

SCLS Foundation Board Minutes
04/25/2019 1:30 p.m.
SCLS Headquarters
Chester Room

Action Items:

Item 1 Replace printed, mailed bi-annual newsletter with emailed quarterly newsletter

Item 2 Approve and submit Form 1952 to WI Department of Financial Institutions

Item 3 Disbursement of 2019 funds \$5,284.09

Present: P. Kaland, P. Cox, M. Furgal, K. Williams, S. Holland, J. Healy-Plotkin, M. Van Pelt

Absent:

Excused: P. Hamon, J. Pugh

Recorder: H. Moe

SCLS Staff Present: M. Ibach

1. Call to order time: P. Kaland, V. Chair; 1:30 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/Additions to the Agenda: None
- c. Requests to address the Committee: None

2. Approval of previous meeting minutes: 1/24/2019:

- a. Changes or Correction: None
- b. Approved by motion: M. Furgal moved approval. P. Cox seconded. Motion carried.

2. Action Items:

- a. Replace printed, mailed bi-annual newsletter with emailed quarterly newsletter:
 - i. Motion: J. Healy-Plotkin moved approval. K. Williams seconded.
 - ii. Discussion: It was suggested that the body of the newsletter be included in the email as well as a link to the newsletter online. Another newsletter will be printed and mailed informing the members that this change will be occurring. The newsletters from that point forward will be emailed quarterly. The last paper version should be put out soon.
 - iii. Vote: Motion carried.
- b. Approve and submit Form 1952 to WI Department of Financial Institutions:
 - i. Motion: M. Furgal moved approval. P. Cox seconded.
 - ii. Discussion: None
 - iii. Vote: Motion carried.
- c. Disbursement of 2019 funds \$5,284.09 4/26/2018 minutes; "It was suggested that the 2019 disbursement continue underwriting the digitization project for any interested additional libraries."
 - i. Motion: J. Healy-Plotkin moved approval. K. Williams seconded.
 - ii. Discussion: M. Ibach noted the funds would cover five Recollection Wisconsin fees, 1 scanning kit containing a scanner, power strip, tote, kits supplies with a repurposed laptop and the wages for a LTE digitization assistant position. The LTE position would be 29 hours max per week for 7 weeks. The position has been posted with a May 15 deadline. A separate document with the breakdown is part of the posted minutes.
 - iii. Vote: Motion carried.

3. 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: \$2, 613.68.

- i. Motion: K. Williams moved approval. M. Furgal seconded.
- ii. Discussion: None
- iii. Vote: Motion carried.

Quarterly Meeting with First Business Bank

2018 990 submitted electronically by Wegner CPAs – reviewed by secretary and treasurer

4. Discussion:

- a. Proposal to replace the printed, mailed bi-annual newsletter with emailed quarterly newsletters. Each issue would also be posted to the SCLSF webpage after the quarterly meeting with updated financial information, minutes and news.
Initially we would send a letter to people letting them know of the change and ask if they want the link emailed to them quarterly. If people don't have email we could print off a few from the website and mail it to them. This would save time and money and allow us to adjust the size of the newsletter as needed. We could create a separate on-line request list to sign up for the newsletter.
- b. New Account Holders: Monticello and Jefferson
- c. Cornerstone Award
 - i. Choose Cornerstone 2019 recipient:
 - i. Motion: K. Williams moved approval of Bruce Deming with Embury, Ltd. as the Cornerstone recipient. J. Healy-Plotkin seconded.
 - ii. Discussion: SCLS staff will contact Bruce Deming at his office in DeForest. If a list isn't provided by Bruce, a letter will be sent to former board members and SCLS staff requesting donations.
 - iii. Vote: Motion carried.
 - ii. Location: To be determined
 - iii. Date: To be determined
 - iv. Sponsors: Need three sponsors of \$500 each. Suggestions included: First Business Bank, Hausmann Johnson, Wegner & Assoc. , Business Interiors, St. Johns, Delta Properties, Gordon Flesch, Judith and Gordon Faulkner, Dell, and Rhyme
- d. SCLSF and Black Earth will be recipients of the Black Earth Fun Run
- e. Treasurer position: P. Hamon can continue through the rest of the year, but will need someone to replace him for next year.
- f. Reviewed list of lapsed donors, we may want to do a targeted mailing to them along with former board members and staff.

Next Meeting: 07/25/2019

Adjournment: 2:35 p.m.

For more information about the SCLSF, contact Martha Van Pelt, mvanpelt@scls.info

SCLSF/Minutes/4-25/2019