

Adams County Library Board Minutes
August 22, 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, Edwards, Library Director Foley, and Robin Skala, County Board representative. Peterson and Them were excused. Grosshuesch entered the meeting at 2:00 p.m.

The meeting was properly announced.

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

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

Public citizen input is invited; however, none were present. Foley received a receipt from the CWCAC for the donation of 45 lbs. of food from the library's food barrel.

Bills were distributed for review and initials.

Financial reports were reviewed. Motion to approve by Nelson / Townsend. Motion carried.

SCLS Board Report: Nelson reported on the meeting of July 28. Vicki Teal Lovely did a presentation on SCLS quality Standards. The standards focus the staff on simple 4-concept priorities that express the SCLS mission for customer service and best practice procedures. The Board reviewed and approved the Mid-year Budget, and held a discussion of Trustee Essential #14: The Library Board and the Open Meetings Law.

Director's Report:

- Circulation down a bit from last year. We are down about 10%, similar to other libraries.
- The budget is on track for the year.
- Foley gave some interesting stories about the "full moon" week.
- Library received a donation of a subscription to Ranger Rick magazine.
- A hotspot is being ordered to lend to patrons. This is a 6-month grant. WiFi cost and usage report will be set for the Sept. Board meeting.
- The Interim County Administrator / Director of Finance will be meeting with Erin the last week in August.
- Foley will have a Library Complaint form for review at the September meeting.
- There is a question regarding law enforcement coverage if needed for the Library.
- The winners of the writing contests will be published on the Library Website.
- Bob the cleaning man has given his notice.

Action Items

Stephanie Klopotek came in to the meeting to report on the Summer Reading Program. 130 kids signed up, 117 completed the program. Klopotek held a program at the Middle School; that venue could be used more frequently for Library activities. Klopotek has been taking the 'hotspot' to events in the area; the movie theater and food pantries might be good locations for her booth. Oct. 15 will be Patron Appreciation Day. Other events coming up are Legos; Adult Coloring; Story Time; Thank You Tuesday; Christmas Card Tuesday; and a Christmas Craft day. The Library is running its annual "fresh start" program to waive fines for students and teachers at the beginning of the school year.

Two versions of the proposed 2017 Library budget were presented. Director Foley noted that the cost for health insurance is not yet firm. The Board supported Version 2 which includes 5 extra hours per week for each of the four part-time staff members. Nelson / Edwards moved that the board approve Version 2 with changes to the health insurance line. Motion carried.

Foley hopes to have the new shelving units ready for installation the week of Veteran's Day.

The Administrative and Finance Committee approved the revised job description for Marylu Silka. The job has been raised one pay level.

The Book and Bake sale were discussed briefly. Foley will discuss coming into fiscal compliance with Barb Petkovsek.

A number of language changes were made for the library policies being reviewed. There was discussion on what topics should be in the policies. Details of fines and damage fees, patron registration, and circulation times are examples of rules rather than policies. How to review and amend the policies should be added to final page of the policy booklet.

Possible agenda items for future meetings

- WiFi hotspot cost and usage
- Complaint form
- Fiscal compliance update
- Review of ACL policies
- Patron Appreciation Day
- 2017 Budget update

Next meeting will be September 26 at 1:00 p.m.

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

Respectfully Submitted,

Robin Skala