

Adams County Library Board Minutes
October 24, 2016

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Members present were Nelson, Edwards, Peterson, Grosshuesch, and Foley.

The meeting was properly announced at library and on Adams County website.

Motion to amend the order of agenda items to move Dawn McGhee discussion prior to director's report by Edwards/Grosshuesch. Motion carried.

Public citizen input is invited and the board recognized Dawn McGhee and MaryLu Silka in attendance.

Nelson/Edwards made motion to approve minutes with the following change: "Friends of the Library agreed to purchase a laminator and network phone for the Storytime Room. Friends have discussed the possible purchase of a WiFi-enabled color inkjet printer for the microfilm reader." Motion carried.

Bills were distributed for review and initials.

Motion to approve financial reports by Edwards/Grosshuesch. Motion carried.

Communications and Reports

An appreciation note was received from Carol Bezin and shared with the board.

Nelson reported that no SCLS meeting has been held since the previous library board meeting.

Action Items

Dawn McGhee, County I.T. Director, spoke about county network access, printers, wireless service, login credentials, budget items, and costs for equipment. She answered questions to help board understand the process for purchasing, requests, and product needs.

Director's Report

- Circulation report shows that book checkouts are down approximately 12%; however, computer use is at its highest percentage.
- The library budget is on track.
- The WiFi hotspots are popular and seem to be working well. The staff hotspot expires in December 2016 and the patron one in February 2017.
- The library wireless has been erratic outside the main library room.
- The carpet in the library was cleaned on October 20. The floor waxing will need to be rescheduled as the cleaners ran out of time.
- Sheriff Wollin spoke at the Oct. 6 staff meeting and answered questions concerning staff and patron safety and shelter.

- SCLS is considering training library staff to recognize and control pest infestation.
- New PCs, which the Friends have purchased, have been ordered and will be used by staff.
- A new library website is being created using Drupal software.
- Foley will attend the WLA Conference in Milwaukee October 25-28.
- The library will be closed November 11 for Veteran's Day and November 24-26 for Thanksgiving.

Action Items

There are no updates to report on the 2017 budget as it will be discussed at the November county board meeting.

The Patron Appreciation Day received positive feedback and was well attended. Appreciation is extended to staff and trustees who assisted and provided chili for the event.

Revisions were discussed to the Library Policies packet. Foley will update and the board will review at the next meeting.

An annual renewal of the Audio Books Circuit contract was presented. Audio Books are circulated four times each year at a cost of \$550. Motion to approve the agreement was made by Edwards/Grosshuesch. Motion carried.

Library shelving will be installed/removed when the contractor is available. A motion to authorize Foley to close the library with proper notice to the county for 3-5 days as needed to accomplish the shelving change made by Nelson/Grosshuesch. Motion carried.

No further updates at this time regarding updates to meet fiscal compliance guidelines.

Possible agenda items for future meetings

- Amend bylaws to include a Library Board Treasurer position
- Appoint a nominating committee to fill opening positions
 - Trustee position currently held by Peterson
 - Trustee position currently held by Edwards
 - SCLS appointee currently held by Nelson
 - Treasurer position
 - Audit committee
- Final review of Library Policies packet
- Shelving update
- Fiscal compliance update
- Determine if a December meeting will be held
- 2017 budget update

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

Motion to adjourn by Edwards/Grosshuesch at 2:26 pm. Motion carried.

Respectfully Submitted,

Danna Peterson