

## Adams County Library board Minutes

February 18, 2019

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

The meeting was called to order at 2:00pm by Mary Nelson, Board President. Members present: Nelson, Waugh, Townsend, David, and Foley. Peterson, Edwards, Theim were excused. Kyle Patterson was also in attendance. David was welcomed as the new secretary.

The meeting was properly announced. There was no public input, but it is always welcomed.

Waugh made a motion to correct the minutes to from "ballot" to "voice vote" under the Nominating Committee Report. Seconded by Townsend. The minutes were approved as amended.

Bills were circulated for review and initials.

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

### Communications and Reports

Donations

A donation of 9 pounds of food from the library was given to the Food Pantry.

### **SCLS**

Nelson reported on the January 1/24/2019 meeting of the SCLS Board of Trustees:

- Election of Officers

- Committee Choices

- Audit Schedule

- Meeting and Trustees Education Topics

### **Director's Report**

ACL circulation is down 9% perhaps due to the weather.

The library budget looks good. There were some unexpected expenses discussed. Stephanie K and her daughter received unemployment insurance for unemployment at another job. Cassie, 20 year old student employee, will receive retirement pay for the next couple months because of the extra hours she put in.

Weather impacted the library with some cancellation of events, but it did a lot of pick lists for holds because so many other libraries were closed. Sadie the Reading Dog was cancelled because she needed therapy on her leg.

Author Chad Lewis will be at ACL on Feb. 20. Pat Verbiest will be a part of Coffee and Conversation on Wed. Feb. 27.

Stephanie and Cassie did a good job making due on the Lego Event day when they were locked out of the library storage room.

The storage areas continue to be cleaned out.

Stephanie is about to have her first graduates of the 1000 Books Before Kindergarten program.

Suggested congratulatory gifts include a certificate, a coupon for free popcorn at the movies, a Happy Meal coupon, and a gift of a flower for parents who did the program "bookkeeping" for their child.

The County is moving to Google Docs for their information and email.

The Library will be given a desktop scanner so Marylu can submit vouchers digitally sometime in the next couple months.

Flowers were delivered to ACL from the florist shop and are distributed all over the library.

**Discussion and Action Items**

**Library Legislative Day Report:**

Erin Foley attended even with the bad weather and was able to talk to many legislators and advocate for libraries.

**Chocolate Affair 2019 Report:**

ACL made \$150 from sales at its table.

Friends of the Library indicated that it went well. Raffles were up and after expenses the Friends made \$3,800.

**Annual Report 2018 Review:**

The Review has not returned yet. A motion was made by Townsend and seconded by Waugh to appoint Board President Mary Nelson to give the final ok before the Annual Report goes to the DPI. Motion carried.

**Resolution to Amend Adams County Board Rules:**

Waugh made a motion to approve the amendment by the Adams County Board to reflect Trustee membership to 7 members. Seconded by Townsend. Motion carried.

**Library Assistant I position hiring update:**

Seven people are scheduled for interviews. There was a brief overview of the draft and interview process.

**Agenda items for future meetings**

Policy and Document Review Process

The next meeting will be March 18, 2019 at 2:00pm in the Adams County Community Center.

Motion to adjourn at 2:47pm. Motion carried.

Respectfully Submitted,  
Theresa David

