

Adams County Library Board Minutes

Monday June 21, 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: David, Edwards, Nelson, Theim, Townsend and Waugh. Erin Foley, Library Director, and Marylu Silka were in attendance. Kyle Patterson (virtual) was in attendance.

The meeting was properly announced.

Motion to approve the minutes as amended by Edwards/David. Motion carried.

Bills were circulated for review and initials.

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

Treasurer's Report given by Theim. Balance forward 97,571.80, admin fee -111.85, interest 57.45, realized gains or losses 598.48, total balance forward 98,115.88

Communications and Reports

#14 lbs. of food donation

SCLS Board Mtg. 5/27/21

1. Presentation on Consultant Services
2. Presentation and Discussion on PLSR new hub model for delivery and contract services changes
3. Initial Discussion of 2022 Budget

Director's Report

Circulation is down more than 30%. 3800 items were pulled in May. Budget is 42% of the year and at 40% this month.

Quick Notes:

Community Center: July 15 and 21 are the next dates for jury selection.

Library Aides: Mia Moore, Emma Eastley, Emily Erickson

Summer Reading Program

EBB-Emergency Broadband Benefit: It appears ACL is eligible to receive funds from this FCC-controlled grant that would cover Wi-Fi hotspots and subscriptions plans, tablets and laptops. However, the rules are complex. Erin will start the application process next week. There is only a 45-day application period.

Remodeling update: All furniture is ordered. Shelving delivery for main library expected about Aug. 11. No date yet for new meeting room furniture, but painting has begun. Unnecessary pieces of furniture are being removed to storage.

Meeting with Cynthia Haggard: Erin introduced Cynthia to the library services on June 17.

Items for Discussion and Possible Action

- a. August Book Sale: Thursday Aug 5-set up, Friday-Saturday Aug 6-7, sale
-in July there will be time to sign up to help and other details

- b. Review of HR updates to Library Personnel Policy: Erin went over this with Michelle
Motion to accept changes to the Library Personnel Policy as suggested by Michelle
Waltemath on 6/15. Edwards/Townsend. Motion carried.
- c. Review of proposed Confidentiality of Library Records policy
Motion to accept suggestion of legal counsel and use the attached Confidentiality of Library
Records in our Library Policy Book. Nelson/Theim. Motion carried.
- d. Review draft Strategic Plan and draft 5-year Plan
Discussion:
 - a 5 year plan as part of the budget for Adams County, a 5 year plan for SCLS
 - look at the three pages and move into one document, make a one page document, do
that for the July meeting
 - operational, aspirational
 - strategic plan was used by the County
- e. Review of best practices for Library services
Motion to endorse proposal for Library services as of July 1 and hours for July 10 by
Nelson/Waugh. Motion carries.
- f. Bookmobile Committee Report
 - The committee met and sent letters to municipalities/clerks
 - On the town of Adams agenda for July 20, 7:30pm Town Hall
 - Heard from Jackson and Monroe and Quincy
 - on the Quincy agenda
- g. Budget 2022 planning
 - just received the forms
 - Erin hopes to have a draft for the July meeting

Agenda items for future meetings

Strategic/5 year plan

Best Practices Report/Volunteers

August Book Sale

Bookmobile Report

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

Motion to adjourn at 3:23pm.

Respectfully Submitted,

Theresa David