

Adams County Library Board Minutes

Monday June 22, 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: Nelson, Townsend, David, Peterson, Edwards, Theim, and Waugh. Erin Foley, Library Director was in attendance.

The meeting was properly announced. Marty Van Pelt, SCLS Director was also in attendance via video.

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

Bills were circulated for review and initials.

Motion to approve minutes by Theim/Waugh. Motion carried.

Motion to approve financial report by Peterson/Theim. Motion carried.

Treasurer's Report was given by Theim.

Communications and Reports

None

SCLS

6/18 Budget and Finance/Personnel Committee

Review of mid-year budget and pandemic adjustments

Begin work on 2021 Budget

Trustee Training Week, August 24-28, registration is open now

Director's Report

Circulation is down 37.10% year to date overall. Holds are down 21%. Budget as of May is at 42% of the year and 40% overall.

Quick Notes summary:

- Community Center air handling system work is scheduled to be completed by the end of June. Meeting rooms are restricted to county purposes only with required cleaning between meetings, but Sunday morning church services have been allowed to use the building.
- 2021 Budget forms were distributed Wednesday. No COLA for staff for 2021.
- DPI Cares Act grants: SCLS just shared information on this. ACL will receive \$1381.50 to cover technology-related items like cabling costs for Wi-Fi. The Board discussed ideas for the grant money including technology (TV, gaming equipment) for a teen area and a wireless printer. Discussion ensued about filtering software.
- Curbside Service continues to be popular and is working for staff and patrons alike.
- Wireless Printing: Erin is working with TBS, SCLS's wireless printing company to set up this service at ACL.
- Delivery Service is running twice a week and is working well.
- Door counter fell off the wall during construction, but has since been righted.

Discussion and Action Items

IMLS CARES Act Grant: Erin was unable to receive approval from Kyle Patterson, as her supervisor, in time to submit the grant due to communication complications from Kyle working from home. Erin is submitting an appeal to be able to submit the grant application due to these circumstances.

Update on exterior Wi-Fi Access Point: the best place for the access point would be the south side of the Community Center by the parking lot

Library Aide job search: two student will be leaving and the search is on to fill those positions

Library reopening options: Currently, ACL is open Monday through Wednesday and Friday. Closed Thursday. People are not allowed to browse in the stacks; however they may enter the library. There are two computers available for use. Curbside is still on-going. Erin would like to stay as they are for the next month. There was a question of staff hours and wages. Erin said that staff has not been noticeably impacted. Staff are still working, and cleaning when the library is closed. Board President Nelson said that the Annual Book Sale would be canceled this year and will return next year. Erin said that the staff suggested the sale item table be put out again and that patrons could have access to the third computer. Board members agree that there should be plans for reopening and other pandemic related contingencies, and that opening/reopening plans should be reviewed on a monthly basis.

Agenda items for future meetings

Update on Teen Room Grant

Update on Book Mobile Grant

Open/Reopen Plan

The next meeting will be July 20, 2020 at 2:00pm in the Adams County Community Center.

Motion to adjourn at 3:15pm. Peterson/Theim. Motion carried.

Respectfully Submitted,

Theresa David