

Draft
South Central Library System Board of Trustees Minutes
5/28/2020, 12:15 p.m.
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Meeting held remotely via BlueJeans

Action Items:

Approved the 2019 audit

Present: F. Cherney, J. Chrisler, P. Cox, B. Clendenning, N. Foth, M. Furgal, 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

Recorder: H. Moe

SCLS Staff Present: K. Goeden, M. Van Pelt, C. Baumann, V. Teal Lovely

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

- a. Introduction of guests/visitors: Danielle Moyer, Wegner CPAs, Joel Chrisler - Sauk County Alternate Trustee; Rob Nelson –Sauk County Trustee, Bill Clendenning – Wood County Trustee
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

Approval of previous meeting minutes: 04/23/2020

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

Bills for Payments: K. Goeden noted the bills for payment amount is \$101,683.23

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

Financial Statements: K. Goeden provided a quick review of the financial statements. Question: Does SCLS HQ have a cleaning crew and is the office well supplied with cleaning and protective products? Yes, SCLS employs a cleaning company and we are exploring hiring a new janitorial company that will do a better job. There are supplies of all necessary protective products for the staff and cleaning products for the janitors.

Presentation: Audit Report – Danielle Moyer, Wegner CPAs -

B. Clendenning inquired if it's necessary to have the board review the bills for payment. It varies from company to company, but it's a good extra step to take. As long as other controls are in place, it should be fine if the board choose not to do so. Because of the pandemic, the SCLS board is not able to physically review the bills for payment, but will resume doing so when the board can be present.

Committee Reports:

- a. Advocacy: A. Weier noted ALA is calling on Congress to address the lack of digital equity in home broadband access. Additional COVID-19 relief and recovery bills are likely in the coming months. The board is encouraged to contact their Senators to support this funding.
SCLS pays for new trustees to be WLA members and they will receive advocacy alerts through WLA.
- B. Clendenning inquired if there were other board committees. The board committees include

advocacy, budget/finance, personnel, bylaws and executive committee. M. Van Pelt will contact the new board members and inquire if they would like to serve on a committee.

Action Items:

a. Approval of 2019 audit

- i. Motion: B. Clendenning moved approval. K. Williams seconded.
- ii. Discussion: None.
- iii. Motion: Motion carried.

SCLS Foundation Report: M. Van Pelt noted the Foundation voted to use their 2020 funds as follows: funding for a presenter, August Ball, at the November All Directors meeting, purchase two maker kits - one for cooking and another for baking, and the remaining funds will be used to support the SCLS Advantage materials inventory.

The SCLS Foundation newsletter is going paperless. Postcards will be sent to the foundation mailing list asking folks to provide their email address if they want to continue receiving news about what the foundation is doing to support libraries. There is a link online that can be filled out as well.

System Director's Report: M. Van Pelt noted there was an all staff training on May 21st regarding the reopening plan. All staff attended except for 5 part time delivery drivers. There will be another training on June 1st with updated information. M. Van Pelt was a guest on Wisconsin Public Radio's *The Morning Show* and discussed library curbside pick-up and alternative delivery services. It is recorded and is a half hour long. Because of the pandemic, SCLS will be conducting 2020 annual visits virtually with member libraries. On Monday, six libraries will be open to the public. They are Baraboo, Wisconsin Dells, Nekoosa, Adams, Portage and Columbus. Four more libraries will be open to the public the first week of June. As part of the mid-year budget review, there will be quite a few changes because of the savings that occurred in certain budget accounts due to cancellations in conferences, travel, fuel, etc. and SCLS is looking to find any extra funds that can be returned to our members in 2020. WLA has indicated they would like to cancel their lease as a subtenant of SCLS. They are not eligible for the federal bail-out funds and the staff are able to work virtually. WLA obtains much of their funding through conferences, which have been cancelled. They will need to find someone to take over their remaining 3 years on the lease and we have put them in contact with our landlord for assistance. SCLS is looking into a way to reduce the amount of 2020 rent charged to WLA. K. Michaelis is on the WLA board and she noted the agenda for the June 12th meeting includes discussion of subletting the space. The WLA finance committee met and recommended the WLA staff be completely virtual as of July 1st.

G. Poulson inquired if the board would need to approve reduced rent to WLA. It's in our budget which has already been approved and we do have language in our policies that pertain to the over/under expenditures of budget lines. In the event that we need to exceed a budget line, and funds are available in another line, it can be used. This is an approved protocol. K. Michaelis noted it's a reasonable offer to reduce the rent to WLA, but we should continue to push them to sublet the space. K. Goeden noted we have provided Greg Fax, the owner of the HQ building, permission to bring potential lease prospects to view the building, but we have asked him to let us know when that will be so we are informed and safety protocols are followed.

N. Foth inquired about a concern with the shared entryway for a new tenant and whether SCLS will have a say in who the potential new tenant would be. K. Goeden noted that yes by the structure of the current lease, it would be based on our approval of the next tenant. We have also suggested that the WLA space include a bathroom so there would not be a "shared" space as well as no shared meeting space. WLA pays \$28,000/year and to date they have paid no rent for the year.

Discussion:

a. Delivery Update – C. Baumann provided a history of what SCLS delivery has done over the past month. They made their first trip around the system to move items that had been held at delivery as well as collected items from libraries and sorted them. They took a week to do the sorting and prepared for a second round on May 19 and 20. At that point, they began the process of moving into Phase 1 and had up to 10 employees in the building. The staff were provided safety training upon re-entry to the building. Items that are collected are being held for 72 hours before being accessed and the same applies to items that are delivered to libraries. This timeframe is based on the local health department and CDC recommendations. Phase 2 will allow 25 delivery employees staff every day, although there will be restrictions on work. C. Baumann noted that this pandemic has been a challenge to delivery. Robust delivery was like a machine that worked with very little need to monitor and would carry effectively 12 million pieces a year. The effort to reconstruct delivery has been interesting and Corey thanked his staff, coordinators and M. Van Pelt for their help during this process. J. Healy-Plotkin thanked C. Baumann for the work he has put into this and the communication he provided to the member libraries. She hopes patrons are noticing how much they miss the access that delivery provides. What is the next step for statewide delivery, the UW, technical colleges, etc? Each week C. Baumann participates in a conference call with Bruce Smith and Christine Spark of DPI about intersystem delivery. We are positioned to schedule intersystem runs again provided everyone is ready across the state. J. Honl thanked C. Baumann for all of his work.

b. Migration Update – V. Teal Lovely discussed what the Technology and ILS team have been doing during the pandemic as well as the migration update. You may view the details of that report in the documents online.

Administrative Council (AC) Report: All Directors met May 21, 2020. You may view the minutes online.

Other Business: None

Information Sharing: Will the board be meeting remotely next month? Based on not knowing what next month will bring, please plan on a virtual Bluejeans meeting. If we are able to meet in person, SCLS will let the board know.

Adjournment: 1:48 p.m.

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

BOT/Minutes/5-28-2020