

Adams County Library Board Minutes
December 20, 2017

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

The meeting was properly announced.

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

Public input is welcome. Kyle Patterson was present.

Recommended Actions

Motion to approve October minutes, which were not available at the November meeting, by Edwards/Presley. Motion carried.

Motion to approve November minutes by Presley/Theim. Motion carried.

Bills were distributed and initialed.

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

Treasurer's Report

Savings account money has been transferred to SCLS. Money Market account will be closed following payment of 2017 invoices. \$8000 will be transferred to Adams County for library yearly expenses. SCLS reports will be reviewed quarterly at Adams County Board of Trustees meetings.

Communications and Reports

No communications.

SCLS

The South Central Board met November 30, 2017.

- Presentation by staff member Jody Haesly: Making Data Work for Libraries Dashboard design.
- Approved employee handbook changes.
- Martha Van Pelt, SCLS Director, has returned from extended medical leave.

Director's Report

- Circulation is down, consistent with other libraries. Visitors to library increased in November.
- Budget is on track for the year.
- SCLS field trips for ILS evaluation are continuing. ILS system choice has been delayed until May 2018.
- Friends of the Library have been working on tickets for the Chocolate Affair, scheduled for February 3, 2018.
- A new county website is scheduled for 2018.

- Library will be closed Friday, Dec. 22 through Mon., Dec. 25 and Mon., Jan. 1 for the holidays.
- Erin is registered as a designated agent for the library under the Digital Millennium Copyright Act. This protects the library from becoming liable for illegal downloads and photocopies using the public computers and copiers.
- Stephanie is introducing a Bristlebot STEAM program for January.
- Michelle Waltemath has been announced as the new HR Director for the county. Marcia Kaye will remain into January 2018.

Discussion and Action Items

- Theresa David and Pat Townsend were appointed to the Nominating Committee to recommend a slate of nominees for 2018 Board of Trustees officer positions.
- Motion to nominate Mary Nelson and Robert Theim for trustee term renewal by Edwards/Presley. Motion carried. Nominations will be forwarded to county board for approval.
- Two county residents will design and build a device charging station for the library. The remaining library carry-over monies will be used toward this project. Tracy, county maintenance, will raise the outlets to accommodate the new station counter height.
- Erin and Kyle are continuing to work on acceptable receipt procedures.
- Sales tax collection will be handled through the county office beginning in 2018. The Community Center users are covered until a building sales tax permit.
- Motion by Nelson/Edwards 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 Peterson/Townsend. Roll call motion carried.

Possible agenda items for future meetings:

- Vote on officer candidate slate
- Discussion of student fine forgiveness
- Update on receipt handling procedures
- SCLS report
- Director evaluation
- Bylaw amendment to change meeting time

Motion to adjourn by Nelson/Townsend. Motion carried.

Next meeting will be January, 22, 2018 at 1:00 p.m. following noon potluck.

Respectfully Submitted,

Danna Peterson