

## Adams County Library Board Minutes

June 16, 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, Townsend, David, Edwards, Theim, Waugh, and Foley. Kyle Patterson was in attendance. Ed Heideman, Pat Sorenson, and Margo Beaver from the Friends of the Library were also in attendance.

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

Motion to move item 9b Friends of the Library activities to #2 on the agenda by Nelson/Townsend.  
Motion carried.

The Jeanne Heideman Scholarship was discussed.

Motion to approve minutes by Townsend/Waugh. Motion carried.

Bills were circulated for review and initials.

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

The Treasurer's Report was given.

### **Communications and Reports**

SAYL Thank you

Thank you from Carol Bezin to Stephanie K.

A donation of 16 pounds of food from the library was given to the Food Pantry.

Library staff accommodated a school group that arrived for a tour on the wrong day and this was appreciated.

### **SCLS**

Nelson reported on the May23, 2019 meeting of the SCLS Board of Trustees:

Audit Report Presentation by Wegner CPA

Approve Audit

"Leadership Roles for Library Trustees"

Presentation by J Healy-Plotkin, SCLS Board President

### **Director's Report**

Circulation was down 9.5% this month

Budget is on track.

County's new website added t-drive docs to the new website. Library hopes it will be easier to get access to policies and forms.

Oxford Federal Penitentiary will be signing up to have a Fine Free Organizational card from ACL. Erin will be training their librarian.

Staff changes: Kiara and Brady have had their last day. Cassi is working on call. Judy is helping new staff with alphabetizing.

New PC's: SCLS hooked up 5 new workstations June 6. One will be attached to the new Microfilm scanner. All equipment should be in place by July.

E-Newsletters will be going out soon. Erin is using Mail Chimp for design and distribution. Erin talked about how permission for email addresses is essential.

SCLS: The costs for Tech, ILS, and Delivery have not been finalized, but are not predicted to increase much for 2020.

Summer Reading Program: Registration is under way. 57 adults and kids were at the United Way Book Giveaway.

Books, Books, Books: Donations of books have come in including some possible rare editions.

**Discussion and Action Items**

August Book Sale will be held on August 2 and 3, with set up on Aug. 1.

Motion to approve policy manual revisions, including p. 13 regarding confidentiality of library records and p. 29 regarding gifts by Theim/Waugh. Motion approved.

Motion to approve ACL Personnel Policy changes by Theim/Townsend. Motion approved.

Equity account fund was discussed with input from Erin and Kyle.

Furniture: A table for microfilm scanner/reader and 5 chairs for ACL staff was discussed. Motion to not exceed \$1200 for a table and chairs by Edwards/Theim. Motion approved.

**Agenda items for future meetings Policy and Document Review**

Trustee Training Week Webinars

Revisit Fines/No Fines- both Rome and Wisconsin Dells Libraries are going to no fines

Update on Book Sales

The next meeting is July 15 at 2pm.

Motion to adjourn by Edwards/Townsend. Motion approved.

Respectfully Submitted,

Theresa David