

**Draft**  
**South Central Library System Board of Trustees Minutes**  
**3/26/2020, 12:15 p.m.**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Meeting held remotely via BlueJeans**

**Action Items:**

**Approved Executive Committee actions**

**Approved to halt the review of bills by on site trustee**

**Present:** N. Brien, F. Cherney, P. Cox, N. Foth, M. Furgal, J. Healy-Plotkin, M. Hokamp, N. Long, M. Meloy, K. Michaelis, M. Nelson, P. Nelson, G. Poulson, T. Walske, A. Weier, C. Whitsell, K. Williams

**Absent:**

**Excused:** J. Honl

**Recorder:** H. Moe

**SCLS Staff Present:** K. Goeden, M. Van Pelt, C. Baumann

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

- a. Introduction of guests/visitors: Corey Baumann, Delivery Coordinator, was introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

**Approval of previous meeting minutes:** 2-27-2020 Board Minutes, 3/18/2020 Executive Committee minutes

- a. Motion: N. Long moved approval of the 2/27/2020 Board minutes. A. Weier seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.
  
- a. Motion: P. Cox moved approval of the 3/18/2020 Executive Committee minutes.  
G. Poulson seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

**Bills for Payments:** K. Goeden noted the Bills for payment amount is \$180,752.68

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

**Financial Statements:** Kerrie G gave a quick review of the financial statements.

**Presentation:** None

**Committee Reports:**

- a. Advocacy: A. Weier noted ALA has asked folks to thank representatives for supporting libraries during this time. Senator Baldwin signed the appropriations letter. National Library Legislative Day in D.C. and the ALA annual conference have been cancelled.

**Action Items:**

**a. Approval to Ratify Executive Committee Actions**

- i. Motion: N. Long moved approval. A. Weier seconded.

- ii. Discussion: M. Van Pelt noted the committee was presented with two proposed changes to the Employee Handbook regarding building closure and working remotely as well as calling in absent due to health or medical reasons. Under severe weather and emergency conditions, a facility closure is defined as the building is closed and employees are not able to work remotely. Declared emergency conditions was added as well as in the event it is deemed necessary to close a facility for an emergency condition, employees who have the ability to work remotely will continue to work in remote status. The other area changed was under "calling in absent due to health or medical reasons". If an employee is sick for more than 3 consecutively scheduled days, they are required to submit a written statement from a physician for their absence. The added change is "unless waived by the department supervisor or director".
- iii. Motion: Motion carried.

**b. Approval to Halt the review of bills by on site trustee**

- i. Motion: N. Foth moved approval. M. Nelson seconded.
- ii. Discussion: Having a trustee review the bills for payment is not required nor does any other system request this from their trustees. N. Long inquired whether there should be a time limit on the halting of reviewing the bills. This will be an indefinite hold until the board can meet in person and it is discussed again.
- iii. Motion: Motion carried.

**SCLS Foundation Report:** T. Walske and M. Van Pelt met to discuss fund raising through local restaurants. This has been put on hold for now because of the pandemic.

**System Director's Report:** M. Van Pelt noted The Madison Community Foundation donated \$50,000 to the Advantage OverDrive account and SCLS has contributed an additional \$10,000 from the general contingency to the account as well. The SCLS directors agreed to allocate more money to Advantage from SCIDS and individual libraries were invited to contribute to Advantage OverDrive too. WI Dells contributed an extra \$200 toward the Advantage program. DPI is releasing \$250,000 of state LSTA funds to contribute to the statewide OverDrive pool. M. Van Pelt has sent a grant request to First Business Bank. The SCLS Foundation and SCLS home page have been updated to encourage people to donate directly to Advantage through PayPal. All libraries in SCSL are closed. We are planning to operate remotely until April 24<sup>th</sup>. This date matches the Safer At Home order issued by Governor Evers. The staff is meeting every Monday morning via Bluejeans. System directors are meeting every Tuesday remotely and SCLS coordinators are meeting every Wednesday remotely.

Libraries are leaving their Wi-Fi open to enable patrons to use their internet in the library parking lot. *Internet Archive* has opened their resources for free and libraries are trying to help their members as much as possible. Libraries that did not have staff laptops could bring their public laptops to SCLS and our tech teams converted them to allow staff to work remotely. N. Long noted libraries allowing access to the Wi-Fi in library parking lots permits people to do their 2020 census on line.

C. Baumann discussed what is happening in delivery. Decisions were made Monday March 13<sup>th</sup> to shut down delivery and the situation is being monitored. At some point return to service will occur and the facility floor currently has 650 totes filled with materials that was collected on Monday, which amounts to close to 20,000 items. The Delivery Committee will be meeting April 9<sup>th</sup> and will be discussing the pandemic and what to expect and how to resume services.

K. Michaelis inquired if staff that are not able to work are getting paid. All full time staff are being paid as well as part time staff based on what they would regularly be scheduled to work.

M. Nelson suggested the possibility of libraries allowing a couple days to get caught up prior to opening the libraries to patrons.

**Discussion:**

a. Management Discussion & Analysis 2019 Audit Review: K. Goeden noted this is part of the annual audit done each year and the auditors update the numbers portion of the MD&A. M. Van Pelt and K. Goeden update the document for the “why” if there has been a change.

A. Weier inquired about the pension which indicated “expenses exceeded employer’s contributions”. Is that anything to worry about? That information comes directly from the Dept. of Employee Trust funds, which discusses the performance of the retirement plan at a state level. N. Long asked what is a “discretely presented component unit”. K. Goeden will contact the auditors for the answer.

M. Nelson inquired if the Personnel Committee will be meeting via teleconference/Bluejeans to discuss the two hour wage study. Yes.

b. System Effectiveness Statements: All libraries indicated yes on the annual report with one exception from the Middleton Public Library. SCLS will write a letter to the Middleton P.L. Board and Director and M. Van Pelt will follow up directly with the Director. The chair requested that M. Van Pelt provide follow up after communicating with Middleton.

**Administrative Council (AC) Report:** The All Directors Meeting was held 3/19/2020. You may view the minutes online.

**Other Business:** None

**Information Sharing:**

K. Michaelis noted the document sent to Marathon County was really well done. She also noted the board should take the time to view the “Guide to Homelessness Services”. All board members were provided the link via email.

N. Brien inquired if libraries are letting the public know that Wi-Fi is available to patrons in the library parking lots, specifically to assist with education for kids without Internet. Libraries are letting people know through Facebook and their websites.

J. Anderson is also sharing additional resources for school children and adults.

K. Goeden noted the Middleton/Cross Plains school district provided free hot spots and Chrome books to school children without Internet access or computers.

M. Meloy noted the parking lot Wi-Fi has been advertised at Madison College. She will be discussing Wi-Fi access with other MMSD librarians to figure out how to best serve the children. MMSD is also providing Chrome books to children without computers.

Stay safe and well. The next board meeting is April 23 and we will **not** be meeting in person. M. Van Pelt noted if the trustees are having trouble with Bluejeans, they may contact H. Moe to set up a time to test it.

**Adjournment:** 1:10 p.m.

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

BOT/Minutes/3-26-2020