

**SOUTHWEST WISCONSIN LIBRARY SYSTEM  
FULL BOARD MEETING  
September 9, 2015 @ 5:00 pm**

The September 9, 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, Carolyn Schuler, Ralph Noble; **Iowa County:** Dan Nankee, Joan Faull; **Lafayette County:** Wayne Wilson, Lori Neumann (by phone); **Richland County:** none **Library Rep:** Tim Durst

**Absent:** **Crawford County:** none **Grant County:** Steve Kleisath; **Iowa County:** Louanna Schulte; **Lafayette County:** none; **Richland County:** Marilyn Marshall;

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

**Moved by:** Lori Neumann and **2<sup>nd</sup> by:** Dan Nankee to accept the agenda as amended to move the discussion of the 24 month CD to after #3b. Motion carried.

**Moved by:** Marjory Sheckler and **2<sup>nd</sup> by:** Carolyn Schuler to accept the minutes of the July 8, 2015 Full Board of Trustees Meeting. **Motion carried.**

**Moved by:** Grant Loy and **2<sup>nd</sup> by:** Carolyn Schuler to receipt in the check registers for July and August 2015 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Joan Faull to accept the budget comparisons for July and August 2015 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Carolyn Schuler and **2<sup>nd</sup> by:** Marjory Sheckler to receipt in the investment account balances for July and August 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 ILEAD Wisconsin program she's been involved in as a mentor will be paying her registration fees for the WLA fall conference.

Dan Nankee commented on the @ the System newsletter that was sent to the county board of supervisors.

**Correspondence:** None

### **Committee Reports**

#### **Net Southwest Directors Council:**

Krista reviewed the minutes of the August 28th meeting, highlighting the visit from the representative from Auto-Graphics.

#### **PLAC Meeting:**

Krista reviewed the minutes of the August 28th meeting, highlighting the Supporting Pilot Projects in Technology grant program, Tech plan progress, YS Advisory committee report.

### **Old Business:**

#### **1. Approval of 2014 Audit:**

**Moved by:** Marjory Sheckler **and 2<sup>nd</sup> by:** Ralph Noble to accept the 2014 audit. **Motion carried.**

#### **2. 2015 Budget :**

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

Krista reviewed her suggestions for the allocation of the 2014 cash carryover.

**Moved by:** Carolyn Schuler **and 2<sup>nd</sup> by:** Dan Nankee to accept the allocation of the 2014 cash carryover as presented. **Motion carried.**

### **New Business**

#### **1. Approval of 2016 LSTA grant requests:**

Krista reported that the grants had been filed on Sept. 4, 2015 to meet the deadline and reviewed the grants. When asked why only 4 libraries were involved in the literacy grant, Krista explained that grants are very time and resource intensive for library staff, so sometimes only a few libraries who are passionate about the project will sign on.

**Moved by:** Ralph Noble **and 2<sup>nd</sup> by:** Diane Craig to approve the proposed 2016 LSTA grant requests as presented. **Motion carried.**

## **2. Approval of the SWLS Pilot Projects in Technology grant process:**

Krista reviewed the grant process. Tim asked when the grant would start. Krista said that the grant process would start in 2016 with the first grants awarded in 2017. **Moved by:** Carolyn Schuler and **2<sup>nd</sup> by:** Marjory Sheckler to approve the creation of the SWLS Pilot Projects in Technology grant **Motion carried.**

## **3. 2016 Budget**

### **a. Offering dental insurance through state health insurance plan:**

Krista reviewed the information about the new dental insurance through the state's health insurance plan. **Moved by:** Carolyn Schuler and **2<sup>nd</sup> by:** Marjory Sheckler to approve offering dental insurance to SWLS employees in 2016 **Motion carried with 9 ayes & 2 nays.**

### **b. Employee incentive plan:**

Krista reviewed with the board two proposed incentives: Early Retirement Incentive and the opt out of WPE group health insurance.

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Joan Faull to approve  
Recommendation #1: *Create an Early Retirement Incentive offer of \$15,000 cash payout for employees who are eligible to retire with the Wisconsin Retirement System (WRS) in 2015. The offer would include a retirement date of December 15, 2015. Work with Eileen Brownlee on the documentation needed to assure compliance with any and all laws and*  
Recommendation #2: *Convene an ad hoc committee to review either the entire SWLS Personnel Policy or focus on Sections 404: Sick Leave and 803b Exit Interview with Business Office(talks about payouts due to employees).* **Motion carried.**

**Moved by:** Diane Craig and **2<sup>nd</sup> by:** Carolyn Schuler to offer an employee incentive to opt out of the Wisconsin Public Employers' group health insurance based on guidelines set by the Wisconsin Employee Trust Funds and not to exceed \$2000 per offer. **Motion carried.**

**c. Proposed change in federal overtime rules**

Krista reviewed the proposed changes and how they would affect the SWLS staff. It is not known exactly when this will go into effect, but it most likely will be January 2016. Revision of the SWLS Personnel Policy will need to be made.

**4. 2016 System plan**

**Moved by:** Deb Goold and **2<sup>nd</sup> by:** Joan Faull to approve the 2016 System Plan.

**Motion carried.**

**5. Purchase of a new delivery van**

Tabled until November when we should have quotes available.

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

**a. External communication plan:**

Newsletters sent to county boards. Will be working on quarterly report form for SWLS board members who are county board reps for November meeting.

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

Have goals and objectives ready. Will have complete plan ready for approval at the November meeting.

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

Met with SW Tech on IT support. Hope to be scheduling a follow-up meeting soon.

**7. 24 month CD:**

**Moved by:** Lori Neumann and **2<sup>nd</sup> by:** Dan Nankee to cash in the 24 month CD to be used for the Employee Early Retirement incentive, any balance not used to be transferred into a new CD for 20 months at .65% interest. **Motion carried.**

**Date & Site of Next Full Board Meeting** – November 11, 2015 at 5 PM at SWLS Headquarters

**Moved by:** Ralph Noble **2<sup>nd</sup> by:** Grant Loy to Stand Adjourned at 5:58 PM. **Motion carried.**

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