

Adams County Library Board Minutes
March 26, 2018

The meeting was called to order at 2:00 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 was present.

Recommended Actions

Motion to approve January minutes by Presley/Theim. Motion carried.

Bills were distributed and initialed.

Financial reports were reviewed and discussed. Motion to approve Financial Report by Townsend/David. Motion carried.

The Treasurer's Report was presented by Theim.

Communications and Reports

Adams County Library donated 70 pounds of collected items to the local food pantry.

Our deepest sympathy on the passing of Wilma Albrecht, long-time library worker.

SCLS--Report by Mary Nelson

The South Central Board met February 22, 2018.

- Committee assignments were given.
- Approved Annual Report.

The South Central Board also met March 22, 2018

- Report on annual library visits.
- Discussion of preliminary audit report.
- Discussion of ILS Evaluation Lead Work Group Report.

Director's Report

- Circulation has increased.
- The budget spending is on track; although, 100% of one-time charge items have already been paid in full for the year.
- The charging station is ready to be installed.
- Friends of the Library held a meeting on March 14. The 2018 Chocolate Affair income was \$3,348.42 (with expenses of \$900.83). Payments are still being received so final total is not yet available.
- The library has been busy with many activities and events covering a wide range of topics. There are several other scheduled events for all ages.
- On Feb. 22, the library received two printers and one photocopier.
- Training of student workers is going well. Three students have been hired.
- The library will be closed on Good Friday (March 30) and on Saturday, March 31.

Discussion and Possible Action Items

- Susan Moran spoke before the board regarding her position in the library for Invite a Staffer discussion.
- Peterson and Foley will work together on student fines on an individual basis.
- Library employees are now required to sign-off when money is turned into the county treasurer in accordance with new money handling procedures.
- Cash register procedures are continuing to progress and be fine-tuned.
- Director and library goals and review forms will be reviewed in April.
- A suggestion was made to delete Article V, Section 2: Auditing Committee from the Board Bylaws.
- The May Board Meeting will be May 21 at 2:00 pm (rather than Memorial Day).

Possible agenda items for future meetings:

- Amend Board Bylaws
- Review Library Policy and Personnel Policy
- Evaluation form and goals for Director and Library review

Motion to adjourn by Nelson/Townsend. Motion carried.

Next meeting will be April 23, 2018 at 2:00 p.m.

Respectfully Submitted,

Danna Peterson