

SCLS ATTENDANCE PLAN BEGINNING 9/7/2021

(These processes will be revisited as medical guidelines evolve)

Meetings that require SCLS staff to attend in person

Board of Trustees (hybrid)*	4 th Thursday of every month
Building Needs Assessment (hybrid)*	1st and 3rd Thursday of every month
Coordinators	2 nd and 4 th Wednesday of every month
SCLS committees (hybrid)*	Administrative Council ILS Committee Technology Committee Delivery Committee
SCLS subcommittees **	Circulation Services Collection Maintenance Discovery Interface ILL Library Innovation
Monday Morning Staff	2nd & 4th Monday of every month Staff will be expected to work in the building all day If uncomfortable, SCLS staff may attend the Monday morning meeting from their HQ office. (This will be revisited as medical guidelines evolve)

Teams will meet at least once a month in person. The schedule will be determined by each team.

*Hybrid meetings are attended in person by SCLS staff yet offers a remote option for members, library staff, cluster representatives and trustees

**SCLS Subcommittees as a group, including SCLS staff, can vote on what format they want to meet. The decision will be reviewed annually.