



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

**Board of Trustees Meeting Agenda
November 19, 2025 – 10:30 a.m.**

In-Person Meeting Location:

SWLS Headquarters, 1300 Industrial Dr, Fennimore, WI 53809

Online connection information:

Link: <https://us02web.zoom.us/j/83135405274?pwd=K3G1OZwcZ4a9FvdqaPSoJ8bzcbRmaq.1>

Meeting ID: 831 3540 5274

Passcode: cVy50MSz

Join by phone: (312) 626-6799

Call to Order

Meeting Duly Posted

Roll Call

Recognition of Public Attendees

Acceptance of Agenda.....	Action
Approval of Minutes of the October 15, 2025 meeting	Action
Transaction Lists/Check Registers: Receipt in October 2025 lists	Action
Statement of Financial Control: Receipt in October 2025 Statements.....	Action
Balance Sheets: Receipt in October 2025 Balance Sheets.....	Action
Citizen Participation, Communication and Announcements	Informational
Director and Staff Activity Reports.....	Action
Legislative Updates	Informational
NetSW and PLAC Updates	Informational

Business:

1. Cataloging and Collections Consultant Position Description.....**Action**
2. SWLS Personnel Manual.....**Possible Action**
3. 2026 SWLS Board of Trustee Meeting Dates and Times.....**Action**
4. Libby Tutorial
5. Date, Time, and Location of next meeting: Wed. Dec. 3, 2025 via Zoom.....**Action**
6. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should notify the SWLS office at 608-822-3393, ext. 5, at least two business days before the meeting.