

**South Central Library System Board of Trustees Minutes**

**9/26/2024, 12:15 p.m.**

**1650 Pankratz Street, Madison**

**Meeting held via Zoom & in person**

**Action Items**

Approved the 2025 Organizational Chart  
Approved the 2025 Wage Grid  
Approved the System Director 2025 Salary  
Approved the 2025 Budget and Notes

Present: C. Clark, B. Clendenning, S. Feith, J. Fordham, N. Foth, J. Honl, M. Howe, M. Nelson, D. Peterson, G. Poulson, H. St. Maurice, T. Walske, J. Wright

Excused: B. Carus, P. Cox, S. Garcia, M. Jorgensen

Absent:

Recorder: H. Moe

SCLS Staff Present: S. Schultz, K. Goeden

Guests: None

Call to Order: 12:15 p.m. J. Honl, 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: 8/22/2024 Minutes

- a. Motion: B. Clendenning moved approved of the 8/22/2024. M. Nelson seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried. G. Poulson and J. Wright abstained.

Financial Statements: K. Goeden provided an overview of the financial statements.

Bills for Payments: The payment amount is \$451,540.75

- a. Motion: M. Nelson reviewed the bills for payment and moved approval. G. Poulson seconded.
- b. Discussion: None.
- c. Vote: Motion carried.

Committee Reports:

System Director's Report: You may view the System Director report online. The Trustee Essentials videos are now available and S. Schultz will share the links with the board.

Action Items:

- a. Approve 2025 Organizational Chart
  - i. Motion: N. Foth moved approval of the 2025 Organizational Chart. B. Clendenning seconded.
  - ii. Discussion: None
  - iii. Vote: Motion carried.
- b. Approve 2025 Wage Grid
  - i. Motion: M. Nelson moved approval of the 2025 wage grid. M. Howe seconded.

- ii. Discussion: None
- iii. Vote: Motion carried.

c. Approve System Director 2025 Salary

- i. Motion: N. Foth moved approval of the System Director 2025 Salary. J. Wright seconded.
- ii. Discussion: None
- iii. Vote: Motion carried.

d. Approve 2025 Budget and Notes

- i. Motion: M. Nelson moved approval of the 2025 Budget and Notes. J. Wright seconded.
- ii. Discussion: None
- iii. Vote: Motion carried.

a. Nomination committee for 2025 Board officers: G. Poulson will chair the committee and B. Clendenning and S. Feith volunteered to serve on the committee. A slate of officers will be presented to the board in December with a vote at the Board's annual meeting in January.

b. SCLS Employee Handbook: K. Goeden noted there are revisions that need to be made to the employee handbook. K. Goeden and S. Schultz will conduct the preliminary review, and then have the coordinators do the same. Changes will then be reviewed by an attorney. The SCLS Personnel Committee will hold a virtual meeting in early December to review the changes, so that the final draft can be shared with the full board for approval at its December 20 meeting.

Announcements:

A question was raised about the bill for payments and who is responsible for reviewing them monthly. In January, we will provide a sign-up sheet for folks to determine what month may work best for them to review the bills and that list will be posted to the website. It was suggested that at the end of every board meeting the next month's bill reviewer be announced.

S. Schultz noted Linda Ross resigned from the board due to moving.

In October, Corey Baumann will be provide a delivery presentation as well as a tour of the delivery facility. In November, S. Schultz noted she could provide a county library tax exemption presentation if the board would like.

T. Walske noted the Cornerstone Event is October 3rd at the Waunakee P.L. from 5:30- 7:30. Food will be catered by Cranberry Creek and dessert will be from Crumble Cookies. Jaime Healy-Plotkin will be honored as well as four other libraries. There will be a bucket raffle with great prizes and everyone is encouraged to attend.

Adjournment: 12:46 p.m.

For more information about the Board of Trustees, contact Shannon Schultz  
BOT/Minutes/9/26/2024