

Adams County Library Board Minutes
August 19, 2019

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

The meeting was called to order at 2:00 p.m. by Mary Nelson, Board President. Members present were Nelson, Peterson, Theim, Waugh, Townsend, and Library Director Erin Foley. Tabitha Murphy was also in attendance.

The meeting was properly announced.

Public input is welcome; however, no members of the public were present.

A motion was made to approve the agenda by Theim/Waugh. Motion carried.

Motion to approve the July minutes by Theim/Waugh. Motion carried. A motion to amend the June minutes to change the date to "June 17, 2019" was made by Waugh/Theim. Motion carried.

Bills were distributed and initialed.

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

The Treasurer's Report was presented by Theim.

Communications and Reports

- Adams County Library donated 155.5 pounds of collected items (mainly fresh garden products) to the local food pantry.
- Easton-White Creek Lions donated \$500 to be used toward microfiche equipment.

SCLS--Report by Mary Nelson

The South Central Board met July 25, 2019. Mary Nelson was not able to attend. Summary points were taken from the meeting minutes.

- A presentation was given on Inclusivity
- An update on Brodhead Library's concern regarding local control and communication.

Director's Report

- Circulation is down about 8%, year-to-date.
- The budget spending is on track.
- Erin plans to be on vacation the weeks of August 25 and September 1. She will return on September 9.
- Cassi Williams has accepted a position at Lester Public Library.
- The Summer Reading Program had good attendance for almost all programs. Treats were distributed with the school district's donation of grant money. Plans are being made for the 2020 program.
- Diane and Cassi attended the school registration day on August 14. Almost 40 new applicants signed up for library cards.
- The trainings for the microfilm scanner will be Thursday, August 22 at 10:00 and 11:00. Invites were sent to those who often use the device, but anyone is welcome to attend.

- SCLS has shared a draft schedule for the migration to the new online catalog, Bibliovation. Training for staff will be held in October/November. Software will be switched, tentatively, at the end of the year.
- Springsted Wage Study update: Department Heads received job description revisions on August 12. Some additional revisions may need to be made. The county says result feedback is on track for September.
- The library is now charging \$0.10 per issue for discarded magazines and discarded newspapers will be given to those interested on a rotating cycle.
- Erin will be training the librarian for the Oxford prison this week.

Discussion and Possible Action Items

- An update on the 2020 budget was discussed. The motion by Waugh/Theim to increase the library staff wages by 2%, increase hours for Judy and Marylu to 40 hours/week, and approve a step job movement for Judy. Motion carried.
- Discussed procedure for moving to fine-free status (October 1). Erin is looking into amounts currently due. Tabled action.
- The 2019 Book and Bake Sale raised \$925.75.
- Erin gave an update on library furniture; reading room chairs. Tabled action.
- Technology update: SCLS wi-fi improvement plan recommends 3 new access points for ACL. We will receive at least 2 new access points, but may also receive a 3rd. Tabled action.
- Erin gave an update on library security issues.

Possible agenda items for future meetings:

- 2020 budget
- Fine-free details
- Furniture update
- Technology improvement plan
- Security update

Next meeting will be September 16, 2019 at 2:00 p.m.

Motion to adjourn by Waugh/Theim. Motion carried.

Respectfully Submitted,



Danna Peterson