

Adams County Library Board Minutes
September 24, 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, Townsend, Theim, and MaryLu Silka. Kyle Patterson was also in attendance. Director Erin Foley and Barb Waugh were excused. Theresa David was absent.

The meeting was properly announced.

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

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

Theim/Townsend made a motion to approve the August meeting minutes. Motion carried.

Bills were presented for signatures.

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

Theim presented the Treasurer's Report.

Communications and Reports

Notices:

An annual Notice of Exemption Resolution Report was received from the Town of Rome exempting them from county library tax.

Donations:

A donation of 93 pounds of items from the library collection was given to the Food Pantry.

Thank You Notes:

- Note was given by a Girl Scout family in appreciation for access offered by ACL to the Genealogy database.
- A patron expressed gratitude for website assistance offered by ACL staff.

SCLS:

No meeting has been held since the previous library board meeting.

Director's Report:

- Holds and circulation are trending upward.
- The library budget spending is on track.
- SCLS technical difficulties are occurring in the collection of data regarding computer users. The door counter is also miscalculating. These statistics are currently being estimated.
- Fall/Winter hours have begun. Staff settling into school-year routine.
- Friday story hour events are being held.
- Mark Miller spoke at the August Coffee and Conversation time about the bicycle and walking trails in the county.
- Friends of the Library met on Sept. 12 and approved the purchase of five new sets of headphones for patron use. They are also working on the details for establishing a Jeanne Heideman Scholarship.
- Spine labeling and shelving procedures are in the process of being updated.
- The time-consuming process of weeding and shifting books is taking place.

Discussion and Action Items

2019 Budget Progress:

The budget proposal will be prepared for presentation to the county board in October and is set for final approval in November.

Continue review of Library Director Evaluation and Goals Forms:

Mary and Bob met to update evaluation form and procedures. Recommendations include:

- Director will complete a self-evaluation prior to board evaluation review
- An appropriate review form was created to meet the needs/duties of our county library's director position
- The evaluation form will feature four specific categories and an overall performance comment section

Fiscal Compliance/Money Handling Oversight Update:

Tabled discussion/action on cash register compliance.

Library Board of Trustees Meeting Date Change:

Motion made by Townsend/Theim to change the regular meeting date to third Monday of each month at 2:00 pm. Motion carried.

Staff Needs:

Discussed the need for additional student interns for coverage and workload.

Agenda items for future meetings

- Budget update
- Goals and Evaluation Review
- Cash register compliance
- Personal Property Update

Next meeting will be October 15, 2018 at 2:00 p.m.

Motion to adjourn at 2:48 p.m. by Theim/Townsend. Motion carried.

Respectfully Submitted,

Danna Peterson