

Adams County Library Board Minutes
April 24, 2017

The meeting was called to order at 1:02 p.m. by Mary Nelson, Board President, in the library meeting room. Members present: Nelson, Edwards, Peterson, Skala, Theim, Townsend, Grosshuesch, and Foley.

The meeting was properly announced.

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

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

Edwards/Townsend made motion to approve the March minutes. Motion carried.

Bills were presented for signatures.

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

Communications and Reports

SCLS:

Nelson reported:

- No SCLS meetings have been held since the last Library Board of Trustees meeting. She will report on two meetings at the May 22nd meeting.
- Increase in contact with representatives regarding importance of libraries and the need for government to continue financial support.
- August 21 begins Trustee Training Week.

Director's Report:

- Circulation is down 14%, showing some improvement from last month.
- The library budget is on track near 25 percent.
- Since the previous scanner was not performing well, a new scanner was purchased and has been installed.
- National Library Week was the week of April 9-15. Activities, exhibits, a scavenger and an Easter egg hunt added to the celebration.
- Fine Free Month was held in April. Patrons could return late items without fines being assessed.
- Adams County Library was honored as the Oxford University Press Library of the Week award. A tweet ran to advertise and recognize our library.
- At the county's Department Heads meeting on April 20, Kyle Patterson was announced as the new financial manager. The County Administrator position was reposted.
- Mileage reimbursement rates have decreased slightly and new forms are available.
- MaryLu and Erin met with an auditor on April 19. He made suggestions to improve procedures and documentation. Everything was in order. He will return in November.

- MaryLu and Judy attended DPI training to learn how to better assist patrons with job seeking.
- Erin will be attending (and presenting) at the 2017 WI Assoc. Of Public Libraries meeting in Stevens Point April 26-28.
- Erin created a Library Department Summary document as a guide explaining the library's purpose/role. State statutes and other governing rules are including. This resource will be shared with the new District Administrator.
- Friends of the Library purchased Adams County Library plastic bags.

Action Items

Proposed Circulation Committee:

Discussion of a proposal to form a circulation committee to study and consider improvements for the declining circulation of materials.

- reviewed circulation statistics
- heard explanation of how circulation is counted
- perhaps this committee would serve as advocacy committee
- tasked with determining interest and potential committee members

Bylaws:

Library Board Bylaws were reviewed and discussed to consider changes:

- page 4, Section 1: add an officer as Treasurer
 - page 4, Section 4: add the duty of co-signing all checks drawn on funds held by the library
 - page 4, Section 5: add "In the absence of the Treasurer, the Vice President will assume the Treasurer duties until a new Treasurer is appointed."
 - page 4, amend to delete Library Director and replace with Treasurer position.
- "Section 7. Treasurer: The treasurer shall co-sign all checks drawn on funds held by the library board, sign all vouchers for disbursements from the library board funds, and perform such duties as generally devolve upon the office. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge."
- page 5, Article VII: move the position of Library Director and duties here to clarify that the Director is not an officer nor voting member of the Board.
 - page 5: further changes to article numbers after inserting the Library Director position.
 - page 5, Section 3: amend to state that the bylaws will be reviewed annually rather than a specific month.

Fiscal Compliance Update:

Further discussed the Treasurer position and changes in how finances and reporting will be handled. The accounts under the direction of the Treasurer will include a new Donations Account (which combines previous savings and donations accounts) and the SCLS Foundation Account.

Adams County Theatre Movie Showings:

After conferring with movie attendees, no issue was discovered.

WiFi Hotspot Update:

An unlimited data replacement was received to replace the limited data device. Erin is looking to obtain a staff hotspot to be used during outreach events.

Agenda items for future meetings

- Nominate Treasurer
- Approve Bylaws amendments
- Circulation Committee (Advocacy)
- Invite a Staff Member - Judy

Next meeting will be May 22, 2017 at 1:00 p.m.

Motion to adjourn by Nelson/Theim at 3:22 pm. Motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Danna Peterson". The signature is written in a cursive, flowing style.

Danna Peterson