

Adams County Library Board Minutes
Monday November 16, 2020

(These minutes have not yet been approved by the Library Board of Trustees)

The meeting was called to order at 2:01pm by Mary Nelson, Board President. Members present: Waugh, Them, Nelson, Townsend, Edwards (virtual), and David (virtual). Erin Foley, Library Director was in attendance. Marylu Silka was also in attendance. Kyle Patterson was in attendance (virtual).

The meeting was properly announced. Motion to approve the agenda by Them/Townsend. Motion carried.

Bills were circulated for review and initials.

Motion to approve minutes by Townsend/Them. Motion carried.

Motion to approve financial report by Them/Waugh. Motion carried.

Treasurer's Report given by Them.

Communications and Reports

59 lbs of food was collected for the food pantry

SCLS

- A) Board Procedural Business
- B) Opening of the discussion of Strategic Plan for 2022-2024
- C) Information about change to a 24 hr. quarantine at the Delivery Building

Director's Report

Circulation is down 49%. Spent most of the budget.

Quick Notes

County Executive change: Casey Bradley called a special meeting to announce his resignation from Adams County.

Veteran's Day 2020: County employees participated digitally. Three Library employees were noted as having employment anniversaries in 2020-Erin at 5 years, Judy at 20 years and Marylu at 35 years-congratulations!

Extended Wi-Fi access: Thanks to Pete, Angie and Rich, the Library's exterior Wi-Fi access point was successfully installed at the Community Center. Angie confirmed that the south end of the building gets good service, and Wi-Fi extends almost all the way across Burt Morris Park. The device was purchased by SCLS with money from the IMLS.

Wireless printing: This new service is also grant funded.

Library Aide hiring: We will re-advertise the job.

Wi-Fi Hotspots: We took advantage of some CARES act funding to request two additional Verizon hotspots. Both have already gone out. The library has 5 of these devices.

Discussion and Action Items

- a. 2021 Budget: Budget was approved unanimously. Budget is set for next year.
- b. Bylaw change to allow virtual meeting attendance:
Mark Ibach suggests this text be added to the Library Board bylaws: "Board members who are unable to participate in person at a meeting may attend such meetings by telephone or video conference. The Library Director shall select the conferencing equipment to be used

and the location of the conference meeting place. The equipment selected shall be such that Board members are able to hear all participants at the meeting and be able to verbally communicate with all those present at the meeting.”

-Where to add it?

-add to a new section?

-discussion of quorum

Motion to accept the wording and add as Section 3 between” Special Meeting “and “Quorum “and renumber all other sections by Edwards/Theim. Motion carries

c. Establish rules for tie votes:

Table until next time to consider bylaw change to consider tie vote

d. Term renewals for Board Members:

Nelson and Theim terms are up and will need to be voted on next month

e. Quarantine best practices for Library services:

Surveyed Library staff and no one wanted to increase browsing availability

Discussion:

-looked at proposal to cut back hours

-other staff could work on days that library is closed

-work on making appointments for computer use

-changing it so the staff feels safer

-curbside and by appointment

-patrons need to use the computers

-monitor staff hours

-would front door be locked?

Motion to abolish open library hours and continue curbside service and have appointments for library computers, Wi-Fi, printing, faxing, scanning, and picking up holds and will be announced and promoted to the public and will begin on November 30th and will be reviewed by January 4th. Waugh/Theim. Motion carries.

Agenda items for future meetings

Consider Bylaw Change to Consider Tie Vote

Term renewals for Board Members

Quarantine Best Practices Reviewed

The next meeting will be December 21 at 2:00pm in the Adams County Community Center.

Motion to adjourn at 3:10pm by Theim/Townsend. Motion carried.

Respectfully Submitted,

Theresa David