

## **Adams County Library Board Minutes**

**Monday April 18, 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: David, Edwards, Nelson, Theim, Townsend and Waugh. Erin Foley, Library Director and Marylu Silka were in attendance. Jeff Haase, Corp Counsel, was in attendance. Kyle Patterson (online) and Cynthia Haggard (online) were also in attendance. Peterson was excused.

The meeting was properly announced.

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

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

Bills were circulated for review and initials.

Motion to approve the financial report by Townsend/Theim. Motion carried.

Balance forward February: 95709.53, Interest: 172.53, Admin fee: -109.10, , Unrealized gains or losses: 202.30, total balance forward March: 95975.26

### **Communications and Reports**

78#lbs of food for Food Pantry

SCLS Board of Trustees Mtg. 1/27/2022

1. Presentation on option for additional funding
2. Building update
3. Approve Annual System Report

### **Director's Report**

Circulation is way up. Check outs up by 50%. Holds up by 8%. 3800 items pulled and reshelved in March. 24% of budget spend, 25% of the year

Quick Notes:

Maintenance Issues: Faxing problems, LinkCat catalog (fixed), new people counter installed.

WAPL in Pewaukee May 11-13. Erin will be presenting a session.

Lockers: likely installed in July

Drug Drop-off bin: Not a book drop!

Desk renovation: no update yet

### **Items for Discussion and Possible Action**

#### **a. Policy reviews:**

- i. Tabled Appropriate Behavior policy until May meeting.
- ii. Motion to amend and approve Unattended Children policy by Waugh/Townsend. Motion carries
- iii. Motion to approve Materials Selection policy by Edwards/Townsend. Motion carries.
- iv. Motion to approve Request for Consideration policy by Waugh/Townsend. Motion carries.

- v. Motion to amend and approve Gifts and Memorials policy by Waugh/Theim. Motion carries.
- vi. Motion to approve Library/School Relations policy by Edwards/Townsend. Motion carries.
- vii. Motion to approve Public Notices and Displays policy by Theim/David. Motion carries.
- viii. Motion to approve Volunteers policy by Theim/David. Motion carries.
- ix. Motion to approve Amendments policy by David/Edwards. Motion carries.

**b. Proposed Meeting Room Policy**

-how many days in a room can it be reserved for?

Motion to accept draft of small meeting room written as is by Nelson/Waugh. Motion carries.

**c. Bookmobile project**

-Admin & Finance meeting was postponed

-Cynthia has it on agenda for May's Admin & Finance meeting

-demonstrate that Bookmobile services will not be duplicated

-no timetable for bequest

**d. Friends of the Library Raffle Report**

-next meeting is unknown

**Agenda items for future meetings**

Long Term Plans

Bookmobile Report

Friends of the Library Report

Naming the small meeting room

Appropriate Behavior Policy

The next meeting will be May 16 at 2:00pm in the Adams County Community Center.

Meeting adjourned at 3:04pm.

Respectfully Submitted,

Theresa David