

**Adams County Library Board Minutes**  
**June 25, 2018**

*(These minutes have not yet been approved by the Library Board of Trustees.)*

The meeting was called to order at 2:05 p.m. by Mary Nelson, Board President, in the library meeting room. Members present: Nelson, Edwards, Peterson, David, Townsend, Thieme, Waugh, and Foley.

The meeting was properly announced.

Motion to approve the agenda by Edwards/Thieme. Motion carried.

Public citizen input is welcome, Kyle Patterson was in attendance.

Townsend/David made a motion to approve the May meeting minutes. Motion carried.

Bills were presented for signatures.

Motion to approve financial reports by Peterson/Townsend. Motion carried.

The Treasurer's Report was reviewed. The former donation account has been closed and transferred to the SCLS Foundation and \$8000 will be redirected to the county budget for library expenditures.

**Communications and Reports**

**Donations:**

A donation of 13 pounds of items from the library collection was given to the Adams County Food Pantry.

**SCLS:**

Nelson reported:

- SCLS Board of Trustees meeting held May 24, 2018
- Presentation of Audit by Wegner CPAs
- National Library Legislative Day report
- Foundation Cornerstone event: October 18 at Babe's Bar, Schroeder Road in Madison,

Alice Oakey--Honoree nominations open for library awards

**Director's Report:**

- Circulation is down and holds are up from previous year.
- The library budget is on track.
- The Lucky Wolves 4H club, which donated three Aldo Leopold benches for the Library Garden, was featured in the June 20 edition of the Times-Reporter. Plants have now also been added to the garden.
- Lisa West of North-Star Services spoke at the June 20th Coffee & Conversation event.
- Summer Reading Program has started. The first program, a magic show, will be held June 27.
- The United Way gave book readings in two rooms on June 15. Books were given to those in attendance.
- Sadie the Library Dog visited on June 16.
- Roxie from the Necedah Wildlife Refuge put on a Kindness Rocks program on 6/20.
- On June 23, a video game program was presented by Raven Software employee Maggie Wolf.

- Stephanie will hold a Library Lunch Bunch during July and August at Burt Morris Park.
- Lego Club will return in July as well as a couple of crafting programs for kids.
- Diane is preparing the Kindle tablets for circulation.
- Staff are busy with many projects.
- Erin has copies of the new set of County Board rules.
- ACL will be getting a substantial bandwidth increase on June 30. This may interfere temporarily with internet/WiFi access.
- The library has obtained a laptop from a 2017 request; though, login information is still pending.

### **Discussion and Action Items**

#### **Continue review of Library Director Evaluation and Goals Forms:**

Erin shared a report of her accomplishments and future goals. These may serve as an outline for improvements and goals as the board continues to work on creating a more relevant director evaluations.

#### **Fiscal Compliance/Money Handling Oversight Update:**

Discussed procedures and concerns regarding duplicate receipts generated on a cash register. Tabled any action.

#### **Space Needs for Library:**

Discussed the tight quarters in the library and where materials can be located.

#### **2018 Book Sale Plans:**

Preliminary plans and volunteer schedule for the upcoming Book Sale were presented. The sale will be held the first weekend in August.

#### **2019 Budget Schedule:**

The library proposed budget needs to be approved by the Board of Trustees by the August meeting. Erin is currently working on it.

### **Agenda items for future meetings**

- Audiobook Circuit Contract Approval
- Continue review of Money Handling Oversight procedures
- Director and Trustee Annual Goals and Evaluation
- Space Needs for Library
- Long-range planning (3D printer)

Next meeting will be July 23, 2018 at 2:00 p.m.

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

Respectfully Submitted,

Danna Peterson