

Adams County Library Board Minutes
May 23, 2016

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

The meeting was properly announced.

A motion by Nelson was made to amend the agenda to move *Nomination and Election of Trustee* to follow the approval of agenda. Edwards seconded the motion. Motion carried.

Public citizen input is invited and Bob Thieme was present.

Action Item

Motion made by Townsend, second by Skala, to nominate Tyler Grosshuesch for trustee. Motion made by Edwards, seconded by Kreten to nominate Bob Thieme for trustee. Grosshuesch was elected by 4-2 vote to complete the term vacancy of Challoner through December 2018.

Recommended Actions

Motion to approve April minutes by Edwards/Skala. Motion carried.

Bills were distributed for review and initialed.

Financial reports were reviewed. Motion to approve by Skala/Edwards. Motion carried.

Communications and Reports

None

South Central Library System Report

SCLS meeting was held on April 28. Nelson was unable to attend, but reported from the minutes.

A presentation was given by M. Ibach, Aspen Institute: Rising to the Challenge following a discussion at the Director's Meeting (March) to provide a foundation and structure to identify System services/project.

There was a preview of the audit report.

Director's Report

Circulation: Current circulation is down, similar to other libraries. However, DVD checkout total is one of the largest in the area.

Budget: Right on track for the year. Discussion for the 2017 county budget will begin in June.

Quick Notes:

- Feasibility of purchasing a computer for the children's area, funded through a Friends donation, is still being researched.
- An Open House was held on May 6 to showcase the children's area and the books received through the Pilcrow grant.
- A report has been sent to the Pilcrow Foundation.
- Staff has been working on several in-house projects.
- Director Foley attended the 2016 Wisconsin Association of Public Libraries (WAPL) conference in Oshkosh. Discussion centered on the new state-mandated Public Library System Redesign Project.
- Foley attended the May 10 Friends of the Library meeting and thanked the members for their donations to the Pilcrow Foundation matching grant and the purchase of new furniture. The next Friends of the Library meeting will be held on September 13, 2016.
- The SCLS successfully updated the library computer equipment. Two portable hard drives were purchased to backup documents.
- Foley attended the Quincy Lodge Masonic meeting on May 17 to give an update on potential uses of their donation.
- It is time to consider long- and short-range budget goals for the the library.
- Consideration of volunteer benefits/gifts was discussed and tabled.
- Work continues on the Butterfly Garden with programming to follow.

Action Items

- Nominations were accepted for the vacated secretary position: Peterson by Edwards/Kreten and Grosshuesch by Peterson/Nelson. Peterson was elected by 4-1 voice vote.
- There was much discussion of revisions to be made to the Internet Use Policy and the overarching Library Policy document. Action was tabled for additional consideration until the June meeting. Trustees should review and prepare to suggest how to streamline/reorganize the policies.

- Foley and MaryLu Silka have been working to create a petty cash system that is effective and properly maintained.
- County classification, compensation and job titles of library employees were reviewed and discussed. Further discussion will follow in June.

Possible agenda items for future meetings:

- Volunteer compensation
- Internet Use policy/Unacceptable Wi-fi
- Creation of policy documents to replace existing Adams County Library policy document
- Come into compliance in fiscal matters
- Review personnel classification and job descriptions
- Dates for Library Book Sale, Bake Sale and Appreciation Event.

Next meeting will be June 27 at 1:00 p.m.

Motion to adjourn was made by Nelson/Edwards. Motion carried.

Respectfully Submitted,

Danna Peterson