

Adams County Library Board Minutes  
January 23, 2017

The meeting was called to order at 1:04 p.m. by Mary Nelson, Board President, in the library meeting room. Members present were Nelson, Edwards, Peterson, Grosshuesch, Skala, Theim, Townsend, and Foley.

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

Motion to approve the agenda by Edwards/Theim. Motion carried.

Public citizen input is invited; however, no public members were in attendance.

Grosshuesch/Skala made motion to approve minutes. Motion carried.

No bills were presented.

Motion to approve financial reports by Nelson/Peterson. Motion carried.

### **Communications and Reports**

Food pantry items were delivered totalling over 500 pounds in November and 200 pounds for December/January.

Nelson reported on the December 22, 2016 SCLS meeting she attended:

- Wisconsin Library Legislative Day will be held February 21, 2017 in Madison.
- Discussed progress made by work groups of Public Library System Project (PLSR)
- Presentation by Corey Baumann (Coordinator of Delivery Services for SCLS) on his PLSR work group
- Approved staff bonus and sick time policy changes
- Approved purchasing policy

### **Director's Report**

- Circulation is down approximately 14% which is a bit more than other libraries. However, our loans going out remains among largest.
- The library budget is on track. In this budget cycle there is an extra \$2500 for books and \$500 for serials.
- The WiFi hotspot for staff has ended, but there are funds in the tech account to pay for the 2017 year for a Verizon hotspot. In the future, Foley will plan to add this in as a recurring budget item. There is also a hotspot available for patron circulation.
- SCLS has installed new computers (including a workstation computer) at the front desk and reconfigured the former ones as replacements for: two catalog computers, a scanning computer and the microfilm reader PC.

- A monetary donation from Zion Lutheran Church Ladies was used to purchase two dry erase boards and a board with magnets for the children's area.
- A raffle license was issued by the Dept. of Administration Gaming for ACL. This license is good through 1/20/2018 and will be renewable.
- Foley attended the AC Dept. Heads meeting on Dec. 21, 2016.
- Rep. Joan Ballweg visited the library on Jan. 9, 2017. She briefly discussed her work on governmental issues affecting libraries and offered literature materials for the library.
- Experience Works has been replaced by SCSEP, a company out of Texas. At this time, Wilma Albrecht, is working at the library through this federally-funded program. Changes are likely to follow.
- The library was closed Dec. 16, 2016 at 4:30 p.m., Dec. 17, 2016, Jan. 1, 2017 at 4:30 p.m, and Jan. 17, 2017 at 5:00 p.m. due to inclement weather. Guidelines have been established, with the guidance of Barb P. The rules are:
  - During regular County work hours: follow the County's lead
  - After 4:30 p.m. and on Saturdays: Director Foley will make the decision if: Library Board President (or other officer) approves; notices are made through as many media locations as possible (and on the doors); and the County is alerted to the closing.

### **Action Items**

A slate of nominees were presented for vote. Edwards/Nelson made motion to close nominations and cast a unanimous ballot for:

- Mary Nelson for SCLS representative
- Marge Edwards for Library Board Vice-President
- Tyler Grosshuesch for Library Board Secretary

Motion carried.

Learned that the County Board approved Library Board Trustee renewals for Peterson and Edwards at the last board meeting.

The Chocolate Affair will be held Feb. 4, 2017.

The shelving project has been finished with great staff and volunteer participation and effort. Inventory was also completed during the update.

The annual report compilation is in progress. It is due on Feb. 28, 2017 to SCLS and needs Library Board approval. Therefore, the a motion was made by Theim/Townsend to change the next Library Board meeting to Feb. 20, 2017. Motion carried.

Action was tabled to the February meeting regarding fiscal compliance updates, including the addition of a treasurer to the bylaws.

Motion to convene to closed session by Nelson/Edwards to conduct Director evaluation at 2:02 p.m. Reconvened to open session at 2:20 p.m.

**Possible agenda items for future meetings**

- Discussion of recognition to Tracy for exemplary efforts during shelving update
- Audit Committee report
- Fiscal compliance update/Donation account/Treasurer position in bylaws
- Annual report
- Chocolate Affair report
- Summer Reading Program-Stephanie

Next meeting will be February 20, 2017 at 1:00 p.m.

Motion to adjourn by Peterson/Townsend at 2:31 pm. Motion carried.

Respectfully Submitted,

Danna Peterson