

## Adams County Library Board Minutes

March 16, 2020

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

The meeting was called to order at 2:03pm by Mary Nelson, Board President. Members present were Nelson, Townsend, David, Waugh, Edwards, and Theim. Peterson was excused. Erin Foley, Library Director was present.

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 Waugh/Edwards. Motion approved.

Motion to approve the minutes as corrected by Edwards/Waugh. Motion approved.

Bills were circulated for review and initialed.

Financial Reports were reviewed. Motion to approve Financial Report by Theim/Townsend. Motion approved. Treasurer's Report was given by Theim.

### **Communications and Reports**

SCLS will meet remotely next month.

### **SCLS**

SCLS meeting was held on February 27, 2020

Presentation on how to read Financial Reports

Approve Annual Report

No Cornerstone Event (SCLS Foundation Fundraiser) this year. New ideas are being explored.

Erin Foley now chairs the Administrative Council

### **Director's Report**

Circulation was up 4% year-to-date. Holds are up 19%.

Budget is on track.

Library has asked that Line 420 member/licensing fee on the Expense Report be moved to the Newspaper Publishing line 423

Quick notes:

Biblioovation Update

Need for new Library aide

Library staff visits with the Board- Rene Elkington is the only adult staff member who has not been invited yet. Summer will be a good time for meeting students.

Community Center work-Discussion of the new air handling system. Starting in May, county meetings will be held in the building while work is being done in the Courthouse.

SCLS member attendance-Marty Van Pelt has a visit scheduled for the May 18 Library Board Meeting.

COVID-19 Discussion:

Motion to close the Library to the public due to the unknown cleaning problems of books and materials to follow safety protocols in response to the COVID-19 virus situation, and have curbside delivery of materials, tax forms, and copies; the Board give the Library Director permission to construct logistics of curbside delivery of said materials and further establish limits of said materials until further notice, and

to have no programming pending approval by the County Manager and until further notice by Theim/Edwards. Motion carries unanimously.

These protocols will be posted on Facebook and website.

**Discussion and Action Items:**

**a. Review of new Adams County Personnel Manual concerning sick leave**

-Discussion of PTO/sick leave

Motion that the Library Board is in favor of reinstating Emergency Sick Leave (Catastrophic Leave) donation by Theim/Waugh. Motion carries.

**b. Review of revised Library Aide job description**

Motion to approve Revised Library Aide job description pending Essential Qualification #1 by Edwards/Theim. Motion approved.

**c. Review of Annual Schedule**

Motion to approve Annual Schedule by Theim/Townsend. Motion approved.

**d. Policy reviews of: Board Bylaws, Library Personnel Policy, and patron access and behavior policies**

Adams County Library Board Bylaws revision pg.1 article 1 sec. 5 add the words "if any" following members

Motion to approve Review of Bylaws by Edwards/Waugh. Motion approved.

Motion to approve the changes made by the Library Director to ACL Library Personnel Policy along with the change on page 1 Relationship with Employees to reflect the change "Executive" to "Administration and Finance" by Theim/Waugh. Motion approved.

Patron access and behavior policies:

Change date on cover, in footer when done

Change the table of contents

p. 4 Building-remove "Building" to read "Adams County Library"

Under Appropriate Library Behavior Policy add a bullet point to include: vaping or use of vaping products is also a prohibited behavior

Library Director will check with Corporate Council on the age limit on pg 13 Confidential Records #4

Motion made to approve the Review of Patron Access and Behavior Policies by Theim/Townsend.

Motion approved.

Motion to table until next month Confidentiality of Library Records by Waugh/Edwards. Motion carried.

**e. Chocolate Affair**

The Friends of the Library's annual meeting will be held on May 12. They have two \$500 scholarships for the Jeanne Heideman Scholarship. Next year will be the 30 year anniversary of the Chocolate Affair.

There were fewer children, but they made about as much money as last year. They would like to increase membership.

**f. Wi-Fi reporting for Library Board**

Added 3 lines for Wi-Fi reporting and the Board is satisfied with this reporting.

**Agenda items for future meetings**

Review the Rest of the Policy Document

Revisit Confidentiality of Library Records

Update on closing and curbside delivery

The next meeting is April 20 at 2:00pm

Meeting was adjourned by President Nelson at 4:02pm.

Respectfully Submitted,

Theresa David