

Adams County Library Board Minutes
November 27, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President in the library meeting room. Present were Nelson, Townsend, Peterson, Edwards, Presley, Theim, Library Director Erin Foley, and Adams County Finance Manager Kyle Patterson.

The meeting was properly announced.

A motion was made to approve the agenda by Edwards/Townsend. Motion carried.

Nelson/Presley nominated Danna Peterson for the interim secretary position for the remainder of 2017. Motion carried.

Recommended Actions

Bills were distributed and initialed.

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

Bob Theim, Board Treasurer, reported on his monthly statements review. Yearly audit will not need to be done after this year due to Treasurer and County oversight. Discussion followed regarding final steps for completing transfer of library accounts by year end.

Communications and Reports

Circulation Committee: Will report at December meeting.

SCLS

South Central Library System: No report.

Director's Report

- Circulation is down, consistent with other libraries.
- Budget is on track for the year.
- SCLS is setting up field trips for ILS evaluation committee. First trip is to Menomonee Falls on Dec. 5.
- Marylu, Erin and Kyle are continuing to meet to work through financial procedures.
- Kyle and Erin are also working with Dept. of Revenue to understand requirements for paying sales tax and potential need for acquiring a Seller's Permit.
- Friends of the Library will meet Dec. 12 at 5:30 p.m. to discuss Chocolate Affair, scheduled Feb. 3.
- Applications are being accepted and interviews scheduled for Library Aide/Student position.
- Library will be closed Friday, Dec. 22-Mon., Dec. 25 and Mon., Jan. 1 for the holidays.

Discussion and Action Items

- Library Board Trustee candidate information was reviewed and discussed. By voice vote, Theresa David was nominated for County approval.
- No changes were made to 2018 Library Board budget.
- Erin is hoping to locate a team to design and build a device charging station for the library.
- Motion by Nelson/Townsend to convene to closed session per Sec. 19.85(1)(c) Wis. Stats. regarding employee performance. Motion carried via roll call. Motion to reconvene to open session per Sec. 19.85(2) Wis. Stats. by Nelson/Presley. Roll call motion carried.

Possible agenda items for future meetings:

- Form Nomination Committee to develop slate of officer candidates for January meeting
- Circulation Committee update
- Employee performance update
- SCLS report
- Update on sales tax requirements
- Update on financial procedures/money handling rules

Motion to adjourn at 2:20 p.m. made by Nelson/Theim. Motion carried.

Next meeting will be December 20, 2017 at 1:00 p.m.

Respectfully Submitted,

Danna Peterson