

Scott County Public Library Board of Trustees Minutes

August 12, 2014

Regular monthly meeting, as authorized by the by-laws, of the Scott County Public Library Board of Trustees was called to order at 5:07 p.m. by President Duane Mills. Members attending were Susan Smith, and Alonzo Allen. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; and Mandy Brooks, recording secretary. Karoline Manny, Technology Manager and Christie Robinson, member of the public were also in attendance. Board Members absent from this meeting include Dan Miller and Michael Tackett.

Public Comments: Christie Robinson addressed her concern to the board about the use of the meeting spaces come spring due to the current expansion plans. Barbara O'Hara addressed Ms. Robinson's concerns and let her know that the Library will continue to serve the community's need for meeting space with all our available resources throughout the construction project. Ms. Robinson thanked the board for their time and the board thanked her for her concerns and interest.

GENERAL CONSENT by board members to accept the minutes of the July 08, 2014 meeting as presented.

GENERAL CONSENT by board members to accept an abbreviated Treasurer Report on a monthly basis with the full report being distributed quarterly.

GENERAL CONSENT by board members to accept the July 2014 Treasurer's Report as presented.

GENERAL CONSENT by board members to accept the July 2014 Voucher as presented and to include the payment of the VISA bill upon receipt.

GENERAL CONSENT by board members to accept the trustees' membership fees and the director's mileage expenses.

Friends: The Friends held their monthly meeting on July 1, 2014. Barbara reported that the Friends are discussing their options with the possible new bookstore. She let the Friends know that space has been allocated for this use in the expansion should they decided to operate the bookstore.

Circulation Report: Karoline Manny presented statistical data on national trends vs local trends in circulation. The board was able to see the data in context and accepted the circulation report as presented. Ms. Manny pointed out that, in context, Scott County Public Library's statistics were up compared to comparable sized libraries in Kentucky, and in the U.S.

Building Maintenance/Security: Barbara reported that the Library still has not hired a full time Maintenance person due to Marcum being on disability leave. The Library has hired a cleaning company to come in once a month to thoroughly clean the building. The HVAC unit has been now been fixed and there will be no cost to these repairs as the unit is still under warranty.

Old Business: Karoline Manny presented the iPad's to the board for consideration. She demonstrated their practical use and ease during board meetings, and while studying board documents ahead of the board meeting. These iPads will be pre-loaded with board agendas and supporting documents.

GENERAL CONSENT by board members to purchase seven (7) iPads with a cover for the sole purpose of board use, with price not to exceed \$6,000.00.

Karoline Manny also presented a list of electronics that the library has in inventory that are no longer working and are not reusable. She has asked to discard/recycle these items.

GENERAL CONSENT by board members to surplus the list of non-working electronics compiled by Karoline Manny. These items can be discarded.

The board addressed the painting in the conference room being loaned to the museum and the return of the birds' case to the museum.

GENERAL CONSENT by board members to loan the painting to the museum on a yearly basis, with renewal each year until the Library decides they want the painting back.

GENERAL CONSENT by board members to return the birds' display case back to the museum.

New Business: Tax rate information was received and discussed. The board reviewed last year's numbers in comparison to this year's numbers.

GENERAL CONSENT by board members to set the real estate tax at 5.9%, personal property tax at 6%, and the motor vehicle tax at 6%.

Building Expansion: The board considered additional parking in Marshall Park which will add 15-20 spaces. Possible entrances and times of availability were discussed.

The fire chief approved of the construction of the book drop in the cul-de-sac. The board members raised concerns of liability and safety. Duane Mills asked Bruce Lankford if there would be any legal objections to spending tax money on property that is not owned by the Library. Bruce said there were no objections. Alternate book drop locations were tabled to the September 9th meeting.

The Kentucky Public Library Association (KPLA) sent the Library a request for institutional membership. The board discussed whether joining would benefit the Library. Bruce Lankford explained that the advocacy committee would be a benefit to the Library in many different possible ways.

GENERAL CONSENT by board members to join the KPLA membership.

Annual Report: The board reviewed the Annual State Report. Duane had some concern with the hours of the Library being reported as open 70 hours a week due to the Library closing for 4 hours for staff development day. The board recognized that there is no space in the State report to account for that time. Duane also had concern with it reporting that we reviewed the Model Procurement Code Policy. The Scott County Public Library Board does not use this policy; they use the Purchasing Policy which is reviewed. The board recognized that there is no space in the State Report to record that change.

GENERAL CONSENT by board members to accept the Annual State Report as presented.

Director's Report: Barbara presented the Long Range Plan/Strategic Plan to the board. No questions were raised.

Barbara discussed the PR sheet, for use at the public meetings, to the board and the board made some minor changes to wording.

GENERAL CONSENT by board members to accept the PR sheet with changes suggested.

Barbara offered her findings on possible temporary Library locations during construction. She found that each vacant facility investigated could cost up to \$500,000, which would not make up for the time gained by giving up possession of the building. According to the architects, it could save 3-4 months, but would save far less funding than the cost to move.

GENERAL CONSENT by board members to remain in the current Library building during construction.

Barbara presented the design options for the new Bookmobile. The board considered two different concepts, diversified people and a profile of the building.

GENERAL CONSENT by board members to wrap the Bookmobile with the diversified people design.

Duane Mills called attention to the Director's Newsletter and wanted to discuss the section where Barbara asked for Board Members to make appointments with her when they wanted to meet with her. Duane did not agree with having to make appointments with her due to time constraints of the voluntary board members. Alonzo respects that she is busy and may not be available at times and is ok with making meeting arrangements. Susan also agreed to respect her schedule and pointed out that her supervisor makes appointments with her. Alonzo became concerned with the tension and conflict building in the room and discussed the need to work together. Barbara thanked Alonzo and Susan for their courtesy. Duane Mills wrote his resignation on a sheet of paper and dismissed himself from the meeting at 6:57pm.

At this time, Bruce Lankford left the room to speak with Duane. Upon Bruce's return, Susan and Alonzo decided not to accept Duane's resignation at this time and to allow Duane time to think about it. They will revisit this issue when the rest of the board members are present.

Alonzo and Susan moved to adjourn the meeting at 7:20pm.

Secretary

Recording Secretary

Date

Date: