

## **Adams County Library Board Minutes May 21, 2018**

The meeting was called to order at 2:02 p.m. by Mary Nelson, Board President, in the library meeting room. Members present: Nelson, Edwards, Peterson, David, Townsend, Barb Waugh (County Board Representative), and Foley. Bob Theim was excused.

The meeting was properly announced.

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

Public citizen input is welcome, Kyle Patterson was in attendance.

Townsend/David made a motion to approve the April meeting minutes. Motion carried.

Bills were presented for signatures.

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

The Treasurer's Report was reviewed.

### **Communications and Reports**

#### **Donations:**

A donation of 58 pounds of items from the library collection was given to the Adams County Food Pantry.

#### **SCLS:**

Nelson reported:

- SCLS Board of Trustees meeting held April 26, 2018
- Revised Contract Policy
- Approved Employee Handbook change
- Discussed PLSR work group reports
- Initiated Strategic Plan procedure

#### **Director's Report:**

- Circulation is down 0.8% from previous year. However, Overdrive is up 7% and eAudiobook usage within the SCLS is up significantly.
- The library budget is on track.
- The Friends of the Library recently approved payments for several projects within the library: coffee supplies, Charging Station stools, craft supplies, annual WiFi hotspot rental, and summer programming supplies.
- The Lucky Wolves 4H club assembled three Aldo Leopold benches for the Library Garden.
- Nancy Thacker of the Alzheimer's & Dementia Alliance of WI spoke at the May 16th Coffee & Conversation meeting.
- Erin presented at the WAPL May 2-4.
- Stephanie's Elephant and Piggy Story Hour on May 4 had good attendance.
- Summer Reading Program supplies have arrived.
- Sadie the Library Dog visited on May 19.
- Summer library hours begin on May 29. (No Monday or Wednesday evenings.)
- Stephanie will hold an Eric Carle Story Hour on June 1.
- United Way will sponsor the Book Giveaway on June 15.

- On June 18, Summer Reading Program registration will open.
- Kindness Rocks program will be held June 20 at the Necedah Wildlife Refuge.
- Staff is shifting and covering for changes and absences.
- Marylu and Judy will be attending certification classes for the Koha system.
- Erin gave brief presentations to the Adams County Towns Association and the County Board.
- Marylu and Erin attended a building staff meeting with Casey Bradley to consider changes in the building will be cleaned.

### **Action Items**

#### **Review of Mission Statement & Library Policy Book:**

Discussed Gift Policy procedures page (amended April 23, 2018) update. Motion made by Townsend/David. Motion carried.

#### **Review of Library Personnel Policy:**

Updates were discussed. Motion to approve made by Edwards/Peterson. Motion carried.

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

Discussion. Looking into Director and Trustee self-reflection annual goals procedures and forms.

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

The library donation checking account at GM Bank will be closed. Motion to close the library's "petty cash"/fines checking account of \$1698.12 and transfer this money to Fund 250 Donations Revenue Account (Adams County) made by David/Nelson. Motion carried. It is also noted that the unexpended library funds of 2017 in the amount of \$7000 reverted back to the County General Fund contrary to statutory procedure.

#### **Resubmission of Position Upgrade:**

The Board of Trustees approved a job description upgrade submission on July 24, 2017. The position has not been approved by the County Board. After discuss and review, a motion to re-submit this request was made by Nelson/Townsend. Motion carried.

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

- Continue review of Money Handling Oversight procedures
- Director and Trustee Self-Reflection & Annual Goals
- Aspirations (Need for more space)

Next meeting will be June 25, 2018 at 2:00 p.m.

Motion to adjourn by Townsend/Nelson at 3:30 pm. Motion carried.

Respectfully Submitted,

Danna Peterson