

Adams County Library Board Minutes
May 20, 2019

The meeting was called to order at 2:00 p.m. by Mary Nelson, Board President in room 123 at the Adams County Community Center. Members present were Nelson, Townsend, Peterson, Edwards, Theim, Waugh, and Library Director Erin Foley.

The meeting was properly announced.

Public input is welcome. No members of the public were present.

A motion was made to approve the agenda by Edwards/Townsend. Motion carried.

Motion to approve the April minutes by Waugh/Theim. Motion carried.

Bills were distributed and initialed.

Financial reports were reviewed and discussed. Motion to approve Financial Report by Townsend/Theim. Motion carried.

The Treasurer's Report was presented by Theim.

Communications and Reports

Adams County Library donated 78 pounds of collected items to the local food pantry.

SCLS--Report by Mary Nelson

The South Central Board met April 25, 2019.

- Discussed library visit summaries and trends.
- Noted number of fine free libraries (12 currently). A list will be compiled and made available to member libraries. (Fine free does NOT include fees for damaged or lost items.)

Director's Report

- Circulation: holds and circulation numbers are down.
- The budget spending is on track.
- The 2020 budget sheets will be available mid-June. Library budget sheets will need to be approved in August as they are due to Admin/Finance in early September.
- Springsted Wage Study information is not yet available, but will be needed to complete budget planning.
- The Rome library is going fine free. We will see if this affects ACL circulation.
- Adams County has converted to G Suite, including Google website. The County Clerk's office has access to the website and will post library agendas and minutes.
- Oxford Federal Penitentiary will be receiving services from the ACL.
- A SCLS All Directors Meeting was held in Brodhead on May 16. Estimates for 2020 costs for ILS and tech services, delivery, and Overdrive and Advantage show small increases. SCLS will pay for the new wireless access points this year which may help improve the WiFi in the library.
- Library Aide Brady Boebel's last day will be May 28. Cassie Williams works approximately 4 hours/month and will be classified as an On-Call Library Assistant.

Discussion and Possible Action Items

- New library staff employees were hired to several openings
- Hannah David and Anna Beaver are the recipients of the Jeanne Heideman scholarship

- The long-term vision plan reviewed
- The Library Personnel Policy review will be tabled until County Board updates the County Personnel Policy
- Book sales in the library are doing well
- Library visitor counter stats are limited (Jan.-April 2019). Review this item again in July.
- New computers have been ordered
- Motion to concur with recommended proposed purchase of ST Imaging Microfilm reader/printer and trade-in of current printer made by Theim/Townsend. Motion carried.
- Via roll call motion, the Board of Trustees convened in closed session per Sec. 19.85(1)(c) Wis. Stats for personnel update. The Board of Trustees reconvened in open session per Sec. 19.85(2) Wis. Stats, via roll call motion.

Possible agenda items for future meetings:

- August Book Sale
- Unspent Equity Account Balance
- Friends of the Library future for Jeanne Heideman scholarship
- Microfilm device update
- Review page 13 of Policy Manual regarding confidentiality of library records, page 29 regarding gifts, and page 33 regarding gift policy.

Next meeting will be June 17, 2019 at 2:00 p.m.

Motion to adjourn by Edwards/Townsend. Motion carried.

Respectfully Submitted,

Danna Peterson