

SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

November 10, 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, and Jennifer Baldwin. Alonzo Allen was absent. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; Mandy Brooks, Recording Secretary; Heather Dieffenbach, Reginal Librarian; Christie Robinson, Friends of the Scott County Public Library Board President; Ian Beattie, Brandstetter Carroll; and Jonathan Smith, KPC.

Public Comments: None

Construction Update: Ian Beattie from Brandstetter Carroll presented change orders to the Board for repairs to the clock tower. He also discussed the repairs that need to be done to the roof scuppers and explained how much has been spent out of the contingency fund. No action needed to be taken on anything Ian presented at this time. He asked the board to look over everything and he will bring these back at another time for action.

Board Room: Jonathan Smith from KPC presented the board with a few options for new board room furnishings. The current furnishings will be used in a different area of the Library once the renovation is completed. He brought in a few chairs for them to try and color samples of fabrics and table finishes. The Board discussed reusing the cabinetry in the current Board room to which Jonathan said it would not be a problem to reuse those. The only thing that may have to be new would be the countertop due to the sink no longer being necessary in the new space. Jonathan left at 5:34pm.

Tour: Ian and Shawn from Morel, let the Board members through a tour of the new space. The building is near completion and the Board members were excited to see the progress. Finishing touches are coming along. Ian and Shawn left immediately following the completion of the tour.

MOTION by Jennifer Baldwin to approve the regular monthly meeting minutes. Second by Dan Miller. Opposed by Duane Mills. He offered no corrections or explanations. Motion carried.

MOTION by Dan Miller to approve the Treasurer's report. Second by Duane Mills. Motion carried.

Review of Director/Board Member Expenses: None.

MOTION by Dan Miller to approve the voucher. Second by Duane Mills. Motion carried.

Friends: Christie reported that the Friends group would be taking a tour of the progress at their meeting on the 12th. The state Friends meeting is coming up and Barbara will be attending. The Friends hosted a book sale in the Library on November 7th. The sale went extremely well and they will be facilitating a meeting in January to scope interest in the potential bookstore. The Friends have also begun to investigate a gift to the Library upon completion for the patio areas. The Friends will be participation in the Polar Express event in Sadieville again this year.

Circulation Report: Barbara reported that the stats remain consistent. She is interested in seeing how the move and new temporary space will affect those numbers.

Building Maintenance/Security Report: Barbara reported that the Library is experiencing consistent issues with the sliding doors. Repairs are ongoing. The broken water line to the hydrant has been fixed and adjustments to the water bill have been made.

Unfinished Business: MOTION by Duane Mills to accept the Gift and Memorial Policy with discussed changes. Second by Jennifer Baldwin. Motion carried.

MOTION by Duane Mills to accept the Investment policy as presented. Second by Dan Miller. Motion carried.

MOTION by Duane Mills to approve the completion of the financial audit not to exceed \$3,200. Second by Dan Miller. Motion carried.

New Business: The bids for the landscaping and coffee shop have been drafted. Bruce and Barbara will review them for finality and submit them for advertisement in January. Barbara will bring them back to the next meeting for board approval.

MOTION by Duane Mills to surplus the list presented and for Michael Tackett to discuss the surplus items with Elkhorn Crossing school to see if they want any of the items on the list and for them to dispose of any unwanted items. Second by Dan Miller. Motion carried.

Michael let the board know that based on the recommendations made to him by KDLA, he reached out to a few Third Party HR consultants for review on Library policies and handbook. Only one of those companies responded to his inquiry. Michael handed out some information to the board sent by the company. The members will review the information but would like clarification on their pricing and they want an estimation of hours needed to complete the review. Michael will follow up with the company.

Director's Report: Barbara let the board know that 2 staff members are participating in Leadership Scott County this year, Jessica Shorkey and Marylou White. She also said that Farm City Banquet has asked her for a donation. Upon discussion from the board, they advised her to turn them down. The Library cannot make donations with tax payer dollars. Finally, Barbara announced that the Staff Holiday party will be December 4th at the Scott County Arts and Cultural Center. The Board and Friends are welcome and encouraged to attend.

Regional Librarian's Report: Heather reported that the standards are due December 30th. The early learning workshops are coming up as is the Kentucky Book Fair which is in Frankfort on November 14th. This month's trustee tip is about open records procedures and finally, Heather announced that Wayne Onskt is retiring.

Michael thanked everyone for attending.

MOTION by Dan Miller to adjourn. Second by Jennifer Baldwin. Motion carried.

Meeting adjourned at 6:30 pm.

Dan Miller, Secretary

Mandy Brooks, Recording Secretary

Date

Date