

Adams County Library Board Minutes
Monday March 15, 2021

(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, President. Members present: Edwards, David, Nelson, Theim, and Townsend. Waugh was absent. Erin Foley, Library Director was in attendance. Dana Peterson (virtual) and Marylu Silka were in attendance. Kyle Patterson was in attendance (virtual).

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

Motion that the ACL Board of Trustees rescinds the leave of absence for Library Board Trustee Dana Peterson by Nelson/Townsend. Motion carried.

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

Bills were circulated for review and initials.

Motion to approve the financial report by Theim/Townsend. Motion carried.

Treasurer's Report given by Theim. February balance forward 93018.19, interest 34.95, Admin fee 108.68, total balance forward 93767.17

Communications and Reports

SCLS

1. Approve SCLS Annual Report
2. Report on New Building Status
Approve Agreement/Budget/Loan/Procedures/Authorizations for site selection and next steps
3. Cornerstone SCLS Foundation event will be in-person in October. It will honor all library workers.

Director's Report

- a. Circulation is down.
- b. Budget is 17% of the year and at 16.5% this month.
- c. Quick Notes:
 - Board meetings: Erin requested room 103 for Library Board Meeting
 - Refund policy: Discussion on lost items, will discuss refund policy next month
 - Community Center: All jury trials for March are off the calendar. For April there are scheduled jury selections on April 7-9 and April 15.
 - Library Legislative Day: Successful event
 - Giessel estate update: the estate is receiving claims until May 18, 2021
 - Digital Magazines now available on Overdrive
 - Staff news: Marylu and Erin completed and submitted the library's Employee Evaluation Progress Monitoring forms on Feb 25
 - Teen Room/small meeting room: Deb Haeffner has been providing ideas for furnishings and colors in the former computer lab.
 - Donations: The Library received a \$100 check through Guaranty Service Group of Fond du Lac. A patron dedicated this company award to the Adams County Library for children's services and materials.
 - Library Aide Job opening: interviewing for two new Library Aides.
 - National Library Week, April 4-10

Items for Discussion and Possible Action

- a. Policy reviews of: Board Bylaws, Library Personnel Policy, and patron access and behavior policies
- pg 4 “Staff Concerns and Complaints: “Executive Committee” clarification. Erin will look into this area.
 - Confidentiality, “City Attorney’s Office” to “Corporate Counsel”
 - “Wis Statue 43.30 Public library records” needs to be amended for numbering purposes

Motion to approve Bylaws, Missions and Objectives and Library Use Policies by Edwards/Townsend. Motion carried.

- b. Report of Bookmobile/Grant Committee
- become familiar with grants source and resources
 - advertise at Chocolate Affair and book sales
 - look in the community
 - use advertising options
 - visit town meetings
 - talk to places who have Bookmobiles
 - three month report unless urgent reporting needed
 - what is the longevity of a Bookmobile
 - who would do the maintenance?
 - Would the City own it or the Library?
 - Board members can submit ideas and questions to committee of Nelson, Waugh, and Townsend

- c. Review of quarantine best practices for Library services

Motion to approve plan for Library Services to reinstate browsing in the stacks beginning Monday April 5 by David/Theim. Motion carried.

- d. Motion to go to closed session by Nelson/Theim. All members stated aye. Motion carried.

- Summation, Comments and Goals for coming year discussed.
- Continuing the Studer evaluation rollout
- Discussion of Department Evaluation form.

Motion to approve the Department Evaluation document as completed. Nelson/Theim. Motion carried.

Motion to re-open session. Nelson/Theim. All members stated aye. Motion carried.

Agenda items for future meetings

Refund Policy on Lost/Found Book

Review of next set of Trustee Handbook policies in April

Bring back Personnel Policy and Confidentiality Policy

The next meeting will be April 19 at 2:00pm in the Adams County Community Center.

Motion to adjourn by Townsend/Theim. Motion carried.

Respectfully Submitted,

Theresa David