

Adams County Library Board Minutes
November 28, 2016

The meeting was called to order at 1:03 p.m. by Mary Nelson, Board President, in the library meeting room. Present: Nelson, Edwards, Peterson, Theim, Grosshuesch, Skala, and Director Foley. Excused: Townsend.

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

Motion to approve the agenda as presented by Edwards/Skala. Motion carried.

Public citizen input is invited; however, none were in attendance.

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

Bills were distributed for review and initials.

Motion to approve financial reports following discussion by Theim/Grosshuesch. Motion carried.

Communications and Reports

Nelson reported on the two SCLS meetings that were held within the last month.

October 27:

- The presentation, "Data Analysis for SCLS Libraries" was given by Cindy Weber, ILS Support Tech
- Approval of Continuing Education Agreement with Arrowhead Library System November 18:
- Discussion of new SCLS Purchasing Policy
- Approval of Reciprocal Borrowing Agreement for Monarch Library System
- Approval of Reciprocal Borrowing Agreement for Bridges Library System
- Discussed upcoming Cornerstone Event

Director's Report

- Circulation report shows that book checkouts are down across the area, with a few exceptions.
- The library budget was discussed and is on track for the year.
- The WiFi hotspots have been circulating for almost three months and have been returned without issues. Looking into ways to continue to offer this service after the current grant expires. Also, considering a staff mobile hotspot for events.
- Four staff computer have arrived for installation on 11/29/16.
- The library will be closed December 23-26 and December 31, 2016-January 2, 2017.

- Zion Lutheran Church offered \$200 to purchase children's kits and games for the library. Items are being selected.
- On November 11 (Veteran's Day) staff members participated in a training, heard information about the local Veteran's services office, and received benefits package updates for 2017.
- Bonnie received her 10-year pin during the 2016 Employee Recognition.
- The annual United Way campaign ended with two library staff winning prizes.
- Foley attended the All Director's Meeting in Cambridge on November 17.
- The Overdrive System was upgrade in mid-November with some technical issues to work out. SCLS is investigating the 3M CloudLibrary ebook system.
- Foley has applied for a raffle license for \$25 and hopes it will arrive in time for the 2017 Chocolate Affair.
- At the 2016 WLA Conference, Foley hosted her last meeting as Chair of the Wisconsin Small Libraries. The meeting celebrated the 125th year of the Wisconsin Library Association.

Action Items

Discussed a proposed amendment to amend the Board Bylaws to add the position of treasurer. Nelson made motion to not add the treasurer position at this time and table the action. Theim seconded. Motion carried.

Motion by Nelson/Edwards to appoint Theim and Townsend to Nominating Committee for recommending board members for 2017 officer and SCLS representative positions. Motion carried.

Nelson/Edwards made motion to appoint Skala and Grosshuesch to Auditing Committee.

The Adams County 2017 budget has been approved.

Foley reported that \$20,000 in donation funds (non-budget monies) have been spent so far with an additional anticipated \$2,500 spending slated for this year.

Board reviewed final copy of Policy Packet. Theim/Nelson made motion to accept the Adams County Library Mission Statement & Policies 2016 as our library guiding policy.

There is no shelving update to report.

Further compliance discussions are continuing with the acting county administrator.

Motion by Peterson/Edwards to forego the December Board of Trustees meeting unless a need arises. Motion carried.

Nelson/Skala moved to reappoint Edwards as citizen representative and Peterson as school representative for another term in December. Motion carried.

Possible agenda items for future meetings

- Amend bylaws to include a Library Board Treasurer position
- Election of board officers:
 - SCLS appointee (currently held by Nelson)
 - Secretary position (currently held by Peterson)
 - Vice President position (currently held by Edwards)
- Shelving update
- Fiscal compliance update
- Director evaluation

Next meeting will be January 23, 2017 at 1:00 p.m. with potluck beginning at noon.

Motion to adjourn by Edwards/Grosshuesch. Motion carried.

Respectfully Submitted,


Danna Peterson