

Adams County Library Board Minutes

Monday February 15, 2021

(Minutes approved 3/15/2021 by the Library Board of Trustees)

The meeting was called to order at 2:00pm by Mary Nelson, President. Members present: Edwards, David (virtual), Nelson, Theim, and Townsend. Waugh was absent. Erin Foley, Library Director was in attendance. Danna Peterson (virtual) and Marylu Silka was in attendance. Kyle Patterson and Jim Bialecki were in attendance (both virtual).

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

Bills were circulated for review and initials.

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

Motion to approve financial report by Edwards/Townsend. Motion carried.

Treasurer's Report given by Theim. January balance forward 91,084.86, total balance forward February 91,084.86

Communications and Reports

SCLS

The Board elected its own officers. Mary Nelson is Board Secretary.

The standing committees were repopulated and chairs for those committees were chosen.

Director's Report

- a. Circulation is down 61% over the previous year. Staff has pulled 5,000 items this month.
- b. 8% of the year and at 6% this month which is a good start to the year.
- c. Quick Notes:

Audio meetings:

Erin purchased a PA system and today was its first use.

Library changes:

Erin has the estimated costs for setting up a video game system to use for the ALA grant due at the end of February.

Deb Haeffner is preparing a room layout and costs for a reconfigured computer lab.

SCLS will set up library PCs to work on Wi-Fi. This will let us rearrange computer workstations in areas that do not have data ports wired in the walls.

Circulation desk has new stools for staff to use.

Community Center: Jury trials for February are now off the docket.

Term Renewals: On Jan. 19, the County Board unanimously approved the re-appointments of Mary Nelson and Bob Theim to the Library Board.

Library Legislative Day: Beginning Feb. 16. Both Erin and Mary are excited to see how the online event goes.

Bequest: The Library will receive a residual bequest from the estate of Suzanne C. Giessel, who died Dec. 5, 2020. Erin signed the Waiver and Consent form on behalf of the Library, and returned it to the law office in Rhinelander that is working on the estate. It will be some time before the estate is fully settled.

Digital Magazines are now available on Overdrive- all Wisconsin library card holders now can read over 3,000 digital magazines.

Staff news: We have a staff member who is likely Covid positive, but hadn't been tested by a lab. The person has been quarantining herself for over two weeks which should mean no other staff was exposed at this time.

Items for Discussion and Possible Action

a. Review of 2020 Annual Report

Motion to approve the Annual Report as presented unless there is a substantial change and authorize the ACL Board President to sign it by Edwards/Townsend. Motion carried.

b. Review of quarantine best practices for Library services

Discussed ideas for creating a plan for when the library re-opens for browsing, discussed reviewing best practices month by month, and imagined the scenario if members of the staff have covid/covid exposure

c. Formation of Bookmobile/Grant Committee

Barb Waugh, Mary Nelson, and Pat Townsend will comprise the committee with Nelson as committee chair.

d. Adams County Evaluation of Director

Nelson advises board members to look at the evaluation form and then we will discuss next month

Agenda items for future meetings

Closed Session for Evaluation/Review

Review of Polices and Bylaws

Bookmobile Committee Report

Review of quarantine best practices for Library services

The next meeting will be March 15 at 2:00pm in the Adams County Community Center.

Motion to adjourn by Nelson/Theim. Motion carried.

Respectfully Submitted,

Theresa David