

Draft
South Central Library System Board of Trustees Minutes
11/22/2019, 12:15 p.m.
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Badger and Chester Rooms

Action Items:

Approved 2019 Staff Bonuses if Funds are Available

Present: A. Bhasin, F. Cherney, P. Cox, N. Foth, J. Healy-Plotkin, J. Honl, N. Long, K. Michaelis, G. Poulson, T. Walske, A. Weier, K. Williams

Absent: M. Hokamp

Excused: N. Brien, M. Meloy, M. Furgal, M. Nelson, P. Nelson, C. Whitsell, M. Van Pelt

Recorder: H. Moe

SCLS Staff Present: K. Goeden

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: None

Approval of previous meeting minutes: 10-24-2019

- a. Motion: G. Poulson moved approval. T. Walske seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

Bills for Payments:

- a. Motion: K. Michaelis reviewed the bills for payment in the amount of \$178,149.94 and moved approval. Motion seconded.
- b. Discussion: None
- c. Vote: Motion carried.

Financial Statements:

K. Goeden reviewed the monthly financial statements. Expenses have been reported through October 2019. We are under budget year-to-date with expenses at 71.2% of budget as we are 83.3% through the fiscal year.

Committee Reports:

- a. Advocacy: J. Healy-Plotkin noted the board may go to the ALA website to find your elected official. The site is here: <http://www.ala.org/advocacy/advocacy-public-policy>
- b. Nomination: K. Williams noted the following trustees volunteered to serve as the 2020 slate of officers: J. Healy-Plotkin, Chair; G. Poulson, V. Chair; A. Weier, Secretary; K. Michaelis, Treasurer. The board will vote on the slate of officers in January.

Action Items:

- a. Approval of 2019 Staff Bonuses if Funds are Available:
 - i. Motion: K. Michaelis moved approval. N. Foth seconded.

ii. Discussion: A handout was provided to the board outlining the funds available for staff bonuses in 2019. K. Goeden discussed the budget areas where SCLS is under budget to afford the staff bonuses. They are primarily in areas of insurances, WRS and staff salaries. This is due to insurance and WRS rates not being set until after the budget is approved and this year, both came in under budget. Staff salaries are under budget in the Technology, ILS and Delivery departments due to having vacant positions for a period of time. Administrative sources of revenue have also come in over budget due to interest rates being double the rate budgeted. These budget lines are what provides the surplus for the bonuses. This does not affect member library fees, which was a priority for SCLS management as well at the SCLS board of trustees. When the budget was approved by the board for the 2019 fiscal year, it was discussed that the board would like to incorporate a larger annual salary increase for staff if possible and if it does not have an adverse effect on member libraries' fees. With a concern not to increase member fees, the compromise so far has been to incorporate up to a 1.2% salary increase and then provide bonuses, if the budget allows, at year-end. Board members want to remain conscientious of the libraries and their budgets.

The board discussed this at length and the approach of bonuses vs. salary increases. They discussed whether other systems are providing salary increases. K. Goeden reported through SOMBAW she learned most of the systems are providing salary increases between 1% and 3%. There was a question regarding how SCLS salary scales compare to other libraries and systems, as well as the private sector. The board has requested a comprehensive salary survey to be completed in the next year to verify that SCLS staff compensation is competitive. Especially since the UW has increased their minimum wage to \$15.00 per hour. The board also made other suggestions such as adding another step to the salary scale, or trying to incorporate a higher salary increase, such as 1.5% or 1.7% in future years. It was also recommended by a board member to utilize budgetary surpluses to improve staff compensation, versus purchasing supplies or equipment, as the latter could affect morale. Additional compensation could be termed a merit increase or supplemental income, versus "bonus".

Another factor is that Marathon County may be joining SCLS. This will provide more revenue, but will also add more employees and expenses. Overall, the board feels that the budgeting process has been done correctly and that it was a good healthy conversation to have. They agree with the concerns of not raising member fees while still compensating staff appropriately, and encouraging staff retention. They want to continue to evaluate our ability to do both every year.

iii. Vote: Motion carried.

SCLS Foundation Report: K. Goeden noted the 2020 slate of officers were selected. The foundation decided not to hold the Cornerstone event in 2020 and will look into alternative forms of fundraising. T. Walske noted the majority of people who donate don't attend the event and the donations come in regardless. The number of people participating has not increased and we may be able to receive the same amount of donations without holding the event. It was also difficult to receive nominations for the awards.

System Director's Report: You may view the report online. K. Goeden noted some highlights from the report. She attended the state system directors meeting November 14th in Mauston. It was John DeBacher's last meeting since he is retiring. They discussed resource libraries and governance, grants, and PLSR updates. The All-Directors meeting was held at the Waunakee Public Library. The meeting focused on communication and the results of the survey and how libraries would like to receive information from SCLS. Also discussed was

Cluster representation, updates on the 5-year technology plan and The Bibliovation migration. If all goes forward as planned, the go live date will be either Monday, December 9th or Tuesday the 10th. The ILS committee met to conduct a special meeting to determine if the go live date will occur since the sorters are not working correctly with the migration. SCLS is prepared to go live, but will wait for a final vote from the ILS committee on December 2nd. Staff will be attending as many libraries as possible on the go live date to be ambassadors on site if help is needed.

G. Poulson noted delivery is buying new carts. What do we do with the old carts? Kerrie will check with Corey Baumann and get back to the board with an answer.

Discussion:

a. 2019 Bonuses for staff

b. 2020 ALA National Legislative Day: The application is in the board packet. It is due by the December board meeting and can be submitted to Mark Ibach. The Advocacy committee will make a determination in January to send one board member.

c. WLA Legislative Day reminder: Legislative Day is February 11, 2020 at the Concourse Hotel. Board members may sign up on WLA's website and there is also a link to register in the packet. The registration fee is not paid by SCLS.

d. Approve 5-year Technology plan at December meeting: Just a head's up that the TC and ILS committees are going to be voting to approve the 5-year technology plan. Once it's approved at the committee level it will come before the board for approval. It is about 18 pages long so prepare prior to the next meeting.

Administrative Council (AC) Report: The All Directors met November 21, 2019. You may view the minutes online.

Other Business:

a. 2020 Committees: start thinking about which committees you would like to serve on in 2020 including staying on your current committee. Send requests to Heidi Moe.

G. Poulson will review the By-laws and if changes need to be made, a committee will need to be formed.

Information Sharing:

Do we have any sense when Marathon County will make a decision whether to join SCLS? A task force was developed by the Marathon County Public Library board of trustees to gather information, speak with staff, etc., and we anticipate we will hear something more in January once they have received a presentation from WI Valley Library Service in December 2019. SCLS provided a presentation to the Marathon County board in October 2019.

A. Weier inquired about the status from the Building Needs Assessment Work Group (BNAW). K. Goeden provided an update. Developers will be attending the next two BNAW meetings to provide information about their services.

J. Healy-Plotkin noted the Pinney Branch Gala is Feb 29th. Buy your tickets now!
December 20th is the next board meeting.

The staff will provide a potluck lunch for the January board meeting.

Adjournment: 1:30 p.m.

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

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