rachel Schultz; **Library Rep:** Anne Otto

Absent: **Crawford County:** Mary Kuhn; **Grant County:** Deb Goold, (2 vacancies) **Iowa County:** Kim Ross, Stephen Holmgren; **Lafayette County:** none **Richland County:** (1 vacancy); **Member Library Liaison:** Nancy Ashmore

Also present: SWLS Staff: Krista Ross, Peggy Freymiller

Meeting Duly Posted: The meeting agenda was sent to the 5 counties, 28 member libraries, official newspapers and posted at SWLS Headquarters.

Moved by: Rachel Schultz and **2nd by:** Patricia Reynolds to accept the agenda as presented.
Motion carried.

Moved by: Bob Boyle and **2nd by:** Patricia Reynolds to accept the minutes of the September 14, 2016 Full Board of Trustees Meeting. **Motion carried.**

Moved by: Regina Pauly and **2nd by:** Patricia Reynolds to receipt in the check registers for September and October 2016 as presented and to be filed for audit. **Motion carried.**

Moved by: Patricia Reynolds and **2nd by:** Lori Neumann to accept the budget comparisons for September and October 2016 as presented and to be filed for audit. **Motion carried.**

Moved by: Bob Boyle and **2nd by:** Regina Pauly to receipt in the investment account balances for September and October 2016 to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

Krista reviewed the report and shared the news that the Schreiner Memorial Library in Lancaster had been chosen as the Wisconsin Library Association's 2016 Library of the Year.

Moved by: Rachel Schultz and **2nd by:** Diane Craig to accept the Director and Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council:

Krista reviewed the minutes of the October 21st meeting, highlighting the discussion of the Best Practices committee on the workflow for issuing library cards, patron audit recommendations, and new workflow for sending information to cataloging.

PLAC Meeting:

Krista reviewed the minutes of the October 21st meeting, highlighting the discussion on the digital magazines from Zinio and Library Legislative Day in 2017.

Public Library System Redesign (PSLR) Update:

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

Old Business:

New Business:

1. Report of the Executive Committee

a. 2017 Budget

The board reviewed the proposed 2017 budget. **Motion by:** Bob Boyle **2nd by:** Lori Neumann to approve the 2017 budget as presented. **Motion Carried.**

b. 2017 Early Retirement Incentives Approval

No action was taken on this item. Krista explained that the early retirement incentive for this year was different than in past years and did not require the board to approve if an employee chose to accept the offer. The employees have until December 15, 2016 to accept.

2. January 2017 Purchase of Copier

The board reviewed the quotes from Midwest Business Products and Ricoh for a new photocopier. **Motion by:** Lori Neumann **2nd by:** Joan Faull to approve the purchase of the Ricoh photocopier in January 2017. **Motion Carried.**

3. Selection of Officers for 2017

Krista explained that the selection of officers is typically done in January, but Steve K. had asked that we move it up since he attends via the phone for the first two months of the year. Krista reported that Deb Goold indicated she would be willing to continue as Treasurer.

Motion by: Rachel Schultz **2nd by:** Diane Craig to elect Bob Boyle as Board President effective January 1, 2017. **Motion Carried.**

Motion by: Joan Faull **2nd by:** Lori Neumann to elect Steve Kleisath as Vice-President effective January 1, 2017. **Motion Carried.**

Motion by: Lori Neumann **2nd by:** Diane Craig to elect Deb Goold as Treasurer effective January 1, 2017. **Motion Carried.**

Steve encouraged board members to consider volunteering to serve on the Executive Committee (there are 2 vacancies) and to consider what committee they'd like to serve on.

4. Schedule Director's Evaluation

Krista reviewed the process used in the past for her evaluation. Krista will send a Doodle poll to the members of the Executive Committee to set a date in December 2016.

Date and site of next full board meeting: January 11, 2017 at SWLS Headquarters

Motion by: Bob Boyle **2nd by:** Patricia Reynolds to stand adjourned at 6:05 pm. **Motion Carried.**

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