

Adams County Library Board Minutes
June 27, 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, Edwards, Grosshuesch and Library Director Foley. Absent: Robin Skala, County Board representative.

The meeting was properly announced.

Motion to approve agenda by Edwards/Peterson. Motion carried.

Public citizen input is invited and Bob Theim was present.

Bob Theim's name was incorrectly spelled in the May minutes. Edwards made motion to approve minutes with this change, seconded by Peterson. Motion carried.

Bills were distributed for review and initials.

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

SCLS Report: Nelson reported on the two SCLS Board meetings that were held since our last Library Board meeting.

On May 26, there was a final presentation of the audit by the CPA firm, a report on National Library Legislative Day, the upcoming date and location of the Cornerstone Celebration (including the award recipients), information for the Trustee Training Week (Aug. 22-26) online seminars, and an update on the Public Library System Redesign Project.

At the June 23 meeting, there was a presentation of the mid-year budget status, approval of several documents for SCLS and Madison Public Library and SCLS, and a discussion on Policy.

Director's Report:

- Circulation is down 10.8%, remaining at an average among other libraries.
- The budget is on track for the year.
- The Summer Reading Program began on June 20.
- A WiFi hotspot was purchased for a six-month period. It will be used at the Wednesday Farmer's Market days and for other outreach events.
- A laptop computer was purchased to be used with the mobile hotspot.
- The children's department now has a Nabi Big Tab (large tablet) with several program for single or multiple users.

- A 30-day free trial of the online database, Small Engine Repair Reference, is available for patrons.
- Plans are underway for the Butterfly Garden. Donna Richards from ADRC has volunteered to help.
- As of Monday, June 27, the library staff began using Skyward's online timecard system.
- A quote was received from Embury for new shelving.

Action Items

James Kreten retired from his trustee position on the board. Nominations were open for his replacement. Townsend nominated Bob Theim, seconded by Nelson. With no further nominations, nominations were closed and a vote taken. By unanimous vote, Theim was elected to complete Kreten's term as Library Board trustee.

Foley is continuing to work on revised job descriptions for staff.

A volunteer policy revision will not be undertaken at this time. Motion by Nelson/Townsend. Motion carried.

The annual Book and Bake Sale will be held on August 5 & 6 (set-up on August 4).

A Patron Appreciation Day will be held sometime this fall, to be determined.

No action was taken at this time on state compliance measures. Trustees were directed to the "Managing Library Money" section of the Trustee Essentials handbook for more information. Changes may be made at our review in February 2017.

The Board tabled action on the Internet Use/Unacceptable WiFi Policy.

Action on the Revision of ACL policies was tabled.

Possible agenda items for future meetings

- Volunteer Guidelines
- Review Job Description Revision
- Book & Bake Sale Update
- Consideration of safety of existing shelving

Next meeting will be July 25 at 1:00 p.m.

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

Respectfully Submitted,

Danna Peterson