

**SOUTHWEST WISCONSIN LIBRARY SYSTEM  
FULL BOARD MEETING  
November 13, 2014 @ 5:00 pm**

The November 13, 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,; **Grant County:** Deb Goold, Ralph Noble, Grant Loy, Steve Kleisath, Carolyn Schuler; **Iowa County:** Joan Faull, Louanna Schulte; **Lafayette County:** Wayne Wilson, Lori Neumann (by phone); **Richland County:** Marilyn Marshall; **Library Rep:** Tim Durst

**Absent:** **Crawford County:** Marjory Sheckler **Grant County:** none; **Iowa County:** Dan Nankee, **Lafayette County:** none; **Richland County:** Larry Loomis;

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

Board members introduced themselves to our new board member from Grant County, Carolyn Schuler. Welcome Carolyn!

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

**Moved by:** Marilyn Marshall and **2<sup>nd</sup> by:** Tim Durst to accept the minutes of the September 10, 2014 Full Board of Trustees Meeting. **Motion carried.**

**Moved by:** Lori Neumann and **2<sup>nd</sup> by:** Ralph Noble to receipt in the check registers for September and October , 2014 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Louanna Schulte and **2<sup>nd</sup> by:** Carolyn Schuler to accept the budget comparisons for September and October, 2014 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Joan Faull and **2<sup>nd</sup> by:** Ralph Noble to receipt in the investment account balances for September and October, 2014 as presented and to be filed for audit. **Motion carried.**

**Director's Report/Staff Activities Report:**

Krista reviewed her report. Don Hecker, van driver, has retired. November 12<sup>th</sup> was his last day. There will be a retirement party for him on December 12<sup>th</sup> from 1-3 PM. We received a \$1700 donation from a group that worked with the PSC's Region 7 broadband project and will be purchasing 2 iPad minis and 2 Kindle Fire HDs for the libraries to use. We have two new directors: Jessie Lee- Jones at Platteville and Angela Noel at Richland Center.

Carolyn asked how the transition to Verso 4 was going. Krista replied that the libraries are all at different stages in the migration. Nancy added that some are using both Illuminar and Verso 4 as each has things it does better.

**Moved by:** Steve Kleisath and **2<sup>nd</sup> by:** Carolyn Schuler to accept the November Director and Staff Activities Report as presented. **Motion carried.**

**Correspondence:**

A letter from Kramer & Brownlee, SWLS' law firm, stated that the hourly rate would increase in 2015.

**Committee Reports**

**Net Southwest Directors Council:** Krista reviewed the minutes of the October 24<sup>th</sup> meeting, highlighting the approval of the bylaws and the discussion of growing the NetSW Reserve funds.

**PLAC Meeting:**

Krista reviewed the minutes of the October 24<sup>th</sup> meeting, highlighting the discussion of Library Legislative Day and chartering a bus, selection of a formula for distributing internet fees in 2016 and delivery changes.

## **Old Business:**

### **1. Office Remodeling Projects:**

Krista reported that she had no response to her inquiry for a project cost estimate.

Many local contractors were busy finishing outdoor projects. Krista will put out a call for bids for the project and bring them to the board at the January meeting.

## **New Business:**

### **1. Approval of 2015 YS Agreement with SCLS:**

Krista reviewed the 2015 YS Agreement with SCLS **Moved by:** Lori Neumann **2<sup>nd</sup> by:** Marilyn Marshall to approve the 2015 YS Agreement with SCLS. **Motion carried.**

### **2. Formation of the Nomination Committee:**

Wayne appointed the following board members to the committee: Larry Loomis (chair), Deb Goold and Dan Nankee with Wayne as ex-officio. Carolyn Schuler agreed to be the WLA representative.

### **3. Schedule Director's Evaluation:**

Krista will send a Doodle poll to the Executive Committee to determine a date in December to conduct her evaluation. The evaluation will be on the January meeting for the full board.

### **4. Approval of the SWLS Technology Competencies for directors and staff:**

Krista reviewed the process for the creation of the technology competencies and the purpose for their creation. **Moved by:** Lori Neumann **2<sup>nd</sup> by:** Diane Craig to approve the SWLS Technology Competencies for directors and staff as presented. **Motion carried.**

### **5. Revision of the SWLS Operational Manual**

Krista reviewed the revisions to the SWLS Operational Manual. **Moved by:** Deb Goold **2<sup>nd</sup> by:** Carolyn Schuler to approve the revisions to the SWLS Operational Manual as presented. **Motion carried.**

**6. SWLS Director's 2014 Objectives:**

- a. Update on staff reorganization:** Krista reported that she met with staff to review the competencies and what expectations were. Krista will be setting up meetings with staff soon to determine how the SWLS competencies will be applied, set major projects for the year and set a meeting schedule. She is working on the last bit of the accounting liaison instructions.
- b. SWLS Communication Plan:** Krista reported that she's renaming this The SWLS Communication Strategy. She has met with staff, surveyed the member libraries and is analyzing the survey results to determine next steps. She would like input from the county board reps on the SWLS board on how best to communicate information with the county boards. She may send a survey.

**Date & Site of Next Full Board Meeting** – January 14, 2015 at 5 PM at SWLS Headquarters

**Moved by:** Ralph Noble **2<sup>nd</sup> by:** Grant Loy to Stand Adjourned at 5:33 PM. Motion carried.

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