

## **Adams County Library Board Meeting**

### **September 25, 2017**

**Present:** Mary Nelson, Pat Townsend, Marge Edwards, Erin Foley, Tyler Grosshuesch, and Kyle Patterson

**Excused/Absent:** Danna Peterson, Robert Theim

**Minutes:** There was discussion of the library's location and its possible effects on circulation as written in the August minutes. Although the facility itself is appreciated and is far better than the previous location, more foot traffic and greater accessibility for school children would likely bolster library use. Signage was also discussed, noting that the library is in a mixed-use building that isn't primarily marked as a library. No amendment on this topic was made to the minutes.

The minutes were amended to correct Casey Bradley's title. He is the County Manager / Administrative Coordinator.

**Treasurer's report** - The treasurer was excused and there was no report.

### **Communications and Reports**

**Circulation Committee:** There was discussion of the effort to distribute signs, brochures, and a basket of free books to area laundromats. Erin will work with the SCLS publications specialist to develop signs and brochures, then share them with members of the circulation committee. Members of the circulation committee will help library staff with distributing the materials.

**South Central Library System Report:** The SCLS board hasn't met yet this month so there is nothing to report.

### **Director's Reports**

**Circulation Report:** Circulation numbers were in line with recent trends. There was a large increase in the number of new borrowers. Of the 132 new borrowers, 96 were registered at school registration. Diane Pfister was commended for suggesting this and for staffing the event. The door counter is working well and recorded 3685 patrons from August 5th - 31st, including 476 the day of the very successful eclipse event.

**Budget report:** The budget is on track, although book spending is a little ahead.

**Quick Notes:** The evaluation of ILS systems was discussed in addition to what was in the written report. Some deficiencies of the current Koha system were mentioned, including its poor search capabilities and the difficult cataloging process. There was also a brief discussion of the procedures for using the library's new credit cards with Kyle. Erin mentioned that the upcoming Wisconsin Library Association meeting will be her last as a member of the small libraries committee. It was noted that Jeff Presley was appointed to the county board position on the library board to fill the position held by the late Robin Skala.

### **Items for discussion and possible action**

- a) 2018 budget update: There was extensive discussion between the board, the library director, and Kyle Patterson regarding the county administration's proposal to begin including the donation account in the county budget. All members of the board, the library director, and SCLS staff consulted by the library director disagree with this proposed practice. The bases for this opposition are: 1) state law requiring that donation funds be held and administered solely by the library board or by designees specified in state law and appointed by the board, 2) inclusion in the budget will exacerbate already frequent misunderstandings about the legal requirement of library control of donation funds, 3) the completely unpredictable nature of donations and disbursements precludes the possibility of budgeting and 4) the board and staff think the county's goal of transparency is already being achieved by reporting actual balances and transactions monthly and by the annual audits conducted by the library board and the county auditor.

Kyle will report the board's opposition to Casey and will hear the advice of Mark Ibach, Consulting Services Coordinator with SCLS. Kyle, Casey, and Mark will seek a resolution to the situation and discuss it with Erin. Erin plans to attend the Administration and Finance Committee meeting the morning of October 6th.

- b) Initiation of trustee replacement procedure: Tyler plans to remain on the board through December and will submit formal notice to the board so the trustee replacement procedure can begin.
- c) Discuss staff member selection for Invite-a-Staffer: Staff members who haven't talked with the board yet are Sue, Diane, and student workers Cassi and Caitlin. Diane will be invited to meet with the board at the October meeting.
- d) Spending down the non-lapsing account: The County is holding about \$700 in an account listed in a spreadsheet, not in the Skyward accounting system. The money is designated for library technology. The board approved using the money to purchase furniture with a built-in charging station. The Friends of the Library agreed to contribute to the cost of the charging station, which is expected to exceed \$700. Motion to spend the balance of the account on a charging station by Townsend / Edwards. Motion carried.

**Identify possible items for future meetings:** trustee replacement, update on the charging station purchase, signage and circulation enhancement.

The next regular meeting will be October 30th at 1pm in Room 103.

Motion to adjourn by Nelson / Edwards. Motion carried.