

Adams County Library Board Minutes
June 26th, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Present were Edwards, Foley, Grosshuesch, Nelson, Peterson, Theim, and Townsend (arriving at 1:30, excused). Skala was unexcused.

Public input is invited, but no members of the public were present.

Motion to approve the April 24th meeting minutes by Theim / Edwards with the following amendments. The roll call was amended from "Members present: Edwards, Foley, Grosshuesch, Nelson, Peterson, Theim, and Townsend" to "Present were Edwards, Foley, Grosshuesch, Nelson, Peterson, Theim, and Townsend. Skala was excused." A portion of the South Central Library System report was amended from "The board received a presentation on conflict of interest by a board member" to "The board received a presentation on the topic of conflict of interest from a board member." Motion carried.

The bills were reviewed and initialed.

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

Communications and Reports

The Circulation Committee had nothing to report.

Nelson reported on two South Central Library System meetings

- May 25th Meeting
 - The board received the audit report and Nelson brought a copy to this meeting.
 - The SCLS Foundation Cornerstone Event will be held November 2nd at the 5100 Club in McFarland and Larry Martin is the Cornerstone Award recipient.
 - The board took part in a Hopes and Fears exercise and the results will be forwarded to the [[PLSR]] steering committee.
 - A report about the National Library Legislative Day was presented by Francis Cheney.
- June 22nd Meeting
 - The board received the mid-year budget report.
 - The board approved three service agreements with Madison Public Libraries as was the 2018 cost formula for members. There were no changes to the agreements or to the cost formula.
 - The board discussed the results of the PLSR Hopes and Fears exercise.

Director's Reports

- Circulation Report: Foley noted that the decline in circulation is comparable to many other SCLS libraries. Circulation is down about 10%, and holds are down about 7%.
- Financial report: Foley reported that the budget is on track.
- Quick Notes - the following was discussed in addition to the printed notes.
 - The purchasing policy being presented to the County Board in July includes the credit cards that are part of the board's fiscal compliance plans.
 - The number of student hours worked will remain about the same because the

- two other student workers will take up Alesha's hours.
- About once a month the library will staff a booth at the Hazel Street Farmer's Market.
 - The April 2018 Jerry Apps event will be held at the Adams-Friendship Fine Arts Center.

Action Items

- A. Review Amendments to Bylaws - A motion to approve the amendments as presented was made by Townsend, seconded by Edwards. Motion carried.
- B. Nominations for Treasurer - Theim accepted his nomination by Edwards. A motion to appoint Theim to the newly established position of Treasurer was made by Edwards, seconded by Townsend. Motion Carried.
- C. Book Sale, Aug. 4-5 - Half of the big Community Center room will be set up for the book sale on Friday, August 3rd. No other events will be held along with the book sale. Nelson will ask Kathy Challoner if she'll organize the bake sale. No action.
- D. Grouping Agenda Topics--Informational vs. Action - The current Action Items section of the agenda will not be divided into two sections, one for informational items and one for action items. The current Action Items section will be renamed to indicate that some of the items may be acted upon and some may not. The board noted that the Treasurer's report should be listed on the agenda with the other regular reports. The Conduct of meeting agenda item was removed because it is unnecessary. No action.
- E. Renewal of contract for rotating Audiobook Collection - A motion to renew the contract was made by Edwards and seconded by Nelson. Motion Carried.
- F. Door counter update - Due to expected federal funding cuts, SCLS will not be providing door counters to member libraries as they had planned. There was a delay in notifying member libraries of this. Foley presented a description of the door counter she recommended for purchase. A motion to approve the purchase was made by Townsend and seconded by Theim. Motion carried.
- G. Fiscal compliance update, including revenue accounts (continued) - The Adams County Finance Manager, Kyle Patterson, was present. Discussion included the following:
 - a. Adding budget lines for lodging and food to better reflect actual expenses
 - b. Adding a revenue line to the budget so fines and fees can be held by the county, which will be offset by an increase in the office expenses line
 - c. Patterson informed the board that the county records the amount of money held by the library board as a special revenue fund (number 250). The amount is updated annually.
 - d. Missing funds that were held by the county for the library when Jeff Wavrunek was the library director. There is historic record of the funds, but no record of their expenditure and no current record of the funds.
 - e. There was discussion of the IT budget, with Patterson indicating that county IT needs are funded through IT budget rather than individual departmental budgets. In county budget documents the IT budget is not itemized by department. That is likely handled within the IT department.
 - f. Foley will work with Patterson and other county administrative staff to get training in Skyward and to learn more about the county's shared network files.
 - g. The library will begin to use the county's form for monthly bank reconciliation and will send completed forms to Patterson.
 - h. Foley asked Patterson and the board if anyone would like to see changes to

Director's report. Grosshuesch requested that the report include graphs that show how current numbers compare to previous months and to the previous year.

10. Identify possible items for future meetings - Items for the July 24th meeting will include: fiscal compliance (continued), Treasurer's report, volunteering for the book sale and bake sale, county budget, invite a staff member - Bonnie

11. Adjournment

Respectfully submitted,

Tyler Grosshuesch
July 11th, 2017