

## SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

**August 11, 2015**

The regular monthly meeting, as authorized by the by-laws, of the Scott County Public Library Board of Trustees was called to order at 5:00 pm by President Michael Tackett. Members present included Dan Miller, Duane Mills, Alonzo Allen, and Jennifer Baldwin. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; Mandy Brooks, Recording Secretary; Heather Dieffenbach, Regional Librarian; President Christie Robinson, Friends of the Scott County Public Library; and Ian Beattie, Brandstetter Carroll.

**Public Comments:** None

**Construction Update:** Ian Beattie from Brandstetter Carroll updated the Board on current construction change orders.

**MOTION** to approve additional data outlets by Michael Tackett. Second by Dan Miller. Motion carried.

**MOTION** to approve the coordination of new light fixtures by Michael Tackett. Second by Alonzo Allen. Motion carried.

**MOTION** to approve the change in door hardware by Dan Miller. Second by Jennifer Baldwin. Motion carried.

**MOTION** to approve the fireplace addition by Alonzo Allen. Second by Jennifer Baldwin. Motion carried.

**MOTION** to approve the column wraps by the windows and the addition of 3 false column wraps by Dan Miller. Second by Alonzo Allen. Motion carried.

Ian let the board know that that the stone/brick work has begun on the back side of the addition and he will be coming in the morning to check the quality of the work before the mason work goes any farther. Ian left the meeting at 5:37pm.

**MOTION** by Dan Miller to approve the regular monthly meeting minutes. Second by Jennifer Baldwin. Duane voted against. Motion carried.

Prior to this vote, Duane Mills moved to amend the minutes so that, in his opinion, it complied with the open meetings act requirements. No second to his motion was heard therefore the motion was defeated. No further amendments were proposed.

**MOTION** by Alonzo Allen to approve the July 21<sup>st</sup> special called meeting minutes. Second by Jennifer Baldwin. Duane voted against due to the wording regarding the board going into closed session. Motion carried.

**MOTION** by Dan Miller to approve the August 4<sup>th</sup> special called meeting minutes. Second by Alonzo Allen. Duane voted against due to the wording regarding the board going into closed session. Motion carried.

Duane will consult with the Board Attorney Bruce Lankford regarding his concerns with the wording in these minutes.

**MOTION** by Alonzo Allen to approve the Treasurer's report. Second by Dan Miller. Motion carried.

**Review of Director/Board Member Expenses:** **MOTION** by Duane Mills to approve Barbara's mileage expense reimbursement. Second by Dan Miller. Motion carried.

**MOTION** by Jennifer Baldwin to approve the voucher. Second by Alonzo Allen. Motion carried.

**Friends:** Christie reported that it is an exciting year for the Friends. They are busy cleaning up documents, revising the website, lining out plans for a possible bookstore, and volunteering at AirFest. Barbara added that the Friends group will get a tour of the new addition construction site at their September meeting.

**Circulation Report:** Barbara reported that the print numbers are down and electronic is up as usual. Construction has started to impact the numbers. She also announced that the Library is trying to reconnect with the Ed Davis Center for outreach.

**Building Maintenance/Security Report:** Barbara reported that the parking lot has some concrete stop blocks that are broken so Owen is looking into fixing these. The fire alarm systems have been tested, the air in her office is fixed, and Owen has requested to add 2 outside spigots in the new addition as there are no spigots included in the current plan.

**New Business: MOTION** by Dan Miller to keep all tax rates the same for 2015-2016 fiscal year as they were in 2014-2015. Second by Alonzo Allen. Motion carried.

**MOTION** to approve the Ethics and Conflict of Interest policies by Duane Mills. Second by Dan Miller. Motion carried. Each Trustee signed a copy of each policy.

**MOTION** to approve the ADA policy by Duane Mills. Second by Dan Miller. Motion carried.

**MOTION** to approve the Check Return policy by Dan Miller. Second by Jennifer Baldwin. Motion carried.

**MOTION** to approve the User policy by Duane Mills. Second by Dan Miller. Motion carried

**MOTION** to approve the Attendance and Punctuality policy with the addition of adding your supervisor as a call in contact and excluding text and email as an acceptable call in method by Jennifer Baldwin. Second by Alonzo Allen. Motion carried

**MOTION** to approve the Internet policy by Dan Miller. Second by Jennifer Baldwin. Motion carried

**MOTION** to accept the Open Records Request posting sample with revisions for personalization and to post it in plain sight and on the website by Duane Mills. Second by Dan Miller. Motion carried

**MOTION** to accept the annual report with revisions to Duane's meeting attendance from 8 to 11 and Dan's Trustee trainings attended from 0 to 2 by Duane Mills. Second by Jennifer Baldwin. Motion carried.

**Regional Librarian's Report:** Heather reminded the Board about upcoming deadlines and trainings listed on this month's Trustee Tip.

Michael thanked everyone for attending.

**MOTION** by Alonso Allen to adjourn. Second by Jennifer Baldwin. Motion carried.

Meeting adjourned at 6:50 pm.

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Dan Miller, Secretary

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Mandy Brooks, Recording Secretary

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Date

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Date