

SOUTHWEST WISCONSIN LIBRARY SYSTEM

1300 Industrial Drive, Ste. 2, Fennimore, WI 53809 608-822-3393

FULL BOARD MEETING MINUTES

July 15, 2020

5:00 p.m. 1300 Industrial Drive, Ste. 2, Fennimore, Wis.

The July 15, 2020, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:02 p.m. at SWLS headquarters in Fennimore.

Present: **Crawford County:** Diane Craig (by phone); **Grant County:** Carol Hood, Dale Hood, Deb Goold, Stephen Kleisath (by phone); **Iowa County:** Susan Storti, Stephen Holmgren, Larry Nelson; **Lafayette County:** Bob Boyle, Lori Neumann (by phone); **Richland County:** Rachel Schultz (by phone); Steve Carrow (by phone). **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** James Hibbard.

Unexcused Absent: **Grant County:** Karen Busch. **Resource Library Representative:** Nikki Klein.
Member Library Liaison: Nancy Ashmore.

Vacancy: One Crawford County seat vacant.

Public present: None.

Meeting Duly Posted: Kranz affirmed that the meeting agenda was posted at SWLS Headquarters and sent to the five county clerks for public posting more than 24 hours prior to the meeting.

Moved by: Rachel Schultz and **2nd by:** Dale Hood to accept the agenda as posted. **Motion carried.**

Moved by: Stephen Holmgren and **2nd by:** Carol Hood to approve the minutes of the May 20, 2020, SWLS board meeting. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Susan Storti to receipt in the transaction lists/check registers for May and June 2020. **Motion carried.**

Moved by: Rachel Schultz and **2nd by:** Larry Nelson to accept the statements of financial control for May and June 2020 as presented. **Motion carried.**

Moved by: Larry Nelson and **2nd by:** Susan Storti to accept the balance sheets for May and June 2020 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: A request was made for an update on how many SWLS-area libraries are open and what level of services are being provided. Kranz noted that all but two SWLS libraries are providing some public service, from curbside services to having people in the buildings again. He said about half are allowing people in, most in limited numbers based on the size of the different libraries' public spaces, using different methods to achieve that such as appointments, entry tickets, or simply staff actively monitoring the public space.

Director and Staff Activities Report: Moved by: Dale Hood and **2nd by:** Stephen Holmgren to accept the Director and Staff Activities reports. **Motion carried.**

Committee Reports:

1. **Net Southwest and PLAC:** Kranz shared the draft minutes and highlighted topics that had been discussed at the June 26, 2020, and July 2, 2020, Net Southwest and PLAC meetings, which had been conducted online. Chief among these topics was the decision to resume resource sharing among SWLS libraries and resume the pre-pandemic van delivery frequency of three times per week.
2. **Legislative update:** Kranz noted that it currently appears unlikely at present that the state legislature will meet before the fall election. We will be watching for any action that might come related to 2021 state aid and the development of the state's next biennial budget.
3. **PLSR update:** Kranz reported that the pandemic has affected some of the planned activities related to implementing recommendations that came out of the PLSR process. Activity related to this is expected to increase. In response to the pandemic, some re-prioritization of the recommendations has taken place, to encourage activity on recommendations that are likely to bring relief to situations made more difficult by the pandemic. Statewide delivery adjustments and moving ahead with an online platform for library directors to track their continuing education activities have risen in priority.

Old Business:

1. **Hiring update.** Kranz reported that he interviewed four finalists for the system's Outreach and Continuing Education Consultant position. Dodgeville Public Library Director Vickie Stangel helped conduct the interviews. An offer is being made this week. It was requested that all new full-time staff be asked to attend the next Board of Trustees meeting so board members could meet them.
2. **Cataloging project update.** Work has begun on this project, it was delayed by the need for the technology support staff to respond to libraries' needs first during the library closures in March and April and then as library activities began to resume in new ways in May and June. The same technology support staff have also been making visits to SWLS libraries to deploy new equipment and resolve issues.
3. **Paying staff.** This topic was designated to be revisited at the May 20, 2020, board meeting. Kranz recommended that the system return to its normal policies regarding paying for hours worked by the van driver/sorter staff. **Moved by:** Larry Nelson and **2nd by:** Deb Goold to instruct the system director to resume paying van drivers/sorters for hours worked per the system's existing policies. **Motion carried.**
4. **Update on library/system responses to pandemic.** Kranz had already shared some information about this when asked about libraries' status during the announcements portion of the meeting. He additionally noted that the system acquired new bins and other tools and supplies to support quarantining of library items that transit through the system delivery service. He said the system needs to be prepared for unexpected closures among libraries, such as was seen in recent weeks in Cuba City, and also prepared for pandemic-related disruptions that might arise among system staff or people who work for other organizations

in the same building as the system offices. Activity even farther away can also affect services, such as when Dane County shut down certain business activities that included the statewide delivery operation based in that county. He briefly outlined some of the safety procedures that system van drivers are expected to follow.

New Business:

1. **Fiscal agent role for historical newspaper project.** Kranz shared information about a statewide digital historical newspaper project and that SWLS had been approached to serve as fiscal agent for one step of the project. He provided the text of a memorandum of understanding related to the particular work of this step and discussed some background about the overall project. He noted that the LSTA grant funding for this step has already been approved, the system would pay the vendor and file paperwork for reimbursement immediately. He responded to questions about the system's finances. He was asked to provide outside of the meeting some additional information about the content of the state digital historical newspaper collection. **Moved by:** Dale Hood and **2nd by:** Stephen Holmgren to approve SWLS participation as fiscal agent to facilitate this step in the statewide project to improve access to online Wisconsin historical newspaper content. **Motion carried.**
2. **Date and site of next planned full board meeting:** Sept. 16, 2020, at SWLS Headquarters in Fennimore. A meeting of the Executive Committee was scheduled for 4:15 p.m. on the same day.
3. **Motion by:** Dale Hood and **2nd by:** Susan Storti to stand adjourned at 5:50 p.m. **Motion carried.**

Respectfully submitted,
David Kranz, SWLS Director