

Adams County Library Board Minutes
October 15, 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 Story Hour Room of the library. Members present: Nelson, Edwards, Peterson, Townsend, Waugh, David and Foley. Kyle Patterson was also in attendance. Them was excused.

The meeting was properly announced.

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

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

Edwards/Townsend made a motion to approve the September meeting minutes, with the following change under Continue review of Library Director Evaluation and Goals Forms: "Mary, **Barb**, and Bob met to update evaluation form and procedures." Motion carried.

Bills were circulated for review and signatures.

Motion to approve financial report by Townsend/Waugh. Motion carried.

Because Them was absent, no Treasurer's Report was given.

Communications and Reports

Donations:

A donation of 32 pounds of items from the library collection was given to the Food Pantry.

Friends of the Library Meeting:

Pat and Mary attended the recent Friends of the Library meeting.

- Pat and Mary extended the Board's interest in becoming more collaborative with the Friends group.
- The annual Chocolate Affair will be held February 2, 2019.
- \$500 donation was sent to the LaValle Library for assistance due to flood damage.
- 501c non-profit status is still in process.
- The Jeanne Heidemann scholarship will be offered next school year.

Rome Library:

Mary visited the Rome Library and invited a board member to fill the position of alternative Adams County representative to the SCLS. This alternate would attend any SCLS meetings/events that Mary is unable to attend.

SCLS:

Nelson reported on the Sept 27, 2018 meeting:

- Approved Budget and Notes, System Plan, and Continuing Education Agreement with Arrowhead System.
- Public Library System Redesign (PLSR) update: final report due out mid-December 2018.
- Flood Damage Report

Director's Report:

- ACL circulation count is up 1.8% from last year, holds are up 5%.
- The library budget spending is on track.
- Building issues include: a leak from the window in the kid's area, a new heating unit to be installed next year will reduce storage area by approximately 50%, and the patron counter is still not working correctly.
- The Friends of the Library Chocolate Affair plans are proceeding. Printing of raffle tickets is planned for December as prizes are still being collected.
- Corey Baumann, head of the SCLS Delivery will conduct the annual SCLS interview with Erin this week. A meeting will also be scheduled with Mark Jochem to discuss job-related resource availability.
- There are concerns with staffing coverage. A student intern interview will be conducted this week for a Library Aide position.
- A couple complaints were received regarding printed materials placed in the library by an outside party.

Discussion and Action Items

2019 Budget Update:

The only change proposed at this time is related to health care amounts.

Continue review of Library Director Evaluation and Goals Forms:

- Erin offered some suggestions regarding the evaluation and goals form. The committee will meet again to re-examine.
- A suggestion box has been designed for staff ideas and concerns. Pat will be the Board liaison for the proposals. The purpose is not to undermine the authority of or serve as an end-around path to the Director.

Fiscal Compliance/Money Handling Oversight Update:

Tabled discussion/action on cash register compliance.

Proposed Purge of Old Fines:

Motion made by Edwards/Townsend to support Foley's vote at the Nov. 15 All-Director's meeting in favor of supporting the purge of old (more than 10 years) outstanding charges under \$100. Motion carried.

Convene in Closed Session:

All trustees approved convening in closed session per Sec. 19.85(1)(c) Wis. Stats per voice roll call regarding personnel update. Unanimous approval.

Reconvene in Open Session:

All trustees approved reconvening in open session per Sec. 19.85(2) Wis. Stats per voice roll call. Unanimous approval.

Agenda items for future meetings

- Budget update
- Goals and Evaluation Final Review
- Cash register compliance
- Update on personnel
- Reduced storage area considerations
- December potluck and meeting times

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

Motion to adjourn at 3:12 pm by Edwards/Townsend. Motion carried.

Respectfully Submitted,

Danna Peterson