

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

**January 12, 2016**

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 Duane Mills, Dan Miller and Jennifer Baldwin. Alonzo Allen arrived at 5:20pm. Also attending were Barbara O'Hara, Director; Mandy Brooks, Recording Secretary; Heather Dieffenbach, Reginal Librarian; Christie Robinson, Friends of the Scott County Public Library Board President; Ian Beattie, Brandstetter Carroll; and Bruce Lankford, Attorney who arrived at the meeting at 6:39pm.

**Public Comments:** None

**Construction Update:** Ian Beattie updated the board on the current construction progress. Operation in the temporary space has begun and demo of the old building is underway. Abandoned cabling was found in the ceiling upon demo that will not pass inspection. New cabling will need to be installed. The roof and clock tower issues need to be addressed and the board needs to decide how to proceed. Ian doesn't anticipate any more large issues coming to light as the demo is near completion.

**MOTION** by Dan Miller to fix the clock tower and roof as necessary to fix them permanently. Second by Jennifer Baldwin. Motion carried.

**MOTION** by Jennifer Baldwin fix the cabling issue not to exceed \$6,900. Second by Dan Miller. Motion carried.

Mr. Beattie left the meeting at 5:20pm.

**MOTION** by Jennifer Baldwin to approve the regular monthly meeting minutes. Second by Alonzo Allen. Motion carried.

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

**Review of Director/Board Member Expenses:** None.

**MOTION** by Duane Mills to approve the voucher. Second by Alonzo Allen. Motion carried.

**Friends:** Christie reported that the Friends group will meet tomorrow. They are currently working on selecting a gift for the garden and getting prepared for their upcoming public meeting on January 24<sup>th</sup> at 2:00 to gauge interest and to find a chairperson to run the potential bookstore. They will also be discussing creating a long range plan which the Friends do not currently have.

**Circulation Report:** Barbara reported that all the numbers were down due to the Library being closed for most of the month of December as expected.

**Building Maintenance/Security Report:** Barbara reported that during the heavy rains that the area received in December, some water infiltration occurred in the Children's Activity Room. The construction people were notified and an investigation was performed. Morel will have the area around that exit door re-graded.

**Unfinished Business:** Michael gave an update to the board on the status of the financial audit. The auditor has continually requested duplicate information and had now made several threats of an adverse opinion. All requested information has been sent to the auditing company, who has issued the Library a deadline of January 31, 2016, however, no one has heard from them since last week. Michael will email Mr. Hesse to make sure that he has finally received everything they need to complete the audit.

Michael followed up with the Austin Peters Group whom he reached out to regarding the Personnel Manual. They clarified that they will bill \$125.00 an hour for one person for a total of 5 hours.

**MOTION** by Jennifer Baldwin to agree to these terms and have the work performed. Second by Dan Miller. Motion carried.

**New Business:** The board reviewed the meeting room policy and had discussion on a few points that may change in the future. They spoke on possible increases to the amount of times a group can use a room in a month, the possibility of hosting after hours events, and the elimination of the \$25.00 room deposit fee. Discussion of this policy will continue at the next few meetings as the board members think about the changes having more space will create.

**MOTION** by Duane Mills to drop the \$25.00 deposit requirement and require an electronic signature for room usage agreements. Second by Dan Miller. Motion carried.

**Director's Report:** Barbara directed the board members to review her newsletter for updates.

**Regional Librarian's Report:** Heather reviewed the trustee tip and let everyone know the updated Trustee Manual is now available online.

Michael thanked everyone for attending.

**MOTION** by Michael Tackett to adjourn. Second by Alonzo Allen. Motion carried.

Meeting adjourned at 6:45 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