

Scott County Public Library Board of Trustees Minutes

November 11, 2014

Regular monthly meeting, as authorized by the by-laws, of the Scott County Public Library Board of Trustees was called to order at 5:03 p.m. by President Michael Tackett. Members present included Dan Miller and Alonzo Allen. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; Heather Dieffenbach, Regional Librarian; Mandy Brooks, Recording Secretary; Monica Sumner, Architect from Bradstetter Carroll; Mike Carroll, Architect from Bradstetter Carroll; and Tom Smith, Auditor from Farmer & Humble. Members of the public attending were, Duane Mills, Mayor Claude Christensen, Sadieville; Michael Mizell, Sadieville Commissioner; and Cindy Foster.

Public Comments: Mr. Mills presented the Board with a handout that contained 3 topics for discussion. Those topics were, the official appointment of a records custodian, Open Records Act procedures to be posted in the Library, and what documents have been signed since the initial architect contract.

Mr. Christensen discussed the city of Sadieville's desire to turn an old building on Main Street into a branch Library. The building is currently owned by the city and the city is willing to sign the building over to the Library for use. Some renovations would need to be completed on the inside, but the exterior of the building has been maintained, including a new roof.

Mr. Mizell spoke on the ease of access and programming for the city and surrounding areas. He thinks it would be a great location.

Ms. Foster spoke on the need for internet access in the area due to the rural nature of the geography. She believes having the branch would allow citizens of that area to access things like the internet more frequently.

Michael Tackett thanked everyone for their comments and closed public comments at 5:27 pm. At this time, Mr. Christensen, Mr. Mizell, and Ms. Foster left the meeting.

Audit Update: Tom Smith of Farmer and Humble discussed the findings of the audit with the Board. He pointed out that the letter in very back of the packet is most important. Farmer and Humble's overall findings were that internal controls and compliance are adequate.

Building Project Update: Monica Sumner provided an update on the expansion project for the Board. Currently, jobs are up for bid and plans are at the printer. The pre-bid walkthrough of the building will be November 18, 2014 at 8:00am for all interested contractors. Public reading of the bids will be December 3, 2014 at 2:00pm.

MOTION by Alonzo Allen to accept the October 14th meeting minutes. Second by Dan Miller. Motion carried.

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

Review of Director/Board Member Expenses: Barbara submitted her mileage to the board for her meeting with KPLA. The Board signed off on her expenses.

MOTION by Alonzo Allen to accept the voucher as presented and to include the payment of the VISA bill upon receipt. Second by Dan Miller. Motion carried.

Friends: Barbara shared with the Board that the Friends are still gathering information on the bookstore possibility and that the Friends are gearing up for their annual silent auction.

Circulation Report: Barbara presented the circulation report and noted the increasing trends in electronic books, the rise of Library cards, increase in computer class attendance, and the decline in print circulation. Dan Miller suggested that the Library look into providing "Go to Meeting" as a support for local business owners.

Building Maintenance/Security Report: Barbara stated that Owen has been working on the lighting of late. She also reported that Owen is not looking to retire before the completion of the expansion.

Unfinished Business: Michael Tackett updated the Board on the current vacancy saying that the candidate names have been submitted and are awaiting Judge Lusby's approval. Currently, this process is being held up due to the Fiscal Court meeting this Friday regarding Mr. Mills' resignation. The Board asked that Mr. Lankford and Dan Miller be present at this meeting.

Mr. Lankford updated the Board on the status of Mr. Price's suit to halt the expansion of the Library and on Mr. Mills' complaint letter to the Attorney General's Office. Bruce said that Mr. Price's hearing is being held November 12, 2014 at 1:00pm and that the response to Mr. Mills' complaint to the Attorney General will be ready by Wednesday or Thursday of this week. The Attorney General's Office has allowed an extension to the original deadline for response.

New Business: Board members reviewed the computer lab use policy, the conflict of interest policy, the constitution and by-laws, and the credit card policy. The following changes will be made:

Computer Lab Use - Clarification on who is charged the deposit and in what circumstances the deposit is or isn't refundable.

Conflict of Interest – No changes needed. Each Board member then signed a copy of the form for the 2014-2015 fiscal year.

Constitution and By-Laws – Change all verbiage that addresses the Library as a Special Taxing District to Special Purpose Government Entity. Change all verbiage that addresses the President and Vice President as Chairman and Co-Chairman. Change evaluation terminology to reflect the role of the department heads in employee evaluations.

Credit Card – No changes needed to be made at this time.

Director's Report: Barbara reviewed the Strategic Plan with the Board and updated them on the Library's progress. She also discussed a meeting she had with a company called Multi Vista and asked if the Board would like for Multi Vista to present at the next Board meeting. The Board members were interested. Barbara will invite them speak at the next meeting.

Regional Librarian's Report: Heather Dieffenbach introduced herself and gave a synopsis of her background. She is excited to be working with us.

Mr. Tackett thanked all who came to the meeting.

MOTION by Alonzo Allen to adjourn the meeting. Second by Dan Miller.

Meeting adjourned at 6:55 p.m.

Dan Miller, Secretary

Mandy Brooks, Recording Secretary

Date

Date