

## Adams County Library Board Minutes

February 17, 2020

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

The meeting was called to order at 2:00pm by Mary Nelson, Board President. Members present were Nelson, Townsend, David, Waugh, Edwards, Theim and Peterson. Erin Foley, Library Director was present. Kyle Patterson was also in attendance.

The meeting was properly announced and no member of the public was present at the meeting, although attendance is always welcome.

Motion to approve the agenda by Edwards/Peterson. Motion carried.

Motion to approve the minutes by Townsend/Edwards. Motion carried.

Bills were circulated for review and initialed.

Financial Reports were reviewed. Motion to approve Financial Report by Peterson/Waugh. Motion carried. Treasurer's Report was given by Theim.

### **Communications and Reports**

5# of food was donated to the Food Pantry.

### **SCLS**

SCLS meeting was held on January 23, 2020

Annual meeting-election of officers

Budget/Audit Schedules

Meeting/Education Topics

Committee Assignments

### **Director's Report**

Circulation was up 4% year-to-date. Holds are up. Loaned 2xs the amount we took in.

Budget is on track. January is 8% of the year.

Personnel manual changes: The County is about to switch from vacation and sick day counts to a combined Paid Time Off system.

Wisconsin Rural Libraries report.

Bibliovation update: SCLS is continuing to get problems fixed. Erin says, "Thanks to the staff for persevering."

Need for new Library Aide: Erin will check with Michelle to make sure what we do is in line with the new personnel manual.

### **Discussion and Action Items.**

#### **Discussion of the Library Director evaluation**

-Discussed and clarified the Board's technology comment on Library Director's evaluation. Erin felt that technology is her strong suit and the Board clarified that is more of a lack of confidence than actual technology skills that prompted the comment.

#### **Chocolate Affair**

-the event was successful with lots of tickets sold and everyone seemed to have a good time.

#### **Review of Annual Report**

-it was approved by Mark Ibach.

-For 2019 we can agree with the Annual Report, but if the problems continue with Bibliovation we may have a different response next year. Before we mark the report we should look at it at the end of December. The Annual Report was not available at the January Board Meeting. SCLS does pay attention to the "no's" on the Annual Report.

-Motion to approve the Annual Report by Edwards/Townsend. Motion approved.

#### **Review of Wisconsin Library Legislative Day**

-Mary Nelson and Erin Foley both attended. They met with three legislators and some staff members. And they met with Rep. Joan Ballweg. Next year it was suggested we use "people counter" data to show library usage. Rep. Ballweg is getting the library newsletter. Legislators do look at data and stories in terms of library usage.

#### **WiFi Reporting for Library Board**

-What would be good to give the Board in terms of Wifi reporting?

-No need for the two page report, but the boxes on the report (usage stats and clients stats) can be reported.

#### **Revisions to the Annual Board Schedule**

-The Schedule was revised: In February "Audit committee report for cash income" was struck. In March, "Review personnel policies" and "Review Library Policies" is replaced with "Review Founding Documents" and "Review Patron rights and rules". In April, "Review materials selection" and "Review internet acceptable use policy" is replaced with "Review Collection Development" and "Review MISC Policies" In May "Review State Standards" was struck. In November "Appoint audit committee for petty cash" was struck. "Appoint nominating committee for officers" was moved to December. In December "Preview SCLS Annual Report" and "Review the Statement Concerning Public Library System Effectiveness on Annual Report" was added.

#### **Agenda items for future meetings**

Revised Library Board Annual Schedule

Chocolate Affair/Fundraising Brainstorming

PTO/Sick Leave Policy

Teen Area Update/Teen Outreach

Bylaws, etc.

Revisit Library staff Visits/Meet the Interns

The next meeting is March 18 at 2:00pm

Motion to adjourn at 3:20 pm Peterson/Theim. Motion carried.

Respectfully Submitted,  
Theresa David