

Draft
South Central Library System Board of Trustees Minutes
12/18/2020, 12:15 p.m.
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Meeting held remotely via BlueJeans

Action Items:

Approved 2020 bonuses for all SCLS employees

Approved Non-LINKcat library agreements

Approved broker agreement with Lighthouse Commercial Real Estate

Approved MOU with Rio Community Library to join LINKcat

Approved MOU with Marshfield Public Library to join LINKcat

Present: N. Brien, F. Cherney, B. Clendenning, N. Foth, J. Healy-Plotkin, J. Honl, N. Long, K. Michaelis, M. Nelson, R. Nelson, T. Peterson, G. Poulson, T. Walske, A. Weier, K. Williams

Absent: J. Chrisler, P. Cox

Excused: M. Furgal

Recorder: H. Moe

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

Call to Order Time: 12: 15 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors:
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

Approval of previous meeting minutes: 11/20/2020

- a. Motion: K. Williams moved approval. N. Foth seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

Bills for Payments: The bills for payment amount is \$149,854.39

- a. Motion. K. Williams moved approval of the bills for payment. N. Long seconded.
- b. Discussion: None
- c. Vote: Motion carried.

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

Committee Reports:

- a. Finance & Budget: Reminder: will meet with the auditor at 11:00 a.m. 1/28/2021 for pre-audit meeting
- b. Personnel: System Director Evaluation – N. Long noted the personnel committee met 11/20/20 to review the System Director's goals and evaluation.
- c. Advocacy: ALA Legislative Day – will probably be virtual. A. Weier noted there doesn't seem to be much hope that the current CARES package in Congress will include help for local and state government.
- d. Nomination Committee: Candidates for 2021 officers election
 - 1. President: B. Clendenning moved that J. Healy-Plotkin serve as president. K. Williams seconded. J. Healy-Plotkin noted she is willing to serve as President, but would prefer not to serve the full term. Motion carried.

2. Vice President: Gary Poulson
3. Secretary: Mary Nelson
4. Treasurer: Nancy Long

Action Items:

- a. Approve 2020 bonuses for all SCLS employees -
 - i. Motion: N. Foth moved approval of 2020 bonuses up to \$40,000 for all SCLS Employees. B. Clendenning seconded.
 - ii. Discussion: G. Poulson noted he is concerned about the message it may send to the member libraries and suggested a staff salary increase instead. R. Nelson expressed the same concern. K. Goeden addressed the concerns. Salary increases were not factored into the budget for 2021 due to concerns over member library budgets being uncertain during the pandemic. Salary increases would equate to an increase in member library fees, and due to budget uncertainty, SCLS didn't feel comfortable asking for that this coming year. There was a question about rebates to libraries when there is a surplus. Typically in a normal year, SCLS does not issue rebates to libraries if there is a surplus. These funds would normally go into contingencies. The directors vote on the fees they receive and SCLS honors those fees. Some years SCLS expenses are greater than what SCLS charges but the increase is not passed onto the members. It is covered by the contingency funds. Libraries are held harmless. When there is a surplus it is added back to the contingencies. This process has worked for many years and allows libraries to have stable fees and budget accordingly. This year due to COVID, SCLS continued to provide its services remotely with the exception of delivery. Rebates issued this year were from delivery since libraries didn't receive services over a period of time and SCLS had a surplus because it wasn't paying for gas.
No SCLS employee is receiving a cost of living increase for 2021 and the wage grid is not adjusted for 2021. Therefore SCLS feels it is important to offer bonuses to staff at year end this year if funds allow. SCLS will have \$40,000 available that has already been approved in the SCLS budget for staff compensation that can be used for staff bonuses. N. Brien and M. Nelson noted they are in support of providing staff bonuses. The formula will be the same ratio as prior year bonuses pro-rated to a total of \$40,000 being allocated.
 - iii. Vote: Motion Carried. G. Poulson voted no.
- b. Approve and sign Non-LINKcat library agreements
 - i. Motion: A. Weier moved approval. K. Williams seconded
 - ii. Discussion: None
 - iii. Vote: Motion carried.
- c. Approve broker agreement with Lighthouse Commercial Real Estate
 - i. Motion: N. Foth moved approval of the broker agreement with Lighthouse Commercial Real Estate. B. Clendenning seconded.
 - ii. Discussion: M. Van Pelt noted the changes the board asked for were accommodated in the revised agreement with Lighthouse Commercial Real estate.
 - iii. Vote: Motion Carried
- d. Approve MOU with Rio Community Library to join LINKcat
 - i. Motion: K. Williams moved approval of MOU with Rio Community Library to join LINKcat. N. Long seconded.

- ii. Discussion: The total number of non-LINKcat libraries are four. They include Pittsville, Amherst, Albany and Vesper.
- iii. Vote: Motion carried.

- e. Approve MOU with Everett Roehl Marshfield Public Library to join LINKcat
 - i. Motion: A. Weier moved approval of MOU with Everett Roehl Marshfield Public Library to join LINKcat. K. Williams seconded.
 - ii. Discussion: None
 - iii. Vote: Motion carried.

SCLS Foundation Report: M. Van Pelt noted the next meeting will be January 28, 2021.

System Director's Report: You may view the System Director report online. M. Van Pelt noted Dan Jacobson has resigned after working for SCLS for 18 years. His last day is January 15th. R. Nelson expressed concern about libraries reducing their services and noted that curbside pickup is available but patrons are not allowed in many of the buildings. M. Van Pelt noted that libraries are still providing services, just differently. It is essential that it is advocated to the legislators that libraries are providing services and are being innovative and providing curbside pick-up. A positive spin needs to be shared on what libraries are able to do better and differently, not what they aren't able to do during the pandemic.

Discussion: None

Administrative Council (AC) Report: Met 12/17/2020. You may view the minutes online.

Other Business:

All mileage reimbursements for 2020 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:

M. Nelson shared her thanks and appreciation to the board members whose term expires this December: Anita Weier, Kathy Michaelis, and Nan Hughes.

Adjournment: 1:28 p.m.

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

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