

Adams County Library Board Minutes
July 25, 2016

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Members present were Nelson, Townsend, Peterson, Grosshuesch, Theim, Library Director Foley and Robin Skala, County Board representative. Edwards was excused.

The meeting was properly announced.

Motion to approve agenda by Townsend/Skala. Motion carried.

Public citizen input is invited; however, none were present.

Townsend made motion to approve minutes, seconded by Skala. Motion carried.

Bills were distributed for review and initials.

Financial reports were reviewed. Motion to approve by Theim/Grosshuesch. Motion carried.

SCLS Report: No SCLS Board meetings were held since our last Library Board meeting. The next meeting will be July 28.

Director's Report:

- Grosshuesch and Theim appointments to the Board of Trustees were approved at the County Board meeting.
- Circulation is down 10% from last year, similar to other libraries.
- The budget is on track for the year.
- Director Foley is working on next year's budget proposal.
- The new children's area of the library is being used consistently, including the new Nabi Big Tab.
- Book sales at the Farmer's Market netted \$17 on the first day.
- The staff laptop and the WiFi hotspot purchases are working well.
- A indoor patron appreciation day will be held on Saturday, October 15. Plans are still tentative.
- The Skyward system for employees is becoming more familiar and efficient for staff.
- The summer reading program concluded with an ice cream party on July 23.
- Forms are available for board trustees to claim mileage/per diem reimbursements.

Action Items

A motion was made by Nelson/Townsend to amend the April Library Board minutes to include: Library Board Bylaws were reviewed and amended. Motion to approve bylaws

with amendments was approved. (3 yes-Peterson, Townsend, Nelson; 3 abstain-Grosshuesch, Theim, Skala.)

Discussed and offered revisions to the the Library Board annual schedule of bylaw review.

Foley gave an update on the progress of shelving purchases and updates. Motion to approve an order of 4 shelving units by Townsend/Grosshuesch using donated funds. Motion carried.

Foley reported that she and Marcia Kaye, Personnel Director, reviewed the reworked job duties and description for the library manager position. Foley also offered justification for a pay group upgrade for this position. Motion to approve documents by Theim/Skala. Motion carried.

Discussed a revised volunteer policy to be included in the Library Policy and Procedures Handbook. Motion to table until August by Townsend/Skala. Motion carried.

A volunteer schedule for the annual Book and Bake Sale on August 5 & 6 (set-up on August 4) was shared.

Foley is still making progress on fiscal matter compliance issues. She will be meeting with SCLS, the county clerk, and the county lawyer.

Possible agenda items for future meetings

- ACL policies
- Book & Bake Sale report
- 2017 Budget
- Shelving update

Next meeting will be August 22 at 1:00 p.m.

Motion to adjourn was made by Townsend/Theim. Motion carried.

Respectfully Submitted,

Danna Peterson