

Adams County Library Board Minutes
January 22, 2018

The meeting was called to order at 1:10 p.m. by Mary Nelson, Board President in room 123 at the Adams County Community Center. Members present were Nelson, Townsend, Peterson, Edwards, Presley, Theim, David and Library Director Erin Foley.

The meeting was properly announced.

A motion was made to approve the agenda by Edwards/Townsend. Motion carried.

Public input is welcome. Kyle Patterson, Donna Amedro, and Dennis McFarlin were present. McFarlin donated his 2-volume story of Friendship, Wisconsin to the library. He briefly spoke about his work on this project.

Recommended Actions

Motion to approve amended December minutes by Theim/Townsend. Motion carried.

(Amendment to change wording of the first sentence in the Treasurer's Report to instead read: "Money market account money has been transferred to SCLS. Donation account will be closed following payment of 2017 invoices.")

Bills were distributed and initialed.

Financial reports were reviewed and discussed. The weekly Cash Income Report will be submitted to county treasurer. Motion to approve Financial Report by Edwards/Theim. Motion carried.

The Treasurer's Report was presented by Theim.

Communications and Reports

Adams County Library donated 28 pounds of collected items to the local food pantry.

SCLS

The South Central Board met December 28, 2017.

- The Nominating Committee reported slate of candidates for officers.
- Wisconsin Library Legislative Day is February 20.
- Approved Contract Policy.
- Approved year-end compensation for staff.

Director's Report

- Circulation is down 9% for the year. Visitors to library increased in November.
- Remaining year-end money will transfer to new year.
- SCLS field trips for ILS evaluation are continuing. ILS system choice has been delayed until May 2018.
- The ILS evaluation work has been pushed back for a year.
- The Chocolate Affair will be held Feb. 3, 2018, sponsored by Friends of the Library.
- The new Adams County website is up and running.
- The county has selected a new printer provider: Marco.
- The library is scheduling a monthly Coffee & Conversation forum for local businesses and organizations to speak to community members in a non-sales environment. Bonnie Billington will speak about services provided by the ADRC on January 24 at 10:00 am. Dennis McFarlin will lead the event in March.
- Library Legislative Day is Tues., Feb. 20. Sign up is available through the WLA website until January 22.

- The Library now has a \$75 membership in the Adams County Chamber of Commerce. Erin spoke with Laura Hook about options for requesting sponsorships for Jerry Apps. The Adams County Theater has scheduled a showing of one of Apps' video programs for Tues., April 3.
- Two students were hired for the Library Aide positions: Dustin Lecy and Brady Boebel. They will begin in February.
- The annual report needs to be updated, reviewed, and submitted to SCLS by Feb. 15. Final signed copies are due at SCLS by Feb. 27, 2018.

Discussion and Action Items

- Theresa David, Nominating Committee member, presented the slate of nominees for 2018 Board of Trustees officer positions: Mary Nelson for President, Marge Edwards for Vice President, Bob Theim for Treasurer, and Danna Peterson for Secretary. Motion to approve by Presley/Theim. Motion carried.
- Motion to amend Bylaw Article III, Section I concerning meeting time. Motion by Nelson/Townsend to have this bylaw read: "The Library Board will meet monthly at a predetermined date and time." Motion carried.
- Motion by Nelson/Edwards to change the February meeting date to February 19 at 2:00 p.m. in order to meet deadline for SCLS report. Motion carried.
- Tabled discussion regarding youth fine forgiveness. Peterson and Foley will continue further discussion which may lead to Library Board action at a later date.
- There was no date available for the completion of the new charging station.
- Tabled discussion regarding money handling procedures until next month.
- Motion by Edwards/Townsend to convene to closed session per Sec. 19.85(1)(c) Wis. Stats. regarding employee performance evaluation: Director Foley. Motion carried via roll call. Motion to reconvene to open session per Sec. 19.85(2) Wis. Stats. by Nelson/Presley. Roll call motion carried.

Possible agenda items for future meetings:

- Student Fine Policy
- Cash handling procedures
- Evaluation Form review
- Discussion of goals for Director and Library
- SCLS annual report review

Motion to adjourn by Peterson/Edwards. Motion carried.

Next meeting will be February 19, 2018 at 2:00 p.m.

Respectfully Submitted,

Danna Peterson