

Adams County Library Board Minutes

Monday, March 21, 2022

(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, Nelson, Theim, Townsend and Waugh. Erin Foley, Library Director and Marylu Silka were in attendance. Dana Peterson and Cynthia Haggard (online) were also in attendance.

The meeting was properly announced.

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

No member of the public was present, but public input is always welcome.

Motion to approve the minutes by Waugh/Townsend. Motion to approve the financial reports by Edwards/Waugh.

Bills were circulated for review and initials. Motioned by Edwards/Nelson to amend and approve the bills after a two-cent correction was made. Motions carried.

Treasurer's Report: Balance forward: 97,692.67 Interest: 52.91, Admin fee: -111.42, Unrealized gains or losses: 1924.63, total balance forward: 95,709.53. Motion by Edwards/Townsend. Motion carried.

Communications and Reports: 182#lbs of food for Food Pantry. National Library Week is April 3-9.

South Central Library System Report: SCLS Board of Trustees Mtg. Was held Feb. 24, 2022. SCLS Rep Nelson attended the meeting. Presentation "SCLS Consultant Services" was done by Jean Anderson. Funding proposal for additional; financing of the new building was discussed. Approved purchase/site agreement for new building site at 5204 Graham Place, Madison.

Director's Report: Circulation is up 40%. Curbside service is still popular.

Quick Notes: Door counter is now working. Main printer stopped working March 11, the other printer only prints black/white. Hope to be fixed soon. Service upgrade to phone service was made which caused problems with the fax machine, problem resolved, but an incorrect fax # in directory was found.

Library is having fun with Theme Week. Plan to keep it going.

Items for Discussion and Possible Action:

Reviews of:

i. Board Bylaws—reviewed and ok

ii. Library Personnel Policy— pg 1, 1st paragraph-add underlined words "This policy is intended to supplement the current version of the Adams County Personnel Manual." Motion to amend by Waugh/Theim. Motion carried.

iii. Mission and Objectives—reviewed and ok

iv. Who May Use the Library—reviewed and ok

v. Appropriate Behavior—to discuss next month

vi. Unattended Children—to discuss next month

vii. Confidentiality of Records—reviewed and ok

viii. Computer and Internet Use—reviewed and ok

ix. Copyright—no need to review

x. Patron Complaints—add “using remote technology”. Motion to amend by Nelson/Theim. Motion carried.

Bookmobile Project: Administrative and Finance committee denied the ARPA approved funds for the Bookmobile. Cynthia addressed the issue and said that we should put the request back on the Adm/Finance committee for April or May for approval. ARPA funds will still be available until Dec. 2024.

Friends of the Library Report: No in attendance for the Chocolate Affair due to covid precautions but held a sale of raffle tickets which went very well. Friends meet April 5th.

Agenda items for future meetings: Appropriate Behavior, Unattended Children, Proposed meeting room policy, Bookmobile Project.

The next meeting will be April 18 at 2:00pm in the Adams County Community Center.

Meeting adjourned by Nelson.

Respectfully Submitted,

/s/ Barbara Waugh