

Adams County Library Board Minutes

October 21, 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 were Nelson, Townsend, David (arrived late), Waugh and Edwards. Theim and Peterson were excused. Erin Foley, Library Director was present. Kyle Patterson was also in attendance.

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

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

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

Bills were circulated for review and initialed.

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

Theim was absent and no Treasurer Report was given.

Communications and Reports

55# 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 on Budget 2020 and System Plan 2020
- Approved Organization Chart
- Approved Salary Schedule
- Approved 1% Raise for Director
- Approved 2020 Budget and Notes
- Approved 2020 System Plan
- Approved 2020 CE agreement w/Arrowhead Library System
- Discussed #eBooks for all and Macmillan embargo

Director's Report

-Circulation was down 9% year-to-date and holds are down 13%

-Budget is on track. We are 75% through the year.

SCLS: Staff attended the first Bibliovation training last week. Erin will attend sessions Nov. 5-6.

Personnel Manual: The library is using the draft Personnel Manual at the time. It has not yet been approved by the County Board.

Friends of the Library: Meeting was held on 10/8. They are working on plans for the Chocolate Affair. A table with Jeanne Heideman's book collection was mentioned as a way to disperse her collection and raise money for the scholarship.

Oxford FCI: The head of the department that houses the Oxford prison library stopped in to say how pleased he was with his library's ability to select and pick up book. They are picking up more items than they previously did.

Staff updates: We have some upcoming staff medical time off, but so far no problems filling the schedules.

WLA: Erin attended the 2019 Wisconsin Library Association Meeting Oct 9-11. Fav sessions: Community Surveys and setting up an Escape Room program.

Programs: Stephanie is getting good attendance. Cell phone class was well attended. Archaeology program was well attended with about 17 people.

LSTA Grant: Danna Peterson came up with idea for a grant request for LSTA money. W has received approval to apply. Peterson was excused so she can tell us more when she next attends.

Discussion and Action Items.

2020 Budget Update was discussed. Increase to the Budget because of the Springsted Wage Study. Health insurance came back w/ no increase.

Macmillan Petition discussed. Macmillan is taking steps to limit libraries' purchasing of their eBooks and digital audio books for 8 weeks after titles are published. A motion was made that the Library Board will sign the Macmillan Petition circulated by the ALA by Edwards/Townsend. Motion carried.

Tech Update: Wi-Fi looking good and coming soon.

Catalog Migration and Library Close Dates discussed. Because of the catalog migration the online library catalog will be unavailable to patrons, no ability to check out patrons online, and overdrive will be down in December. A Motion was made that the library be closed for business on December 7 and reopen to the public on December 10 allowing for a staff work day on December 9 by Nelson/Edwards. Motion carried.

Fine Free Details: Reactions have been positive and staff is having no problems.

Furniture Update: Chairs have arrived. Dylan put them all together-thank you. \$690.00 has been spent out of the \$1,200 that was approved.

Community Outreach and Bookmobile: Erin was able to talk with the Dells library about their Bookmobile and Mary Nelson had an opportunity to tour it. Next step is to check on grants and to send out letters to townships for a presentation by the library to show how the library can serve them. A suggestion was made by Mary Nelson to go to annual meetings for each township. Barb Waugh said she has a list of all townships and their annual meetings that she can share. Kyle said that the Medical Examiner has a conversion van that might be something to look at as an example of what the library could use as a Bookmobile.

Agenda items for future meetings

Discussion to create a slate for new or returning Trustees and SCLS Representative to be voted on in December

Final Budget Update

Bookmobile and Community Outreach

Catalog Migration Update

Tech Update

The next meeting is November 17 at 2pm.

Motion to adjourn at 2:50pm by Townsend/David. Motion carried.

Respectfully Submitted,
Theresa David

