

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

Present: P. Cox, M. Furgal, K. Michaelis, M. Van Pelt

Also present: M. Ibach

Excused: S. Holland, P. Hamon, P. Behling

Absent: P. Kaland

J. Pugh called the meeting to order at 1: 40 p.m

Changes to the Agenda and Requests to address the Board: None

Approval of October 27, 2017 minutes: M. Furgal moved approval of the 10/27/17 minutes. P. Cox seconded. M. Van Pelt abstained. Motion carried.

Action Items

Election of officers

Slate of Officers:

President: J. Pugh

Vice President: P. Kaland

Treasurer: P. Hamon

Secretary: M. Van Pelt

M. Furgal moved approval of the slate of officers as presented. P. Cox seconded. Motion carried.

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

M. Van Pelt moved approval of the bills for payment in the amount of \$5,388.36. J. Pugh seconded. Motion carried.

The Rio Community Library and the Rio Friends group have joined the foundation. What is driving more libraries to join? By advertising it, they are becoming aware of it. Other systems in Wisconsin don't have a foundation, so making this available to them is good for others. Some SCLS libraries have holding accounts held at SCLS and are transferring those funds to the foundation to earn better interest.

The Cornerstone event raised \$12,265 this year and in 2019, the Foundation will be able to give away \$5,284.00 to benefit the libraries.

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

Total Available \$9,344.91

What should the Foundation do with the funds available to the libraries? One suggestion may be to use the funds toward the Digitization Assistant and to purchase more equipment. SCLS purchased 3 scanning kits with LSTA funds and is expanding the project. SCLS will plan to purchase a couple more scanning kits so depending on how much money is available with LSTA grants, the Foundation could contribute toward the remaining balance. The LSTA funds need to be used by the end of March. Currently, LSTA grant funds are focused on purchasing technology and SCLS has contacted DPI and has requested to submit an application to use the funds toward hiring people to offer assistance with technology to the member libraries and partner with other systems' members. SCLS could hire a LTE to do the scanning in house for member libraries instead of needing to train library staff. Hopefully DPI will accept a different application to provide the tools to get the project done, instead of purchasing a specific amount of equipment. SCLS should know by the April meeting whether or not this will be a possibility and the Foundation can make a decision then.

In 2017 the Foundation contributed funds for "Measure the Future" and SCLS purchased 2 of the kits and the equipment that goes with it. The project is in development right now, but it has been difficult to retrieve the data. At the October meeting, SCLS requested the Foundation use the remaining funds left over to purchase door counters. SCLS purchased one door counter and it works great and collects a lot of data. Currently, SCLS is trying to figure out how to get the time recording to work in the software. Once that is figured out, SCLS will loan them to the member libraries to assist with the annual reports and strategic planning. SCLS would like to purchase two more door counters as well as a lap top with the extra funds left over.

At the April meeting the board will decide how to spend the 2018 allocation. Possibilities are: Digitization project including helping to fund a LTE for scanning, additional scanners, more door counters for Measure the Future. It was also suggested that the SCLS staff should put together a wish list and present it at the April meeting.

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 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.

Foundation Newsletter for February

Cornerstone recap

President's column- discuss the out of system foundation members and send the newsletter to all the systems to spread the word. This will take place mid-March.

Measure the Future – discuss the door counters and the collection analysis presentation by J. Hoesly.

Zap Bugg – include the things that have been purchased with the foundation money.

Provide information about how to join the foundation if not a SCLS member library.

Other Business

Conflict of Interest: board members present signed and turned in their conflict of interest forms.

Need to clarify quorum section of Bylaws – what happens if a quorum is not present.

Cornerstone Award

Recap – there was a good turnout but not a major difference in the amount of money raised compared to other years.

Nominations for Cornerstone 2018: Some suggestions included Ed Van Gemert and Kristi Williams. M. Ibach will send an email to SCLS- announce asking for suggestions from the member libraries.

Need Corporate Sponsors: Suggestions included PTFS, Over Drive, Ebsco, Indus, Complete Office Supply, Delta properties and First Business Bank.

Next Meeting April 26, 2018

Adjournment: 2:45

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