

Adams County Library Board Minutes
May 22nd, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Members present: Edwards, Foley, Grosshuesch, Nelson, Peterson, Theim, and Townsend. Members excused: Skala.

The meeting was properly announced.

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

Public input is invited, but no members of the public were present.

Motion by Townsend / Peterson to approve the April 24th meeting minutes as amended. Motion carried.

Motion by Peterson / Theim to approve the bills as corrected. Motion carried.

Motion to approve the financial report by Peterson / Theim. Motion carried.

Communications and Reports

Nelson noted that the food pantry appreciated the recent donation of 28 pounds of food from the library collection bin.

Nelson reported on the April 27th South Central Library System meeting

- The board received a presentation on the topic of conflict of interest from a board meeting.
- Committee reports were heard.
- There were no action items.

Foley presented the Director's Reports

- Circulation Report
 - Circulation was down 7% when comparing April 2016 to April 2017.
 - Year to date 2016 vs. 2017 circulation is down 13%, due in part to the closure during the shelving installation.
- Financial report
 - Budget is on track, but spending on books and materials is slightly ahead for the year.
 - There was discussion regarding the timing of purchases, with the board noting that purchases are well managed. The board encouraged Foley to continue her practices of seasonal purchases, buying new materials at the time of their publication, and taking advantage of sales.
 - Foley provided an annual report of South Central Library System Foundation funds.
- Quick Notes - the following was discussed in addition to the printed notes.
 - It is disappointing that Wilma's staffing agency is ending her assignment and it is uncertain whether the library will be able to replace her.
 - Foley and the board discussed the Public Library System Redesign project, which was the subject of discussion at the Wisconsin Association of Public Libraries meeting. The PLSR is an effort to find efficiencies in Wisconsin library systems. The PLSR doesn't have clearly defined goals and information about the effort is limited, with committee minutes being the primary source of information.
 - The Friends of the Library agreed to pay for a wi-fi hotspot. It is uncertain whether IT

- will pay for the other.
- Story time attendance is up since scheduling it early in the day and offering breakfast snacks.

Action items

- A. Death of James Kreten - information was shared by Foley and Townsend, and Townsend will bring a list of recommended books for individual board members to purchase and donate to the library in Jim's honor. No action.
- B. Review amendments to the bylaws - The Treasurer position was discussed. Additional changes were suggested to revise the agenda items prescribed by the bylaws. Tabled and put on next month's agenda.
- C. Nominations for Treasurer - Tabled and put on next month's agenda.
- D. Circulation Committee (Advocacy) - A committee to study circulation and usage trends and to seek ways to promote the library was discussed. Motion to establish the committee by Townsend / Peterson. Motion carried.
- E. Fiscal compliance update - Foley reported on her May 15th meeting with County Manager Barb Petkovsek and Accountant Kyle Patterson.
 - They discussed the county auditors' report and noted that the auditors' one concern had already been resolved.
 - The county is preparing plans to issue credit cards to select staff, which aligns with the library director's and board's intentions.
 - They planned a revenue line for next year's library budget with a corresponding increase to the office expense budget line. This will allow the library to come into compliance with state law and regulation by depositing fine and fee revenue with the county and keep spending on office expenses consistent.
 - No action.
- F. Invite a Staff Member - Judy Taft described her work.
 - Processing and mending all library materials is one of her major tasks.
 - She often helps patrons with computer questions
 - She shares many responsibilities with other library staff, like circulation.
 - Judy mentioned the need for a place where kids can have fun without disturbing other patrons when the board asked for ideas and suggestions.
 - No action.

Possible items for future meetings include bylaws amendments, nominations for the treasurer, and replacing the door counter. A staff member will be invited to the July meeting, but not to the June meeting.

Respectfully submitted,

Tyler Grosshuesch
June 22nd, 2017