

**SOUTHWEST WISCONSIN LIBRARY SYSTEM
FULL BOARD MEETING
May 14, 2014 @ 5:00 pm**

The May 14, 2014 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:** Steve Kleisath, Deb Goold, Grant Loy **Iowa County:** Dan Nankee, Louanna Schulte; **Lafayette County:** Wayne Wilson, Lori Neumann (by phone) **Richland County:** Larry Loomis; **Library Rep:** Tim Durst

Absent: **Crawford County:** none **Grant County:** Ralph Noble; **Iowa County:** Joan Faull; **Lafayette County:** none; **Richland County:** Marilyn Marshall;

Also present: **SWLS Staff:** Krista Ross, Kim Streif, Peggy Freymiller, Betty Sautter; Nancy Ashmore

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

Moved by: Steve Kleisath and **2nd by:** Tim Durst to accept the minutes of the March 12, 2014 Full Board of Trustees Meeting. **Motion carried.**

Moved by: Larry Loomis and **2nd by:** Louanna Schulte to receipt in the check registers for March and April, 2014 as presented and to be filed for audit. **Motion carried.**

Moved by: Tim Durst and **2nd by:** Steve Kleisath to accept the budget comparisons for March and April, 2014 as presented and to be filed for audit. **Motion carried.**

Moved by: Dan Nankee and **2nd by:** Deb Goold to receipt in the investment account balances for March and April, 2014 as presented and to be filed for audit. **Motion carried.**

Director's Report/Staff Activities Report:

Krista reviewed her report. She reported that the State found a few typos in the intersystem resource library agreement with Madison Public Library. Krista will send a copy with corrections and initial it to the State. The master copy of the agreement has been corrected. Krista handed out a flyer for upcoming trustee webinars and encouraged board members to attend.

Moved by: Marjory Sheckler and **2nd by:** Steve Kleisath to accept the May Director's Report and Staff Activities Report as presented. **Motion carried.**

Committee Reports

Net Southwest Directors Council: Krista reviewed the minutes of the May 2nd meeting, highlighting the Cataloging Committee report and the review of the NetSW agreement.

PLAC Meeting:

Krista reviewed the minutes of the May 2nd meeting, highlighting the ex-officio representation on the SWLS board, SWLS job revised job titles discussion and the time/print management project.

Legislative Update:

Krista reviewed the update. Dan Nankee asked if the proposal in the federal budget to eliminate funding for the Institute for Museums and Library Services (IMLS) was likely to go through and how it would affect SWLS and its member libraries. Krista explained how IMLS is the agency that funds the LSTA grants. So locally, it would mean a loss of funding for the ConsumerReports.org and MangoLanguages databases. It would also mean a loss of funding for many state services for libraries, including WISCAT. It is felt, at this time, that this issue is not likely to go anywhere.

Krista reviewed the upcoming state assembly and senate elections. This year the library community needs to generate an effective and sustainable grassroots organization with which to reach out to legislators, particularly current majority party leadership and members in both

houses. Krista asked board members to promote libraries and library systems with incumbents and candidates when the opportunity arises.

Old Business:

New Business:

- 1. Recognition of years of service for Peggy Freymiller (35 years) and Betty Sautter (30 years):** Board President Wayne Wilson congratulated Peggy and Betty on their combined 65 years of service to the SWLS.

- 2. 2014 Library Visits:**

Krista presented background information on previous SWLS board visits to member libraries. For 2014, she will contact Darlington, Dickeyville, and Lancaster (for Potosi) to arrange visits this summer. These visits are generally scheduled for early afternoon. Krista will send the dates and times out as the visits are scheduled.

- 3. Formation of the By-laws Committee:**

The last review of the bylaws of the SWLS board of trustees was done in 2010, so it's time to do a review, and possibly a revision. The following trustees will service on the bylaws committee with Krista: Larry Loomis and Deb Goold.

- 4. Appointing a member library director as ex-officio to the SWLS Board:**

Krista explained that the SRLAAW had appointed a subcommittee to review system governance. One of the recommendations was that system boards have one member library director appointed/elected to attend system board meetings as a non-voting member and then to report to the system advisory group. At the May 2nd PLAC meeting, the member libraries agreed with this recommendation and chose Nancy Ashmore, PdC Memorial Library director, to serve in this role.

Moved by: Marjory Sheckler **2nd by:** Steve Kleisath to appoint Nancy Ashmore as an ex-officio member of the SWLS Board of Trustees. Motion carried.

- 5. Building Signage:**

Krista explained that it is becoming more important that we have signage inside and outside the building to help people find us. CESA is doing some re-arranging and redecorating so it's the perfect time to talk about signage. Krista will send a Doodle poll

to the Facilities Management Committee to arrange a meeting. The committee will bring proposals to the full board at the July 16, 2014 meeting.

6. SWLS Director's 2014 Objectives:

a. Revised job descriptions:

Krista reviewed the process and rationale behind the proposed job descriptions. Larry Loomis asked who would be in each role. Krista explained that Peggy would become the Library and System Services Coordinator, Kim would become the NetSouthwest ILS Coordinator, Betty would become the NetSouthwest ILS Associate and Leah would be the Technology Services Coordinator. Krista explained that we may need to explore more ways to fully meet the libraries' technology needs including outsourcing.

Moved by: Larry Loomis **2nd by:** Tim Durst to approve the proposed job descriptions as presented. Motion carried.

b. Outsourcing Continuing Education workshops

Krista did not have any updates on this to present.

c. Outsourcing grant writing and administration

Krista reviewed the proposal to outsource the grant writing for the 2015 grants.

Moved by: Louanna Schulte **2nd by:** Diane Craig to approve hiring Roxane Bartelt as grant writer for the 2015 LSTA competitive grants for 120-240 hours at \$35/hour plus mileage with the funding to come from the Reserve Account General. Motion carried.

d. Accountability System

The creation of an accountability system was one of Krista's 2014 objectives and is now complete.

Date & Site of Next Full Board Meeting – July 16, 2014 at 5 PM at SWLS Headquarters

Moved by: Lori Neumann **2nd by:** Dan Nankee to Stand Adjourned at 6:00 PM. Motion carried.

Respectfully submitted,
Krista L. Ross, SWLS Director