

Adams County Library Board Minutes

Monday, March 20, 2023

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

The meeting was called to order 2:00 p.m. by Mary Nelson, Board President. Members present: Nelson, Edwards (excused at 3:00), Townsend and Waugh (acting recording secretary). Members present virtually: David and Peterson. Excused, Theim. Also present, Erin Foley, Library Director and Marylu Silka. Kyle Patterson, Cynthia Haggard and Diane Heider per virtual attendance.

The meeting was properly announced.

Motion to approve agenda. Amend agenda by moving #9a, patron concern, to #3. Motion to approve amended agenda by Nelson/Edwards. Motion carried.

Patron spoke of her concern of placement of library materials. Will look into and respond to the patron.

There was no public input, but it is always appreciated.

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

Bills were circulated for review and initials.

Motion to approve financial report by Nelson/Townsend. Motion carried.

Treasurer's Report:

Theim was excused. Per Director's Report: Balance forward 90846.69; interest 99.92; Admin fees -104.89; unrealized gains/losses -2155.35, balance 88686.37.

Communications and reports: 41# of food was donated to the food pantry.

SCLS Report:

Nelson attended the SCLS meeting Feb. 23, 2023. Discussion: A. Presentation-Intellectual Freedom & Libraries. B. Approved Annual Report and Employee Handbook Revisions. C. Authorize request for Property Tax Exemption.

Director's Report:

Foley reported the circulation is up by 4.5%. The report is always available upon request.

Quick Notes:

- SCLS Moving dates will be over Memorial weekend, Sat. May 27 to Tues. May 30. We would like to be closed Tues. May 30th because of no computer services those days. The board approves if okay with the County Manager.
- Work on upgrading library website continues.
- The library will host Senator Ballweg Fri. March 24 at 11:30 a.m., per invitation by Mary Nelson.
- Per request of patrons the coffee machine will now be back in the reading area.

Items for discussion and possible action:

- Policy reviews of:
 - **9b-i. Board Bylaws.** Motion to amend Article III Section 3-Add Virtual Attendance. Article III Section 6-Add Roll Call as #1 and then continue numbers in order (1-12). Motioned by Nelson/Edwards to amend as such. Motion carried.
 - **9b-ii. Library Personnel Policy.** Discuss next month.
 - **9b-iii. Mission and Objectives.** Motioned by Nelson/Waugh to approve. Motion carried.
 - **9b-iv. Who May Use the Library.** Motioned by Nelson/Edwards to approve. Motion carried.
 - **9b-v. Appropriate Behavior.** Motioned by Nelson/Edwards to approve. Motion carried.
 - **9b-vi. Unattended Children.** Motion to amend (Para 2) age 7 to age 8 and (Para 3) age 8 to age 9. Motioned by David/ Nelson to amend as such. Motion carried.
 - **9b-vii. Confidentiality of Records.** Motioned by Nelson/Edwards to approve. Motion carried.
 - **9b-viii. Computer and Internet Use.** Motioned by Nelson/Townsend to approve. Motion carried.
 - **9b-ix. Copyright.** No motion needed, FYI.
 - **9b-x. Patron Complaints.** Motioned by Nelson/Townsend. Motion carried.
- Preliminary library Service Plan Overview. Draft was looked by SCLS and can combine 6 and 7 of the plan.
- Bookmobile. Giessel estate granted an extension into April.

Identify possible items for future meetings.

- Review Personnel Policy
- Review the remainder of Library Policies
- Discuss the small meeting room.
- Closure of library on Tuesday May 30th.
- Library Service Plan discussion.
- Bookmobile report

Next meeting on April 17, 2023.

Adjournment 3:10 p.m.

Respectfully submitted,
s/s Barbara Waugh,
Acting Recording Secretary