

**Draft**  
**South Central Library System Board of Trustees Minutes**  
**6/25/2020, 12:15 p.m.**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Meeting held remotely via BlueJeans**

**Action Items:**

**Approved 2020 Mid-Year Budget & Notes**

**Approved 2021 Cost Formula**

**Approved 2021 Statutory Resource Services Agreement with Madison Public Library**

**Approved 2021 Supplementary Services Agreement with Madison Public Library**

**Approved 2021 Cataloging Services Agreement with Madison Public Library**

**Approved Agreement to Participate in SCLS Technology Services**

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

**Absent:** N. Brien

**Excused:** M. Meloy, M. Furgal

**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: None
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: J. Healy-Plotkin will recuse herself from voting on the 3 documents pertaining to Madison Public Library (MPL) since she is president of the MPL board.

**Approval of previous meeting minutes:** 05/28/2020

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

**Bills for Payments:** K. Goeden noted the bills for payment amount is \$251,705.77

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

**Financial Statements:** K. Goeden provided a quick review of the financial statements.

**Presentation:** 2020 Mid-Year Budget- M. Van Pelt & K. Goeden

**Committee Reports:**

- a. Advocacy: No report.
- b. Budget & Finance/Personnel: 2020 Mid-year Budget & 2021 Budget – N. Long noted the committee met and recommended approval of the mid-year budget as presented to the SCLS Board. They also discussed the 2021 budget.
- c. Personnel: Director 6 month check in. N. Long noted the committee met to review the director's goals and accomplishments over the last 6 months. They gave her an A.

**Action Items:**

- a. Approval of 2020 Mid-Year Budget & Notes
  - i. Motion: N. Long moved approval on behalf of the Budget/Finance Committee's recommendation. B. Clendenning seconded.
  - ii. Discussion: None.
  - iii. Motion: Motion carried.
- b. Approval of 2021 Cost Formula (no changes recommended)
  - i. Motion: F. Cherney moved approval. P. Cox seconded.
  - ii. Discussion: None.
  - iii. Motion: Motion carried.
- c. Approval of 2021 Statutory Resource Services Agreement with Madison Public Library (no changes recommended)
  - i. Motion: A. Weier moved approval. T. Walske seconded.
  - ii. Discussion: None.
  - iii. Motion: Motion carried.
- d. Approval of 2021 Supplementary Services Agreement with Madison Public Library (no changes recommended)
  - i. Motion: N. Foth moved approval. J. Honl seconded.
  - ii. Discussion: What are the guidelines for MPL purchasing additional copies? There are written procedures available on the SCLS website here:  
<https://www.scls.info/sites/www.scls.info/files/SCIDSsummary.htm>
  - iii. Motion: Motion carried.
- e. Approval of 2021 Cataloging Services Agreement with Madison Public Library
  - i. Motion: N. Long moved approval. G. Poulson seconded.
  - ii. Discussion: None.
  - iii. Motion: Motion carried.
- f. Approval of Agreement to Participate in SCLS Technology Services (no changes recommended)
  - i. Motion: B. Clendenning moved approval. P. Cox seconded.
  - ii. Discussion: None.
  - iii. Motion: Motion carried.

**SCLS Foundation Report:** The foundation board will meet in July.

**System Director's Report:** You may view the System Director report online. M. Van Pelt noted SCLS won the Wisconsin Historical Society 2020 Board of Curator's Governors Archives award for Archival Advocacy. SCLS is the only system that has a full time digitization specialist, Tamara Ramski, on staff.

Delivery Update – Corey Baumann provided an update of delivery operations and provided photos of the interior of the delivery showing quarantined bins and processes for sorting as well as PPE protection items. Is August 1<sup>st</sup> the new due date for items? A survey was sent asking members libraries whether they would like to extend the due date for items and if so, what they would like that date to be. Are the delivery staff feeling safe while delivering items to the member libraries? To date the staff feel safe, but are all aware that if there is anything that would make them feel unsafe, delivery may be suspended.

Because the UW contract has a major impact on the delivery budget, has it been signed and if so, when does it expire? The contract with the UW is good until 6/2021.

The recently appointed trustees will receive a packet in the mail with all of the items M. Van Pelt discusses during her new board member orientation. She will arrange a time to discuss the materials with the new board members virtually.

**Administrative Council (AC) Report:** Met June 18, 2020. You may view the minutes online.

**Other Business:** None

**Information Sharing:** The July board meeting will be held virtually.

**Adjournment:** 1:48 p.m.

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

BOT/Minutes/6-25-2020