

Adams County Library Board Minutes

Monday April 19, 2021

(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, President. Members present: Edwards, David, Nelson, Peterson (virtual), Theim, Townsend and Waugh. Erin Foley, Library Director and Marylu Silka were in attendance. Jim Bialecki (virtual) and Kyle Patterson (virtual) were in attendance.

The meeting was properly announced. Motion to move item “d” under possible action to #4 on the agenda by Nelson/Theim. Motion carried.

Motion to approve the minutes as amended by Theim/Townsend. Motion carried.

Bills were circulated for review and initials.

Motion to approve the financial report by Edwards/Waugh. Motion carried.

d. Review of Library’s 250 Equity funds

Discussion:

- goes back to 2006
- \$56,000 in 250 Equity fund (carryover line 250)
- Bookmobile
- Bookmobile might come out of covid recovery program
- Bialecki suggested the Bookmobile be put on a list of ideas for these funds
- Restricted funds-used as Library Board deems fit according to state statute
- the best time to look at this would be the end of the fiscal year

Treasurer’s Report given by Theim. March balance forward 93767.19, interest 184.32, Admin fee - 107.57, realized gains or losses 946.57, total balance forward 94790.51

Communications and Reports

#31 lbs. of food donation

SCLS Board Mtg. 3/25, 2020

1. System Director Report
Pandemic and Libraries Review
2. Review of Audit 2020 w/auditor
3. Review of System Effectiveness Statement

Director’s Report

Circulation is down. 1000+ more items checked out in March than in February. Budget is 25% of the year and at 23% this month.

Quick Notes:

Board meetings: Library Board Meetings are scheduled to meet in Room 145 whenever possible.

Community Center: All jury selection dates for April have been removed. Three Thursdays in May are scheduled at this time.

County Administrator interviews: There were Dept. Head meet and greet sessions for 3 candidates on April 5.

New furniture: Discussion on books, shelving, display space/mantel/bulletin boards

Draft of Room plan

Library Aide Job Opening: Interviews were held April 13 and 14 with four students.

National Library Week, April 4-10, 2021

August Book Sale: put on the May agenda

Staff news: Stephanie posted her scheduled summer programs, Diane discovered free audio book downloads for students for the summer.

Build America's Libraries Act

Items for Discussion and Possible Action

a. Proposed revisions to policies on Library Personnel and Confidentiality of Library Records

- Administration and Finance took the place of Executive Committee
- table to May
- Review of Corp Counsel on Confidentiality Policy

b. Review of Library policies on:

Material selection, Requests for consideration, Gifts and memorials, Library/school relations, Public notices and display, Volunteers, Amendments

-Does the County have a Volunteer Policy and waiver-Erin believed they did

Motion to approve the review of items listed under #9 b. of agenda by Theim/Townsend. Motion carried.

e. Review of Quarantine best practices for Library services

-services remain "as is" until the end of May

-with summer hours add the second evening to get back to usual, add Saturday in June

-magazine/newspaper area open in the summer

Motion to continue the status quo in May and in May visit the door locking policy and additional hours by Nelson/Theim. Motion carried.

-June will be Bookmobile committee update

Agenda items for future meetings

Update on Teen Room, Shelving, Costs

Book Sale

Personnel Policy

Corporate Counsel on Confidentiality Policy

Review of Quarantine Best Practices

The next meeting will be May 17 at 2:00pm in the Adams County Community Center.

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

Respectfully Submitted,

Theresa David