

**SOUTHWEST WISCONSIN LIBRARY SYSTEM  
FULL BOARD MEETING  
September 11, 2013 @ 5:00 pm**

The September 11, 2013 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, , Ralph Noble **Iowa County:** Louanna Schulte, Dan Nankee, Joan Faull **Lafayette County:** Wayne Wilson, Lori Neumann (by phone); **Richland County:** Larry Loomis, Marilyn Marshall

**Absent:** **Crawford County:** none **Grant County:** Grant Loy, Steve Kleisath, 2 vacant **Iowa County:** none **Lafayette County:** none; **Richland County:** none; **Library Rep:** Tim Durst

**Also present:** **SWLS Staff:** Krista Ross, Peggy Freymiller, Kim Streif

**Moved by:** Marilyn Marshall and **2<sup>nd</sup> by:** Marjory Sheckler to accept the agenda as presented. Motion carried.

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Louanna Schulte to accept the minutes of the July 10, 2013 Full Board of Trustees Meeting. **Motion carried.**

**Moved by:** Larry Loomis and **2<sup>nd</sup> by:** Diane Craig to receipt in the check registers for July and August, 2013 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Lori Neumann and **2<sup>nd</sup> by:** Marjory Sheckler to accept the budget comparisons for July and August, 2013 as presented and to be filed for audit. **Motion carried.**

**Moved by:** Dan Nankee and **2<sup>nd</sup> by:** Deb Goold to receipt in the investment account balances for July and August, 2013 as presented and to be filed for audit. **Motion carried.**

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

Krista reviewed her report. Krista informed the board that she has taken a short –term opportunity to work with a Minnesota based bank foundation and friends group to mentor a library in Wisconsin. She will be doing this on her own time, using vacation time and none of the set dates conflict with SWLS board meetings, librarian meetings or workshops. The board discussed the various acronyms in the report. Krista has a document that she uses with new library directors that defines various acronyms and library terms. She will send it to board members.

**Moved by:** Louanna Schulte and **2<sup>nd</sup> by:** Marjory Sheckler to accept the September Director's Report/Staff Activities Report as presented. **Motion carried.**

### **Committee Reports**

**Net Southwest Directors Council:** Krista reviewed the minutes.

**PLAC Meeting:** Krista reviewed the minutes.

**Old Business:** There was no old business to come before the board.

### **New Business:**

#### **1. Approval of 2014 LSTA grant requests:**

SWLS will be applying for 4 grants in 2014. Two are non-competitive and two are in competitive categories. Krista presented the details of each grant to the board.

**Motion by:** Ralph Noble; **2<sup>nd</sup> by:** Marilyn Marshall to approve the four LSTA grant applications for 2014. Motion carried.

#### **2. Report of the Executive Committee & 2014 SWLS Budget:**

The Executive Committee met and reviewed the 2014 proposed budget. The budget is fairly straight forward and doesn't differ much from the 2013 budget except in the areas outside of the control of the system in which expenses increased (health insurance, statewide delivery for example).

**Motion by:** Joan Faull; **2<sup>nd</sup> by:** Dan Nankee to approve the 2014 budget as presented. Motion carried.

**3. Approval of the 2012 audit:**

Krista reviewed the auditor's letter with the board. There were no issues or problems discovered in the audit. There is \$30,495 in carryover from 2012. Normally the audit is completed earlier in the year and the board re-allocates the carryover funds. Krista will bring suggestions for re-allocation of 2012 carryover funds to the November meeting.

**Motion by: Larry Loomis 2<sup>nd</sup> by: Ralph Noble** to accept the 2012 audit. Motion carried.

**4. 2014 System Plan:**

Krista reviewed the 2014 system plan, why it is filed each year and noted that some areas in the plan refer to the upcoming strategic plan revision.

**Motion by: Marjory Sheckler 2<sup>nd</sup> by: Diane Craig** to approve the 2014 system plan as presented. Motion Carried.

**5. Server Upgrade Project**

At the August 23<sup>rd</sup> Net Southwest Director's council minutes, the directors discussed 3 options for replacing the main server on the network. The option presented to replace the existing server with a new server was the one chosen by the member libraries.

**Motion by: Larry Loomis 2<sup>nd</sup> by: Dan Nankee** to approve the server upgrade project as presented including using existing funding in the budget and transferring \$6789.42 from the NetSouthwest Reserve. Motion Carried.

**6. Delivery Services Report and Proposed Actions:**

Krista reviewed the recommendations in the Delivery Services report and the costs of implementing them. The member libraries discussed the report and recommendations and voted to recommend that SWLS move forward with implementation of the recommendations as soon as possible and that in 2014 explore the possibility of providing third delivery for 2015.

**Motion by: Louanna Schulte 2<sup>nd</sup> by: Lori Neumann** to approve implementing the recommendations in the Delivery Services Report at a cost of \$1760.13 and to explore in 2014 providing 3 day delivery in 2015. Motion Carried.

**7. 2014-2016 Strategic Plan Process:**

**a. Facilitation services for brainstorming with libraries**

The current strategic plan expires at the end of this year. For the next plan, Krista would like to use a brainstorming session with the member libraries. The same process was used for this year's update of the Technology plan. However, Krista is requesting that we bring in facilitators to conduct the process so that SWLS staff is not involved and the librarians may speak freely about their service needs. SWLS board trustees are encouraging to attend the session as well.

**Motion by: Larry Loomis 2<sup>nd</sup> by: Joan Faull** to contract with the Wisconsin Library Services (WiLS) for facilitation services at a cost of \$800. Motion Carried.

**Date & Site of Next Full Board Meeting** – November 13, 2013 at 5 PM at SWLS Headquarters

**Moved by: Larry Loomis 2<sup>nd</sup> by: Marjory Sheckler** to Stand Adjourned at 6:00 PM. Motion carried.

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