

Adams County Library Board Minutes
February 19, 2018

The meeting was called to order at 2:03pm in room 123 at the Adams County Community Center. Members present were Nelson, Townsend, Edwards, Presley, Theim, David, and Library Director Erin Foley. Peterson had an excused absence.

The meeting was properly announced.

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

Kyle Patterson was present at the meeting.

Recommended Actions

Motion to approve January's minutes by Presley/Edwards. Motion carried.
Financial Report was reviewed and discussed. Motion to approve Financial Report by Edwards/Theim. Motion carried.

Communications and Reports

Between the collections bin at the library and at the Chocolate Affair 54.5 lbs of non-perishable food items were collected.

SCLS

The South Central Library Board met on January 25, 2018.

- *Election of Officers
- *SCLS Foundation considering acquisition of kits to lend to libraries to count where in the library the counted patrons go.
- *Committee assignments
- *Initiate audit process

Director's Report

Circulation is up 1.1% since November and 25% on Linkcat

Budget is at 7.2% of the year.

Cash register seems to be working fine as well as the new counter.

Might the school district do something with books "traveling" between school district and library? Dana Peterson might know more about this subject.

Charging station update was given.

2018 reimbursement rates have changed and Erin has new sheets for claiming mileage or meeting attendance reimbursements.

The Chocolate Affair had decent attendance on Feb 3. \$58.75 from the library book sale will go to the Friends.

Wed. Feb. 21 will be Coffee & Conversation at 10am with Mandy Schwabe on essential oils.

March 3 will be Dr. Seuss's Birthday Party.

New Coffee & Crafts group will meet on Monday March 5 at 10am.

"Cheeseheads: The Documentary" will be on March 6 at 6pm at the Adams County Theatre and the filmmaker will be present.

Jerry Apps Event will be Friday April 13.

Staff member Kaitlyn Klopotek resigned.

There was serious bathroom mess, and unrelated, two visits from the police at the library. On February 22 the library is scheduled to receive two printers and one copier. Training has been scheduled.

Books were purchased in the name of Marylu Silka's granddaughter. A short book rack on top of our kids books was made by Ron Doty and decorated by Morgan Taft for the books.

Discussion and Action Items

SCLS annual report review. Motion to accept and approve the annual SCLS report was made by Edwards/Townsend. Motion carried.

Fine policies for students were postponed because Dana was not here and will be put on next month's agenda.

Money handling procedures was discussed. Kyle Patterson would like receipts for every transaction.

Discussion of a new cash register machine ensued. Motion to accept the county's recommendation on dual receipt money handling with a register provided by the county was made by Edwards/Theim. Motion carried.

Money handling procedures will be on for next month when we see how the new cash register is working.

Presley suggested a way to indicate who takes the money over to the County Treasurer.

Presley brought sample director evaluation forms to see a different type of director assessment and there also is a sample in the library trustee handbook.

Motion to adjourn by Edwards/Presley at 3:29pm.

The next meeting will be March 26 at 2:00pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Theresa David". The signature is written in dark ink and is positioned above the printed name.

Theresa David