

Adams County Library Board Minutes
September 26, 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, Foley, Edwards and Skala.

The meeting was properly announced at library and on County website.

Motion to amend the order of agenda items to attend to action items prior to communications and reports by Nelson/Townsend. Motion carried.

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

Edward/Theim made motion to approve minutes. Motion carried.

Bills were distributed for review and initials.

Motion to approve financial reports by Townsend/Skala. Motion carried.

Action Items

A motion was made by Edwards/Townsend to approve the proposed library budget for 2017. Motion carried.

Discussed offering WiFi Hotspots for patron checkout. Foley is getting quotes.

Foley presented a complaint form and policy for patron use, if needed. Motion by Edwards/Theim to adopt the policy and form and have them added to the Mission Statement & Policies Handbook. Motion carried.

Foley reported on progress of fiscal compliance updates. After discussions with SCLS, several recommendations for have been given related to finances, including appointing a treasurer to monitor donation accounts. Nelson further suggested to board members to read Handbook chapters 8, 9 and 24 for review.

Suggestions were discussed for future revisions to the Library Policy and Procedures Handbook. A final revision motion will be considered at the October board meeting.

Patron Appreciation Day is scheduled for Saturday, October 15 from 11:00a.m.1:00p.m. Board trustees and staff are asked to supply chili for the "dump." A scavenger hunt and raffle will also be held.

Friends of the Library will reimburse the cost for new shelving for the library. The group has also agreed to purchase a laminator and a WiFi-enabled, color inkjet printer for the

microfilm reader. The motion to approve purchases for reimbursement made by Theim/Skala. Motion carried.

Discussion on purchasing a license for an additional phone to be placed in the Children's Room was tabled.

Communication and Reports

Communication: A receipt was received from the food pantry for the delivery of donations collected in the library.

SCLS Report:

8/25/16 Meeting:

- Maker Kit presentation

Discussion of:

- 2017 budget proposal
- 2017 Organization Chart
- Salary grid
- Director review

9/22/16 Meeting:

- Closed Session for Director's Annual Review
- Cornerstone event will be held in November

Approval of:

- 2017 Budget
- 2017 System Plan
- Salary adjustment and COLA for SCLS employees
- Transfer of funds to new Money Market Fund to provide FDIC insurance

Director's Report:

- Circulation report was presented
- A donation of 40 perennials for the Butterfly Garden was given by Ace Hardware and a new wooden spinner rack given by the schools.]
- A WiFi hotspot acquired through a grant has arrived and is being tested. Beginning in January, after the grant expires, a hotspot with unlimited data allowances can be obtained for \$40/month.
- Much effort is being taken to clean DVDs and CDs. A new form has also been designed for patrons to report any issues with these items.
- Erin worked with staff at Moundview Hospital to verify identity and obtain library cards for foreign residents during their time here.
- Friends of the Library is looking for new ideas for future events/presentations/etc. to take place at the Chocolate Affair.
- Replacement mats are needed for the workroom and will be obtained by maintenance staff.
- Erin has forms for board members to request mileage/per diem reimbursement.

- The sheriff was invited to and will be present at the October 6 staff meeting to answer questions of how to deal with difficulties with patrons.
- Working on a How-to Guide Sheet for patrons to use. It will include information on registering, circulation, fines, copyright, etc.

Possible agenda items for future meetings

- Consideration for appointing treasurer for donation accounts
- Final review of library policies
- Shelving update
- 2017 budget update
- Phone update
- Patron Appreciation Day review

Next meeting will be October 24 at 1:00 p.m.

Motion to adjourn was made by Theim/Townsend at 2:35 pm. Motion carried.

Respectfully Submitted,

Danna Peterson