

Adams County Library Board Minutes

Monday July 20, 2020

(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, Peterson, Edwards, Theim, and Waugh. Erin Foley, Library Director was in attendance. Kyle Patterson was in attendance via video. Marylu Silka was also in attendance. Nicholi Johnson, IT, was also in attendance.

The meeting was properly announced. Motion to approve the agenda by Edwards/Townsend. Motion carried.

Bills were circulated for review and initials.

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

Motion to approve financial report by Peterson/Theim. Motion carried.

Treasurer's Report was given by Theim.

Communications and Reports

None

SCLS

A. Approval Action Items:

Mid-Year Budget

Cost Formula

Resource Services w/Madison Public Library (MPL)

Supplementary Services w/MPL

Cataloguing Services w/MPL

Agreement to Participate in SCLS Tech Services w/members

B. Corey Baumann-Delivery Update

Director's Report

Circulation is down 42% overall while the system as a whole is down 50%. This is similar to Rome and McMillian Libraries. Holds are down 66%. Budget is at 46% and we are at the midway point of the year. We are starting to get income again from copies and faxes. Donated items are being shopped for and bought at the front table. We have sold about 40 items.

Quick Notes summary:

- Community Center air handling system work is continuing.
- All Directors Meeting: All costs confirmed for the SCLS services, including Tech, ILS, Delivery and Overdrive. These numbers are in the Budget for 2021.
- Delivery services: Delivery is allowing all libraries to pull items for every other library and the number of drop offs should increase as that gets going.
- Adams County Department Heads meeting concerning required mask wearing will be held.
- Butterfly garden: There are "butterfly signs" around our garden.

Discussion and Action Items

- a. IMLS CARES Act Grant application: They were not interested in giving anything to us. Erin is looking into other grants

b. 2021 Budget Work:

- Our packet included the 2021 Budget Department Summary and Accomplishments/Goals, Budget Worksheet for Board, 2021 Department Fee Schedules, 2021 Development Summary, 2021 Contracted Service(s), Lease(s), Rental (s), and Maintenance Agreement(s)
- County is working on decompressing wages and that would affect 4 employees. Health insurance changes.
- In the 2021 Goals add “implement teen outreach”
- In this year’s budget moving continuing education forward to next year because Erin doesn’t think we will use it. We would be “being a good neighbor” by doing it.

d. Update on exterior Wi-Fi Access Point:

- set an appointment with technician from SCLS to tell us how to install it
- Wi-Fi would not be turned off when library is closed
- would not be billed until next year
- data information will be broken down by access point and listed w/other access points under activities and circulation on Director’s Report

e. Library Aide job search:

- Applications will still be accepted until the 22nd.
- Board Member Theim volunteered to sit in on interview committee.

f. Library Opening Status:

- Should ACL require masks? Discussion followed.
- ACL added the third computer and microreader is available.

Agenda items for future meetings

Goals for 2021 with Board Input

2021 Budget Approval

Moving Unspent Professional Training and Mileage Forward to Next Year

Mask Mandate Question

ACL Dress Code

The next meeting will be August 17, 2020 at 2:00pm in the Adams County Community Center.

Motion to adjourn at 3:20pm. Nelson/Peterson. Motion carried.

Respectfully Submitted,

Theresa David