

SOUTHWEST WISCONSIN LIBRARY SYSTEM

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

FULL BOARD MEETING MINUTES

May 19, 2021

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

The May 19, 2021, meeting of Southwest Wisconsin Library System was called to order by Board President Bob Boyle at 5:00 p.m. at SWLS headquarters in Fennimore with online connection available via Go To Meeting.

Present: **Crawford County:** Diane Craig; **Grant County:** Karen Busch, Carol Hood, Dale Hood, Stephen Kleisath, Deb Goold; **Iowa County:** Stephen Holmgren, Larry Nelson, Susan Storti; **Lafayette County:** Bob Boyle, Lori Neumann (online); **Richland County:** Steve Carrow (online). **Resource Library Representative:** Nikki Klein. **SWLS Director:** David Kranz.

Excused Absent: **Grant County:** James Hibbard; **Richland County:** Rachel Schultz.

Unexcused Absent: **Member Library Liaison:** Nancy Ashmore.

Vacancy: One Crawford County seat vacant.

Public present: Betty Schambow (online).

Meeting Duly Posted: Kranz affirmed that the meeting agenda was posted at SWLS Headquarters and sent to the five county clerks and 28 member public libraries for public posting more than 24 hours prior to the meeting.

Moved by: Stephen Holmgren and **2nd by:** Susan Storti to accept the agenda as posted. **Motion carried.**

Moved by: Lori Neumann and **2nd by:** Susan Storti to approve the minutes of the March 24, 2021, SWLS board meeting. **Motion carried.**

Moved by: Susan Storti and **2nd by:** Karen Busch to receipt in the transaction lists for March 2021 and April 2021. **Motion carried.**

Moved by: Susan Storti and **2nd by:** Larry Nelson to receipt in the statements of financial control for March 2021 and April 2021 as presented. **Motion carried.**

Moved by: Stephen Kleisath and **2nd by:** Dale Hood to receipt in the balance sheets for March 2021 and April 2021 as presented. **Motion carried.**

Citizen Participation, Communication and Announcements: Kranz shared the letter received in April from the Dept. of Public Instruction informing the system that its second disbursement of state aid for 2021 was approved.

Director and Staff Activities Reports: Written reports were provided for review. **Moved by:** Karen Busch and **2nd by:** Dale Hood to accept the director and staff activities reports.
Motion carried.

Committee Reports:

1. **Net Southwest and PLAC:** Draft minutes of the April 24, 2021, Net Southwest and PLAC meetings were provided for review.
2. **Legislative update:** Kranz gave a brief verbal report on the state budget and mentioned that DPI has been conducting input sessions to discuss how money for public libraries from the American Rescue Plan Act (ARPA) could be used. The timeline for using the ARPA money is about one year, which is less time than some other entities, such as counties, have for use of ARPA money. DPI hopes to develop some projects that libraries can sign on for with streamlined application methods. The application period is expected to open in summer.

Business:

1. **ILS Migration update.** The board of Fennimore's Dwight T. Parker Public Library voted April 6 to join the Net Southwest consortium for participation in the shared integrated library system (ILS) and online catalog used by all other SWLS libraries. Kranz reported that work has begun on the behind-the-scenes portions of the software setup for Fennimore, and that the system will also be working with the library on public relations related to the change. Some current patrons of the Fennimore library already have SWLS library cards for use at other SWLS locations or for access to OverDrive content, but many patrons do not, so a public information effort in promotion of the changeover will be appropriate to advise them of new features and methods of access.
2. **SWLS delivery policy related to COVID-19.** Kranz said that system delivery staff have been working solo during the pandemic, wearing masks and following added cleaning procedures during the pandemic. With the relaxation of the mask guidelines for fully vaccinated people from the Centers for Disease Control (CDC) and state and county health departments, the drivers have requested a return to group sorting activity. The system is moving to this. For now, drivers will continue to be expected to wear masks when outside of the vans delivering to libraries and schools, out of courtesy and respect for individual policies those locations may have.
3. **Matured CD funds.** Kranz reported that a certificate of deposit will mature in June. He recommended that its balance be moved to the money market fund temporarily, in the Vehicle Replacement Reserve designation, until interest rates changed to make it more attractive to lock in money for extended time periods, or the need for their intended use came up, such as the planned delivery van purchase. **Moved by:** Larry Nelson and **2nd by:** Carol Hood to direct Kranz to put the SWLS Mound City Bank CD money into the Clare Bank money market account upon the CD's maturity for a temporary period.
Motion carried.

4. **Delivery contract with CESA 3 for 2021-2022 school year.** A proposed contract with CESA 3 for delivery service to public schools during the academic year was provided for review. Kranz suggested an increase of about 2.5% in the annual charge, from \$12,040 to \$12,340, noting that no increases had been sought in the past five years that the service has been provided. It was noted that language in item 2 on the contract was confusing, related to how reimbursements would be made if delivery service to schools were unexpectedly suspended temporarily. A correction was proposed to the language. **Moved by:** Larry Nelson and **2nd by:** Susan Storti to approve the CESA 3 delivery contract with proposed change in amount and with language clarification in item 2 of the agreement. **Motion carried.**
5. **System collection policies: audiobook and large print rotating collections.** Due to some late-arriving changes to one of these documents, no action was taken on this agenda item and it is expected to be brought up again at the next meeting.
6. **Strategic planning.** Kranz noted that the time span for the system's prior strategic plan document had passed, and that plus changes at the system and in the overall library environment suggested to him that would be useful to create a new system strategic plan. He encouraged seeking involvement of member libraries, perhaps as members of an ad hoc committee or through meetings and communications designed to seek their input. He sought feedback and discussion about whether a strategic plan activity should be facilitated by an outside group, or handled via board committee, or some other method. Members responded favorably to the concept and asked that this topic return at the next meeting after they had reviewed the prior strategic plan.
7. **Date and site of next planned full board meeting:** July 21, 2021, at 5:00 p.m. at SWLS Headquarters in Fennimore and online via Go To Meeting.
8. **Adjournment. Moved by:** Susan Storti and **2nd by:** Diane Craig to adjourn. **Motion carried.** Meeting adjourned at 5:36 p.m.

Respectfully submitted,
David Kranz, SWLS Director