

**Draft**  
**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**December 28, 2017 12:15 p.m.**  
**SCLS Headquarters**

**Action Items:**

Approved the contract policy as part of SCLS Purchasing Policy  
Approved 2017 staff bonuses

**Present:** J. Ashford, P. Behling, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Owens, R. Seltzer, A. Weier

**Also Present:** K. Goeden

**Absent:** A. Bhasin, N. Brien

**Excused:** J. Harrington, M. Hokamp, A. Pawlak, L. Sipiorski

**Call to Order:** K. Michaelis, President, called the meeting to order at 12:15p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: Add J. Ashford as Secretary to nominated 2018 slate of officers. P. Nelson and A. Weier switched bill examiner rolls.
- c. Requests to address the board: None

**Minutes:** M. Nelson moved approval of the November 30, 2017 minutes. P. Behling seconded. Motion carried.

**Bills for Payments:** A. Weier reviewed the bills for payment in the amount of \$152,016.18 and moved approval. M. Nelson seconded. Motion carried.

**Financial Statements:** K. Goeden

**Committee Reports:**

- a. Budget & Finance: The committee will have a brief meeting with the auditor following the January 2018 board meeting.
- b. Personnel: K. Michaelis noted the Personnel Committee will be asked to develop a policy for staff compensation in 2018. Topics may include longevity and bonuses.
- c. Advocacy: M. Nelson asked those interested in attending national library legislative day in D.C., to please provide your application prior to the January board meeting. As a reminder, SCLS pays for WLA membership dues for the SCLS Board of trustees.
- d. Nomination Committee: Candidates for 2018 Officers Election
  - 1. President: Kathy Michaelis
  - 2. V. President: Mary Nelson
  - 3. Secretary: Judy Ashford
  - 4. Treasurer: Nancy Long

**Action Items:**

- a. Approve contract policy as part of SCLS Purchasing Policy: M. Furgal noted the committee approved the contract policy as presented with the provision that it is revisited next December to determine if there

were any issues. On behalf of the Budget & Finance Committee, M. Furgal moved approval of the contract policy as part of the SCLS Purchasing Policy. F. Cherney seconded. Motion carried.

- b. Approve 2017 staff bonuses: N. Long noted the Personnel Committee and Budget & Finance Committee met jointly to discuss the 2017 staff bonuses and recommended approval to the board. On behalf of the Budget & Finance and Personnel Committee, N. Long moved approval of the 2017 staff bonuses. R. Seltzer seconded. Motion carried.

**SCLS Foundation Report:** Will meet in January. The Foundation continues to receive end of year donations.

**System Director's Report:** The report may be viewed online. M. Van Pelt briefly discussed PLSR. K. Michaelis inquired if the board would see the final ILS Evaluation Lead Work Group's report. The report will be available to discuss at the March All Directors meeting and the board will be provided a copy of the document to discuss at the board meeting in March.

**Discussion Items:** None

**Administrative Council (AC) Report:** Met December 21<sup>st</sup>.

**Other Business:**

Reminder that there will be a potluck lunch at 11:30 a.m. at the January 25<sup>th</sup> board meeting.

Please let H. Moe know which SCLS board committees you are interested in serving. If members wish to stay on their current committees, Heidi needs to know that also.

P. Cox thanked J. Ashford for her years of service on the board and noted she will be missed. J. Ashford's term ends April 2018.

M. Van Pelt requested ideas for the 2018 presentations to the board.

**Information sharing:**

P. Behling will not be at the January meeting. The Wisconsin Public Television garden expo is in February and the Dane County Library Service will have a table there.

The next board meeting will be held January 25, 2018 at 12:15. (Potluck at 11:30)

Meeting adjourned at 12:50 p.m.

Heidi Moe, Recorder

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