

Adams County Library Board Minutes
October 30th, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in Community Center Room 103. Present were Edwards, Foley, Nelson, Peterson, Presley, and Townsend. They were excused.

1. The meeting was properly announced, but wasn't listed on the county web site.

2. Motion by Nelson / Edwards to amend the agenda to move item 9a (Invite a Staffer) up the agenda, motion carried.

3. Public input is invited. Adams County Finance Director Kyle Patterson was present. Library Board trustee candidate Teresa David introduced herself to the board.

4. Recommended Actions

a. Motion by Presley / Edwards to approve the September meeting minutes as amended. Motion carried.

b. The bills were reviewed and initialed.
(Grosshuesch arrived at 1:10)

c. Financial Report: Discussion of the purchase of a wireless printer, relating to the library's IT support being primarily provided by SCLS rather than Adams County. Presley noted that an IT audit is being planned and the library should prepare information to provide to the auditors. Motion by Presley / Edwards to approve the financial report, motion carried.

9 a. Invite a Staffer - Diane Pfister

Diane is a part-time employee whose responsibilities include:

- Running an adult book club that has been meeting weekly since November 2011.
- Managing the books-on-CD rotating collection, a collection that is very popular with patrons.
- Coordinating services for homebound patrons. The library partnered with Faith in Action to deliver books to the homebound.
- Maintaining the community resource book, a directory used by staff and patrons themselves to identify services available to those in need.
- Cycling books in and out of the new arrivals section.
- Outreach to the schools, including staffing the school registration event where many people signed up for new library cards.

6. Communications and reports
 - a. Circulation Committee - nothing to report.

7. SCLS Report

- September 28th meeting

- The 2018 budget and system plan were approved, as required by DPI. The investment plan was reviewed, they'll be investing in six-month CDs with part of their annual budget funds. The cooperative agreement with the Arrowhead library system was approved.

- October 26th meeting

- A presentation about the intersection between libraries and social services was made to the board. A theme of the presentation was that cooperation between libraries and social services agencies makes both stronger.

- Adopted bylaw changes

- Approved a new CD investment account.

8. Director's report

- a. Circulation report - Circulation is down about 12%, trending with many other SCLS libraries.

- b. Budget - The budget is in good shape, but a little over for books and copies.

- c. Quick notes - the following was discussed in addition to the printed notes.

- Catalog system review - Site visits have been informative but inconclusive. Some systems are not ready to use or view, being in the conversion or early implementation phase of deployment. Staff at all levels have expressed concern over educating patrons in the use of a new system.

9. Items for discussion and possible action

- b. 2018 Budget update, including set up of 251 account

- Motion by Edwards / Townsend to approve the budget as presented. Motion carried.

- c. Establish timeline for filling Trustee vacancy

- About five people are interested in the position. The deadline for interested individuals to apply is November 20th, one week before the November meeting. Public notification will be made on the Adams County web site. Motion by Nelson / Townsend to approve this timeline, motion carried.

- d. Charging station update

- Nothing new to report, research is being done.

e. Establish procedures for handling donations

The memorandum from Kyle Patterson was reviewed. Nelson had discussed it with staff from the SCLS Foundation. They are familiar with the kind of accounts described in Kyle's memo and had no concerns.

The recommendation to better document cash was reviewed and discussed. The board understands the necessity of safeguards in cash handling practices, but is also concerned with adopting burdensome procedures and with the possibility of staff thinking that they aren't trusted by management or the board. The board advised to explain that procedures needed to be sharpened to comply with county requirements, and not because the staff isn't trusted. Foley will develop draft policies in consultation with county staff. No action.

f. Update on transfer of donation funds to the SCLS Foundation

Funds will be transferred and bank accounts will be closed by the end of the year.

g. The Board of Trustees will convene in closed session per Sec.

19.85(1)(c) Wis. Stats.: (1) Review employee performance

Motion to enter closed session by Nelson / Presley, motion carried on a unanimous roll call vote.

Motion to reconvene in open session by Nelson / Townsend, motion carried on a unanimous roll call vote.

10. Identify possible items for future meetings

- Fill board vacancy
- Discuss findings of the county IT audit

Motion to adjourn by Townsend / Edwards, motion carried.

Respectfully submitted,

Tyler Grosshuesch
Dec. 17th, 2017