

Adams County Library Board Minutes

Monday August 17, 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 (via video), Theim, and Waugh. Erin Foley, Library Director was in attendance. Kyle Patterson was in attendance via video. Marylu Silka was also in attendance.

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

Bills were circulated for review and initials.

Motion to approve minutes as amended by Townsend/Peterson. Motion carried.

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

Treasurer's Report was given by Theim. Discussion of book mobile in regards to funding suggestions.

Communications and Reports

None

SCLS

A. Mark Jochem- Inclusivity Report

B. Update on New Delivery Procedures

Director's Report

Circulation and holds are up. Linkcat down 46% and SCLS down 56%.

66% of items were checked out from ACL stacks. 2300 items were checked out in the month of August.

Since April 311 orders have been filled. Curbside continues to be valuable.

Budget is on track. July is 58% of the year and ACL spent 53% of the budget.

Quick Notes:

Community Center: "Angie is doing a great job" said Erin referring to cleaning. The Community Center air handling system work is continuing.

Delivery Service: Delivery is hoping to return to full service as of Monday Aug. 24. There was a question about UV light on books. Mary will check with SCLS.

Adams County mask rule: County has put signs on the outside of the building. All Adams County employees are required to wear masks indoors unless working alone in a room with the door closed.

Cyber security: DPI is funding cyber security awareness training for Library staff.

Better World Books: We just received over \$100 for books we sent to BWB.

Book sale: FCI Oxford bought 32 boxes of materials on Aug. 6 for \$480. "They are very good customers."

Oxford Public Library: The Board may remember the discussions over the \$5000 payments to the Oxford Public Library. ACL always receives a summary of how many Adams County residents use Winnefox libraries during the year. This year's note shows no use of Oxford Library by Adams County.

Discussion and Action Items

- a. Board input on 2020 accomplishments and 2021 goals for Budget documents: add to 2021 “continuing youth outreach.” ACL is a resource to the schools and will continue to have outreach to schools if/when schools go online.
- b. Use of 2020 CE and travel budget funds for 2021: Discussion of should we assign this year’s money that is leftover to be used for next year?
 - good neighbor gesture
 - does this look like a precedent?
 - are we giving \$3,000 to the county?
 - can we put it into a fund?
 - would we be able to distribute it to another area?
 - Goes into fund balance supply
 - we are running 5% below budgetMotion to move 2020 CE and travel budget that’s remaining for 2021 CE and travel budget by Peterson/Nelson. Motion carried by 5 to 1 vote.
- c. Refund for 2020 Delivery costs: Not a big chunk in the budget
- d. Proposed 2021 Budget request: Motion that Proposed Budget by approved. Nelson/Theim. Motion carried.
- e. Dress code discussion: Discussion ensued.
 - Erin has addressed this issue with the staff involved.
 - Would we like Erin to bring in ACL policy specifically addressing this issue? Yes.Motion to introduce the County Sec. 2 Personal Appearance from the current Adams County Personnel Manual into the Adams County Library Personnel Manual by Waugh/David.
Discussion:
 - problem is that the manual is always changing
 - will we have to change it each time Adams County changes their manual?Amendment to the motion made by Townsend of acceptable inseam of 10 inches. No second.
Motion fails.
- f. Mask mandates for Adams County and for Library

Agenda items for future meetings

Mask Mandate

SCLS Training Week

Dress Code

Budget Update

Delivery Update

Leave of Absence for Danna Peterson

The next meeting will be September 21, 2020 at 2:00pm in the Adams County Community Center.

Motion to adjourn at 3:55pm. Nelson/Peterson. Motion carried.

Respectfully Submitted,

Theresa David