

**Draft  
MINUTES  
SCLS BOARD OF TRUSTEES  
January 26, 2017 12:15 p.m.  
SCLS Headquarters**

**Present:** P. Behling, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, M. Hokamp, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Owens, L. Sipiorski, A. Weier

**Also Present:** M. Van Pelt, K. Goeden

**Absent:**

**Excused:** H. Bauman, N. Brien, F. Cherney

**Call to Order:** P. Cox, President, called the meeting to order at 12:21p.m.

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

**P. Cox thanked the Board for the opportunity to serve as President of the Board.**

**Minutes:** M. Furgal moved approval of the December 22, 2016 minutes. P. Nelson seconded. Motion carried. J. Harrington abstained.

**Bills for Payments:** A. Weier reviewed the bills for payment in the amount of \$224,769.63 and moved approval. P. Nelson seconded. Motion carried.

**Financial Statements:** K. Goeden

**Committee Reports:**

- a. Advocacy: M. Nelson encouraged the board to attend WI Library Legislative Day February 21<sup>st</sup> at the Concourse Hotel in Madison. Please register by Jan 31<sup>st</sup>. Francis Cherney was chosen to attend Washington D.C. for National Legislative Day.
- b. Budget/Finance: Meet with auditor after meeting for pre-audit discussion

**Action Items:**

- a. Reactivate By-laws Committee: P. Behling moved to reactivate the By-laws committee. R. Owens seconded. Motion carried.  
R. Owens and J. Harrington volunteered to serve on the committee.  
The two items that will be addressed are: strengthen conflict of interest and create dissolution section (if SCLS would go out of business)

**Recess the January SCLS Board meeting for the purpose of conducting the 2017 SCLS Annual Meeting**

A. Weier moved to recess the 1/26/2017 meeting for the purpose of conducting the 2017 Annual Meeting. M. Furgal seconded. Motion carried.

- I. Convene the 2017 SCLS Annual Meeting
  - a. Election of officers - Nomination Committee
    - President: K. Michaelis
    - Vice President: M. Nelson
    - Secretary: J. Ashford

– Treasurer: N. Long

b. Other Business

On behalf of the nomination committee, P. Behling moved to close the nominations and to cast a unanimous ballot for the slate of officers as presented. M. Furgal seconded. Motion carried.

R. Owens moved adjournment of the annual meeting and to reconvene the January SCLS Board meeting. A. Weier seconded. Motion carried.

The board meeting reconvened with K. Michaelis as the president.

**SCLS Foundation Report:** Meeting today at 2 p.m. to discuss new administrative fees, the Cornerstone event, and election of officers.

**System Director's Report:** Carrie Portz has been hired as the Director at the Spring Green Community Library. The Charles and JoAnn Lester Library in Nekoosa went live on LINKcat. Seven libraries in the system are not on LINKcat. The KOHA evaluation passed at 80%. The Public Library System Redesign survey was sent in.

P. Nelson provided a handout comparing statistics between public library circulation in Wisconsin and SCLS as well as SCLS public library circulation from 1996-2015. You may view it [here](#).

The board discussed ideas about how to explain to local library boards that although circulation appears to be decreasing, it does not take into effect other metrics that are increasing; such as program attendance, database use, Internet use, or the use of libraries as community centers. Jody Hoesly, who will begin working at SCLS 2/6/17 as the Data Services Consultant, will be looking at the numbers of circulation and finding different metrics to tell the library story for funding. The board suggested Mark Ibach create an article on the topic for the trustee newsletter. They also suggested making this an education topic in the Fall for board members.

**Discussion: None**

**Administrative Council (AC) Report:** Met January 19, 2017. You may view the minutes [here](http://www.scls.info/committees/ac/index.html):

<http://www.scls.info/committees/ac/index.html>

The new Administrative Council Chair is Lauren White, Director of the New Glarus Library.

**Other Business: None**

**Information Sharing:** P. Behling noted the DCLS will have a booth at the garden expo. K. Michaelis reminded folks to sign up for board committees and also reminded them to review the Bill Examiner schedule.

Volunteers are need for Trustee Essential topics. A. Weier will discuss TE#16- Conflict of Interest in April and K. Michaelis will discuss TE#26 – Library System Boards in July.

The next board meeting will be held on February 23, 2017

Meeting adjourned at 1:08 p.m.

Heidi Moe, Recorder

BOT/Minutes/1-26-2017

**Statutory Board Members:**

(Month in parenthesis indicates board member is primary bill examiner)

Judy Ashford	(Sauk) (November)
Pat Behling	(Dane) (May)
Nan Brien	(Dane) (August)
Francis Cherney	(Wood)
Philip Cox	(Dane) (July)
Mike Furgal	(Green) (October)
Jennifer Harrington	(Dane) (June)
Jamie Healy-Plotkin	(Dane) (September)
Marion Hokamp	(Wood)
Nancy Long	(Columbia) (March)
Kathy Michaelis	(Dane) (February)
Mary Nelson	(Adams)
Paul Nelson	(Dane) (January)
Rex Owens	(Dane) (April)
Larry Sipiorski	(Portage)
Anita Weier	(Dane) (December)

**Alternate Board Members**

Jean Berlin	(Sauk)
Hilary Bauman	(Green)
Nan Hughes	(Columbia)

**Ex-Officio Members:**

Director, MPL

**If you are unable to attend this meeting, please notify the system office at (608) 246-7970.  
The person listed as examiner for the bills for payment should arrive by 11:30 a.m. H. Moe  
e-mail: [hmoe@scls.info](mailto:hmoe@scls.info)**

## Director's Report

### January 2017

#### Meetings and Visits

At the February meetings of the Delivery, ILS and Technology Committees, I conducted the annual cluster representation orientations for all participants veteran and new.

Jean Anderson and I met with the Madison Public Library Interlibrary Loan team to discuss the use and cost of WISCAT (a state run interlibrary loan utility) in 2018.

I met with the WPLC Formula Work Group to recommend a new OverDrive funding formula which will be presented to the full WPLC Board for approval.

#### Arrowhead Library System ILS merger

Vicki Teal Lovely, Amy Gannaway and Heidi Oliverson spent many hours preparing a demonstration of LINKCAT for the Arrowhead Library System (ALS) member libraries in the hopes of having them merge their catalog and resources with LINKCAT and SCLS member libraries. On Friday, 2/10 I joined the team and spent 4 hours at the Beloit Library talking about LINKCAT and SCLS. We also received a tour of the large library that has taken over the space of a former retail mall. ALS will review demonstrations from 3 other candidates before making a decision.

#### South Central Library Foundation (SCLSF)

The SCLSF Board discussed changing the date of the Cornerstone Event to earlier in the year; October 19 is being vetted as a possibility. The SCLSF Board voted to implement a new tiered structure for its administrative fee. SCLS has charged Foundation members an administration fee equivalent to 1% of their portfolio balance to help offset the cost of administering the Foundation. Effective 1/1/2017, this structure was changed to tiered fees. The tiers will start at 1% and descend to 0.5 or half a percent. The more money a library keeps in its SCLSF account, the less it will be charged!

Tier	Library Balance		Annual Rate	Monthly Fee	
	Minimum	Maximum		Minimum	Maximum
1	\$ 500	\$ 10,000	1.00%	\$ 0.42	\$ 8.33
2	\$ 10,001	\$ 50,000	0.95%	\$ 7.92	\$ 39.58
3	\$ 50,001	\$ 150,000	0.90%	\$ 37.50	\$112.50
4	\$ 150,001	\$ 250,000	0.85%	\$106.25	\$177.08
5	\$ 250,001	\$ 1,000,000	0.75%	\$156.25	\$625.00
6	\$ 1,000,001	\$ -	0.50%	\$416.67	\$ -

The SCLSF Board is giving away \$5,640 in 2017. They would like ideas from member libraries on how to spend it. The money must provide a benefit to all SCLS member libraries. Past disbursements have included money for OverDrive, maker kits, a fundraising workshop at Olbrich Gardens, and CW57 commercials and Talk of the Town.

The complete minutes of the January meeting can be found here:  
<http://www.sclsfoundation.org/about/meetings/Minutes2017-1-26.htm>

#### Audit

The auditors from Wegner CPAs arrived 2/13. Following up on the request of the SCLS Board from last year, the auditor and SCLS staff are hoping to be able to share the draft Management Discussion and Audit documents at the March SCLS Board meeting. The Board and SCLS staff will receive the documents at the same time so a discussion will be scheduled to look over the documents during the meeting. If changes or questions arise from the discussion we may submit them to the auditor or SCLS staff and approve in April if not in March. The 2017 Board of Topics

Schedule needs to be revised to remove the April Finance Committee meeting since a discussion will initially take place in March during the Board meeting.

**Member Libraries**

Ryan Claringbole, Public Library Technology Consultant for the Department of Public Instruction, has been named the new Director for the Monona Public Library. He will start March 1.

**Personnel**

SCLS Digitization Assistant Tamara Ramski began 2/14/2017. It is a LTE position funded with a LSTA grant.

**Good News**

Since the Monona Library position was filled by an outside candidate, all SCLS library directorships are filled!

Respectfully submitted by,

***Martha Van Pelt***

Martha Van Pelt