

Adams County Library Board Minutes  
February 22, 2016

The meeting was called to order at 1:04 p.m. by Mary Nelson, Board President in the library meeting room. Present were Nelson, Townsend, Peterson, Edwards, Bob Thieme and Library Director Erin Foley. Excused: Challoner and Kreten.

The meeting was properly announced.

A motion was made to amend the agenda to add discussion of early library closing following item #16. Townsend made motion to approve the amended agenda, second by Nelson. Motion carried.

Public input is invited and Bob Thieme was present.

Recommended Actions

Motion made to approve January 25, 2016 minutes as submitted by Nelson/Townsend. Motion carried.

Financial reports were reviewed. Motion to approve by Nelson/Townsend. Motion carried.

Communications and Reports

Director Foley noted that a \$50.00 memorial donation was received. Gift was accepted and thank you note will be sent.

Nelson reported that the Return of Library Materials Bill passed both houses and is awaiting the governor's signature.

SCLS: Nelson reported that at the January SCLS meeting a report was given concerning the upcoming Budget/Financial audit. Business included: election of officers, committee assignments, choice of National LLD representative and the new AC representative.

Director's Report: Foley reported that circulation of physical materials remains down; however, Overdrive (ebook) circulation is up perhaps indicating an increase of Internet access among members and/or more awareness of this service. The budget is on track for yearly spending. Quick notes included information regarding staff training, a potential library newspaper subscriptions solution through SCLS delivery, the overview of audiobooks and large type nonfiction show healthy circulation and the need for additional resources, and a new search is taking place for a replacement people counter. Foley also noted the status of the Library Materials bill, a snow day closure on Feb. 2 at 1 p.m. and that a document to be reviewed by the Library Board was received from Corp. Counsel. This Adams County Ordinance Codification needs review and action at the March meeting.

Kreten and Nelson completed the library financial audit on Feb. 15, 2016 and found that all was in order and fully compliant.

Foley shared the completed 2015 Annual Report which will be submitted to SCLS & DPI. Townsend/Edwards approved for board signature. Motion carried.

Review of library bylaws, including board member compensation/reimbursement, was tabled by Townsend/Peterson motion for action at the March meeting. Motion carried.

February 17, 2016 was Library Legislation Day and Nelson attended. She commented on the positive experience and support, questions and interest of the legislators she met.

Foley presented an update to the Library Personnel Policy regarding regulations of staff's internal use of resources. Action was tabled until the March meeting.

It was reported that there was large attendance and good weather for the Chocolate Affair. No member from The Friends of the Library was present to report, but it was relayed that they did well on their proceeds. The library sales of used materials was over \$100.

Nelson wondered if the library will be participating in the ALA-supported Read-a-thon on May 21st. Foley will look into the details and report at the next meeting.

Discussion on the protocol to follow in the event of an early library closing was held. Foley will contact the county administrator in the event of inclement weather for direction.

Possible agenda items for future meetings:

- Library Bylaws (including board member mileage and meeting compensation)
- Library Personnel Policy
- Library Policy
- Adams County Ordinance Codification (Corp. Counsel document)
- Read-a-thon in May

Motion to adjourn was made by Edwards/Townsend at 2:20 p.m. Motion carried.

Next meeting will be March 28 at 1:00 p.m.

Respectfully Submitted,

Danna Peterson

