

SCLS Foundation Board *Annual Meeting* Agenda
Thursday, January 25, 2018
1:30 p.m.
Chester Room
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718

Call to order

Changes to the Agenda and Requests to address the Board

Approval of October 27, 2017 minutes

Action Items

Election of officers

Slate of Officers:

President: J. Pugh

Vice President: P. Kaland

Treasurer: P. Hamon

Secretary: M. Van Pelt

Financial:

Financial Reports:

- Accounts Payable Aging Detail
- Allocation of Investment Return
- First Business Bank (FBB) Foundation Account Summary
- Invoices
- Profit and Loss Statement

Approval of SCLS payments of Foundation bills

2018 Disbursement \$ 5,469.75 + remaining 2017 \$3,875.16 (to backfill missing LSTA 2018 money)

Total Available \$9,344.91

Audit begins 2/12/2018

2017 Disbursement (Disbursement report will become a standing agenda item)

\$199.99: ZappBug Heater

\$ 64.07: ZappBug kit expenses

\$1,500 Max: \$459.99 Door Counter & software

\$247.11 Raspberry Pi

\$707.10 Running total (will purchase more door counters)

“Measure the Future”, which records patron motion in different parts of a library. It collects data to determine areas of high usage in the library, traffic counts, monitors how long some stays in the library, etc.

Disbursement Discussion with SCLS HR & Finance Coordinator

It is best to spend the disbursement money in the year it is designated. It is cleaner for the bookkeeping. If not all the disbursement money is spent in one year and then added to the next year AND if more is spent, counting the rollover, then received in that year's donations, the Foundation will show a net loss for the year.

System Director will do oversight on the expenditures and even if purchasing is delegated to others, Director will make sure it is spent by end of the year and use mid-October as date to give purchasers for

all expenditures of disbursement money. This can then be reported out at the October Foundation meeting and leave time in the year for any necessary clean up.

Trustee Newsletter for February

Cornerstone recap
President's column

Other Business

Conflict of Interest

At the first annual meeting of the Board, each member of the Board and each Board advisor shall sign a written statement certifying to all of the following:

- (i) he or she has received a copy of this Policy;
- (ii) he or she has read and understands this Policy; (iii) he or she agrees to comply with this Policy;
- (iv) he or she understands that this Policy applies to all committees and subcommittees having Board-delegated powers; and

- (v) he or she understands that the Corporation is a charitable organization, and that, in order to maintain the tax-exempt status of the Corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Corporation must continuously engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Any member of the Board who refuses or fails to sign such a statement shall be prohibited from participating in discussion or action by the Board until such statement is signed.

Cornerstone Award

Recap
Nominations for Cornerstone 2018

Next Meeting April 26, 2018

Adjournment

2018 Board:

Pat Behling	SCLS Trustee
Philip Cox	SCLS Trustee
Mike Furgal	SCLS Trustee
Peter Hamon	Citizen Representative
Suzann Holland	Public Library Representative of the AC
Peter Kaland	Citizen Representative
Kathy Michaelis	SCLS Board President
Janet Pugh	Citizen Representative
Martha Van Pelt	SCLS Director