

South Central Library System Board of Trustees Minutes
12/17/2021, 12:15 p.m.
Chester Room
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Meeting held remotely via BlueJeans & in person

Action Items:

Approved the Employee Handbook

Present: N. Brien, B. Clendenning, P. Cox, S. Elwell, S. Feith, M. Furgal, J. Healy-Plotkin, J. Honl, N. Long, R. Nelson, G. Poulson, T. Walske, K. Williams

Excused: N. Foth, M. Nelson

Absent:

Recorder: H. Moe

SCLS Staff Present: M. Van Pelt, K. Goeden, M. Ibach

Call to Order: 12:16 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors: Mark Ibach was congratulated on his retirement and thanked for his years of service.
- b. Changes/additions to the agenda: Correct G. Poulson's name spelling on the Agenda
- c. Requests to address the Board: None

Approval of previous meeting minutes: 11/19/2021

- a. Motion: P. Cox moved approval of the 11/19/2021 minutes. M. Furgal seconded.
- b. Changes or corrections:
- c. Vote: Motion carried.

Financial Statements: K. Goeden provided an overview of the financial statements.

Bills for Payments: The payment amount is \$157,623.70

- a. Motion: T. Walske moved approval of the bills for payment. G. Poulson seconded.
- b. Discussion: None.
- c. Vote: Motion carried.

Presentation: SCLS Foundation – T. Walske: The SCLS Foundation offers several investment opportunities to all libraries and friends groups in Wisconsin. The SCLS

Foundation website allows people to donate to the foundation or a specific library. Fundraisers include the Cornerstone event which supports our member libraries with 50% of all profits received. This year the Cornerstone Event awarded all SCLS member library staff to celebrate their work during the pandemic. SCLS Foundation brochures were provided to funeral homes in Wisconsin as well as attorneys as an option for donations. Four newsletters are published each year. Please continue to donate to the Foundation and if you or someone you know would like to sponsor the Cornerstone or be a matching donor, please let us know.

Committee Reports

- a. Bylaws: G. Poulson noted the committee worked on revising the SCLS Bylaws and several changes were made. The SCLS Board was presented with the proposed changes and will vote at the January 2022 board meeting. Please review the bylaws and if there are any questions, you may contact G. Poulson. A change was made to the conflict of interest section, which relates to the SCLS board members, not SCLS employees, therefore removing the employees from the Bylaws. A question was raised where the conflict of interest is provided to the SCLS employees. It is included in the SCLS employee handbook.
- b. Nomination Committee: Candidates for 2022 Office election: B. Clendenning questioned whether the slate of officers have indicated they will serve. It was noted all nominees have agreed to serve.
 - i. President: Gary Poulson
 - ii. Vice President: Suma Elwell Menon
 - iii. Secretary: Mary Nelson
 - iv. Treasurer: Nancy Foth

Action Items

- a. Approve Employee Handbook
 - a. Motion: T. Walske moved approval of the employee handbook. J. Honl seconded.
 - b. Discussion: B. Clendenning inquired how often the SCLS employee handbook is reviewed. SCLS updates the handbook every couple of years depending on how many changes are needed. Last month the board approved the policy changes that were inserted into the handbook. Other changes to the SCLS handbook include gender neutral terminology, hours/days of operation, strategic plan changes, and the organizational chart.

S. Feith inquired if there are other policies that exist outside the handbook such as the disposal of surplus property. SCLS has written procedures in place within the administrative manual. SCLS Accounting procedures are written as well and are reviewed annually by the auditors. G. Poulson inquired if SCLS includes working at voting polls as an area of leave of absence. SCLS will review that suggestion and look at adding it to the next handbook revision.

c. Vote: Motion carried.

SCLS Foundation Report: M. Van Pelt noted the annual meeting will be held 1/27/22. The Johnson Creek Public Library joined the foundation.

System Director's Report: You may view the System Director report online. M. Van Pelt noted SCLS received an ARPA grant award and those funds will be used to purchase storage lockers that contain patrons' holds to be picked up at any time outside a library building. Eight libraries in five counties requested the storage lockers. Madison Public Library received an award for new microphones and hearing equipment in several branches to better involve community members. SCLS hired Tim Drexler as the Data Services Consultant. He will replace Jody Hoesly who is retiring 2/11/22.

- a. SCLS Building Timeline: M. Van Pelt noted the BNAW met December 16th and were presented with news that the cost of the new building is over budget by \$600,000. This is after SCLS staff worked diligently to reduce the size of the building and make as many changes as possible to reduce costs without affecting the integrity of the new space. SCLS will continue to review the plans to look for more savings as well as investigating alternate revenue such as fundraising, increase the use of SCLS contingency, increase amount loaned from the BCPL, etc. It was noted delaying the approval of the building will not delay bidding and the sooner the bids are received, the sooner the costs can be locked in.

N. Brien and K. Williams shared their thoughts about the increase in budget and R. Nelson inquired if any surplus funds at the end of the year could be used.

T. Walske suggesting the SCLS Foundation may be able to help with fundraising.

S. Feith requested a compilation of information and data evidence that SCLS will save money by investing in a new building. K. Goeden will compile that information and provide it to the board to discuss at the January board meeting.

N. Long noted that it is important to remember not to cut too much from the new building because it will be in use for many years to come. Don't build a

building that won't work for SCLS in the future.

S. Elwell inquired what can be done to prevent further cost increases. K. Goeden noted it's important to get the bidding contractually bound to pricing. What is the next step for the board and when will they receive new updates? The next BNAW meetings are 1/6 and 1/20. The board packet will be sent January 20th to prepare for the January 27th board meeting and the board will discuss the possible increase for the project and prioritize where the funds may come from.

Discussion:

Administrative Council (AC) Report: Met 12/16/21

Other Business: All mileage reimbursements for 2021 must be submitted in the next 2 weeks for payment before the books are closed for the audit. Forms submitted after the deadline will not be paid.

Information sharing: S. Feith noted she was listening to Public Radio regarding the cost of e- books and the length of time that the e-books were usable by the purchaser. The lament was that library systems were being overtaxed with that cost. SCLS is part of the statewide OverDrive program, and is aware that the e-books purchased through OverDrive are often 2-3 times the cost of a printed book. It is an issue and COLAND has been addressing this as well.

S. Elwell reminded folks to register to attend Wisconsin Library Legislative Day, which will be held February 8th.

The ALA National Legislative Day in Washington DC has been cancelled.

P. Cox receives many emails a day asking for donations to many worthy causes and he will continue to contribute to the SCLS Foundation.

Adjournment: 1:50 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt

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