

**Adams County Library Board Minutes**  
**August 27, 2018**

*(These minutes have not yet been approved by the Library Board of Trustees.)*

The meeting was called to order at 2:00 p.m. by Mary Nelson, Board President, in the library meeting room. Members present: Nelson, Edwards, Peterson, David, Townsend, Theim, Waugh, and Foley. Kyle Patterson was also in attendance.

The meeting was properly announced.

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

Citizen input is welcome, but no member of the public was in attendance.

Nelson proposed an amendment to the July 2018 minutes to state that Peterson and David were excused. Waugh/Townsend made a motion to approve the July meeting minutes with the proposed change. Motion carried.

Bills were presented for signatures.

Motion to approve financial reports by Townsend/Theim. Motion carried.

Theim presented the Treasurer's Report.

**Communications and Reports**

**Donations:**

A donation of 62 pounds of items from the library collection was given to the Food Pantry.

**SCLS:**

Nelson reported:

- SCLS Board of Trustees meeting held July 26, 2018
  - Presentation on Trustee Essential #17: System Membership for Trustee Continuing Education
- SCLS Board of Trustees meeting held August 23, 2018
  - Recommendation by Budget/Finance Committee on 2019 Budget
  - Strategic Planning discussion using SOAR model: Strengths, Opportunities, Aspirations, and Results

**Director's Report:**

- Circulation is up from last year at this time
- The library budget spending is on track
- The Summer Reading Program has ended with good participation for the performances. Currently, Back-to-School is the focus.
- Other programs during the summer included: Two Lunch Bunch outdoor events, two Lego Club gatherings, and a Kids Craft activity.
- The Kindle tablets are being circulated; surveys are being conducted to gain feedback.
- Diane and Cassie registered new patrons and issued library cards at the A-F School registration day.
- The library's two laptops have been set-up for use.

- Staff have been training on Facebook procedures. The events features have been leading to increased attendance for programming activities.
- Some staff are also being trained to update the library website.
- Erin, and other department leaders, will be meeting with Casey to discuss budget.
- Marylu will attend the September Library Board meeting in place of Erin who will be on vacation.

### **Discussion and Action Items**

#### **2018 Book Sale Update:**

Book Sale and Bake Sale proceeds were \$924.75.

#### **SCLS Technology Services Agreement:**

A small change in wording clarifies SCLS in management role rather than owners of library items. The new yearly agreement is approved for signature. Motion to approve by Edwards/Townsend. Motion carried.

#### **Patron Complaint:**

Handled according to policy guidelines.

#### **2019 Budget Progress:**

Erin presented proposed changes to the Board. She will be meeting with Administration and Finance soon to discuss. The budget will be finalized in October.

#### **Continue review of Library Director Evaluation and Goals Forms:**

Mary shared some of the considerations that she and Bob have generated:

- Staff input (but not management)
- Improve coordination with Friends of the Library board members
- Increase youth and children programming
- Continue to employ HS students as interns
- Consider additional Trustee suggestions as goals
- Alter the rating scale to Satisfactory or Unsatisfactory, rather than an average; all unsatisfactory ratings should include details of recommended changes.
- Update Job Description to include each category that will be evaluated/reviewed

#### **Fiscal Compliance/Money Handling Oversight Update:**

Tabled

#### **Staff Changes:**

There will soon be one fewer HS intern, due to a resignation.

### **Agenda items for future meetings**

- Budget update
- Goals and Review
- Cash register compliance

Next meeting will be September 24, 2018 at 2:00 p.m.

Motion to adjourn by Theim/Waugh. Motion carried.

Respectfully Submitted,



Danna Peterson