

Adams County Library Board Minutes December 17, 2018

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

The meeting was called to order at 2:02 p.m. by Mary Nelson, Board President. Members present: Nelson, Edwards, Peterson, Waugh, Townsend, and Foley. Kyle Patterson and Jasmine Anderson (SAYL student) were also in attendance. Them and David were excused.

The meeting was properly announced.

Motion by Edwards/Waugh to approve the agenda with an amendment to insert into 9d the following: **9d. Appoint nominating committee.** Motion carried.

Citizen input is welcome. Jasmine Anderson, one the current SAYL students, was introduced. Jennifer Swenson was also in attendance.

Waugh/Edwards made a motion to approve the November meeting minutes. Motion carried.

Bills were circulated for review and initials.

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

No Treasurer's Reports was available.

Communications and Reports

Donations:

- A donation of 3 pounds of from from the library collection was given to the Food Pantry.
- \$200 was donated by Zion Lutheran Church Women's Group for kids play items.
- An annual unrestricted donation of \$1000 was received in memory of Carl & Ruth Euler.

SCLS:

Nelson reported on the November 29, 2018 meeting of the SCLS Board of Trustees:

- Employee Handbook changes
- Year-end bonuses for SCLS staff
- Wisconsin Library Legislative Day (WLLD) is set for Tues., February 2, 2019. Registration is open on the WLA website
- Toured the delivery facility

Director's Report:

- ACL circulation count continues to be up from last year.
- The library budget spending is on track.
- Working on a list of donors who need an engraved plaque. County Market now sell plaques and trophies.
- Library aides now have access to keep track of hours and pay stub information.
- New anti-fatigue mats have been purchased for the circulation desk workers.
- Friends of the Library
 - Met Dec. 11
 - Planning Chocolate Affair for February 2, 2019
 - Finalizing prize ideas and vendors

- Purchasing a new patron counter for the library
- Re-filing for 501(c)(3) certification
- SCLS changes for 2019
 - Bibliovation is the new version of catalog and will not available until September.
 - Transparent Languages, an online program supporting 100+ languages and ESL options, will be available through ACL in 2019.
- Printer problems continue. SCLS is working on resolving the issues.
- The Community Center departments will schedule a Christmas Party on Friday, January 4. The building (including the library) will close to the public at 2:00 pm. A consensus vote (motion by Edwards/Townsend/carried) by Trustees proposed to have library remain closed from 2:00 pm that day.
- 2018 computers are on order. Next year, the library director will have direct authorization for computer needs and the money for six devices is in the 2019 budget.
- Each county department was asked to craft a response to the Wisconsin Counties Association 2019-2020 Legislative Agenda proposed WCA lobby efforts. Erin worked with Mark Ibach at SCLS to put together the library department response.

Discussion and Action Items

Approve trustee nominees to fill expiring term vacancies:

Motion by Waugh/Peterson to nominate Theresa David and Pat Townsend for 3-year term as library board trustee. Motion carried.

Fines/no fines for overdue materials:

Discussion, no action taken. Foley reported that a few additional SCLS libraries are electing to eliminate fines for overdue materials (at least for students). Item to be revisited prior to 2020 budget creation.

Job description Update:

Foley presented a draft version of the Library Assistant 1 job description. This is the final non-director role to be recently updated. Tabled action.

Upcoming Trustee Term Expirations:

Appoint Nominating Committee:

Edwards and Waugh were appointed to create the slate of officer nominees for January 2019.

Convene in Closed Session:

Motion made by Waugh/Edwards to convene in closed session per Sec. 19.85(1)(c) Wis. Stats via voice roll call regarding personnel update. Unanimous approval vote.

Reconvene in Open Session:

Motion by Townsend/Edwards to reconvene in open session per Sec. 19.85(2) Wis. Stats via voice roll call. Unanimous approval vote.

Agenda items for future meetings

- Job description update
- Slate of officers
- Library Director review and setting of annual library goals
- Next meeting will be January 21, 2019 at 2:00 pm. A potluck honoring library volunteers will precede the meeting at 1:00 pm.

Motion to adjourn by Townsend/Waugh at 2:50 pm. Motion carried.

Respectfully Submitted,

Danna Peterson