

Adams County Library Board Minutes

September 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, Peterson and Foley. Them and Waugh were excused. Kyle Patterson was in attendance.

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

Motion to approve the agenda by Edwards/Townsend. Motion carried.

Motion to amend the minutes to mark Edwards as excused by Edwards/Peterson. Motion carried.

Motion to amend the minutes to read Edwards and David as excused by Peterson/Edwards. Motion carried.

Bills were circulated for review and initialed.

Financial Reports were reviewed and discussed. Motion to approve Financial Report by Peterson/Townsend. Motion carried.

Them was absent and no Treasurer Report was given.

Communications and Reports

221# of food was donated to the Food Pantry including fresh produce.

SCLS

Nelson reported on the August 22, 2019 meeting of the SCLS Board of Trustees:

Presentation of SCLS Local History Digitization Projects

Review of 2020 Budget in anticipation of final vote in September

Discussion of SCLS Foundation Cornerstone Event on October 17

Director's Report

-Circulation was down 8.4% year-to-date and holds are down 15%. 61,000 items have been checked out year to date.

-Budget is on track.

-Staff are signing up for training on the new Biblivation catalog system and session will be held in October and November.

-Springsted Wage Study results should be ready by the end of the month

-Personnel Manual was sent to Erin as a paper copy. It based on the old one, but everything is now compiled so it is easier to find information. The document will be discussed at the 9/18 Department heads meeting.

-Friends of the Library meeting was held on 9/10. Mary Nelson and Pat Townsend were in attendance. The Friends received their 501(c) (3) designation on 9/9. Friends agreed to pay for half of the microfilm reader /printer. The Heideman scholarship will provide scholarships in 2020 and the Friends intend to continue to collect for that. Their next meeting will be Oct. 8.

-Oxford FCI: Erin did training for their library manager.

-First Amendment Audits: Board members received handouts, "Candid Cameras: How to Respond to a First Amendment Audit" and "First Amendment Audits (from Portage County)". The Lester public Library of Rome may have had such a filming done.

-Staff meeting on 9/12. First Amendment Audit discussed and caramel apples!

Discussion and Action Items.

2020 Budget Update was discussed. County supportive of one step increase for Judy. Discussion on Book Mobile possibilities.

Fine Free Details

\$13,000+ in old fines. Transition is difficult with itemizing fines, making sure we don't forgive fines from other libraries, checking addresses, etc. as needed.

Motion to remove all overdue fines by Peterson/Townsend. Discussion. Motion carried.

Furniture Update. Waiting for an appropriate chair.

Tech Update. Training took place for the microfilm scanner. Three Wi-Fi routers were recommended by SCLS and will be installed.

Security concerns. No further thefts. An isolated incidence was discussed. Board suggested that the police are called in for any perceived threat.

Agenda items for future meetings

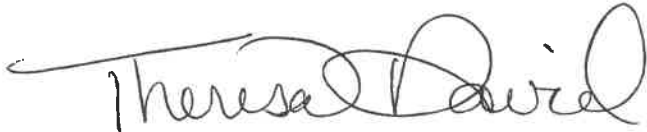
2020 Budget Update

Book Mobile Possibility

The next meeting is October 21 at 2pm.

Motion to adjourn by Peterson/David. Motion carried.

Respectfully Submitted,
Theresa David

A handwritten signature in cursive script that reads "Theresa David". The signature is written in black ink and is positioned below the typed name.