

SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

February 10th, 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 5:05 pm by President Michael Tackett. Members present included Alonzo Allen, Susan Smith, Dan Miller, and Duane Mills. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; Heather Dieffenbach, Regional Librarian; and Mandy Brooks, Recording Secretary.

Public Comments: No public comments.

Approval of Minutes: Duane would like the word regular changed to special in the minutes when speaking of the validation of his resignation at the August 19th board meeting.

MOTION by Susan Smith to approve the regular monthly meeting minutes with the change suggested by Duane. Second by Alonzo Allen. Motion carried.

Approval of Treasurer's Report: Susan discussed the changes that have occurred in the financials with the maturing of the CDARs account. A 6 month CDARs was opened with 1 million dollars, a new money market account at Republic Bank was started with \$250,000, and the remainder was put into the money market account at United Bank, \$801,292.83.

She has also received a tentative payout schedule from Morel Construction to aide her in moving funds around to pay out construction costs.

MOTION by Dan Miller to approve the Treasurers report. Second by Alonzo Allen. Motion carried.

Review of Director/Board Member Expenses: No expenses reported.

MOTION by Dan Miler to approve the voucher. Second by Susan Smith. Motion carried.

Friends: Barbara explained that the Friends continue to receive positive survey results regarding the opening of a Friends Bookstore. The Library has begun to weed the collection due to the impending construction. The weeded books will be given to the Friends for a large book sale. The Friends meet tomorrow, February 11, 2015, at which time Barbara will find out the dates for that sale.

Circulation Report: Barbara reported that the door count is up and all the other stats are holding steady.

Building Maintenance/Security Report: Barbara reported that the Library currently has no large maintenance expenses or issues. The maintenance staff has been busy moving out items of the children's department and the community room due to the effects of the construction.

Director's Report: Barbara presented a list of items for surplus and the Board reviewed those items.

MOTION by Susan Smith to surplus the items presented. (List of items attached to minutes) Second by Dan Miller. Motion carried.

Barbara updated the Board on the trip the staff took to the Covington Public Library and how helpful it was in understanding the challenges the Library will face during construction. She also invited the Board members to join her on February 17th in Frankfort for Library Legislative Day. She will be meeting with the Senator and our Representatives.

Unfinished Business: Ken Shipley was scheduled to attend but could not make it. Barbara reported that Mr. Shipley is the Project Superintendent from Morel Construction and he has been reporting to the Library daily as he has gotten right to work. Michael and Barbara have signed the contract for Morel Construction, so she expects to see Mr. Shipley on a regular basis and it would be nice for the Board to get to meet him.

MOTION by Dan Miller to accept the proposal from Multi-Vista. Second by Alonzo Allen. Motion carried.

New Business: The Board reviewed the By-laws and discussed suggestions made by Duane Mills.

MOTION by Duane Mills to remove the word Constitution from the By-laws, change that the Board follows Roberts Rules of Order to KDLA Trustees manual, and to add “presiding officer, or a quorum of Trustees” to section 5, subsection C. Second by Dan Miller. Motion carried.

The Library construction is underway with fencing and some equipment visible. The contract has been signed and the Board reviewed 3 bid proposals, one from LE Gregg, one from Cardno ATC, and one from Terracon for the Building Inspector Engineering Firm. LE Gregg had the lowest bid, but the Board had some issues with some of the things listed in the contract. Barbara was asked to get with LE Gregg to make the changes in the contract.

MOTION by Duane Mills to accept LE Gregg’s bid subject to the requested changes. Second by Alonzo Allen. Motion carried.

The Library currently has Builders Risk Insurance through Hockensmith. Barbara and Mandy will be meeting with Larry Cassidy next week to discuss what the policy covers and will report back to the Board at the next meeting.

Barbara asked the Board to consider making changes to the Circulation Policy to include the specifics for the Bookmobile. The Board told her to make the changes as necessary to meet the staff’s needs.

MOTION by Alonzo Allen to add a Library Vehicle Policy which details rules while driving a company vehicle. Second by Susan Smith. Motion carried.

Susan Smith will be leaving the Board in July as her term expires. The Board discussed the Trustee search for that vacancy and decided to stick with Jennifer Baldwin and Ken Wright. Susan and Michael will follow up with them to verify their continued interest as the Board will get moving on this next month.

Barbara asked the Board to donate \$100 to Leadership Scott County. Barbara also let the Board know that Ellie Caroland has been nominated for Volunteer of the Year award with KPLA.

MOTION by Duane Mills to donate \$100. Second by Susan Smith. Motion carried.

The Board then discussed a date and time to hold the ground breaking ceremony. It was determined that it will be held February 28th at 12:00pm and a backup date will be March 7th at 12:00pm.

Regional Librarian’s Report: Heather notified the Board that the KPLA conference is March 16th, Library Legislative day is February 17th, and she provided them with a schedule for the KPLA conference.

Michael thanked everyone for attending.

MOTION by Alonzo Allen to adjourn. Second by Susan Smith. Motion carried.

Meeting adjourned at 7:49pm.

Dan Miller, Secretary

Mandy Brooks, Recording Secretary

Date

Date