

SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

September 08, 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 5:11 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, Regional Librarian; and Ian Beattie, Brandstetter Carroll.

Public Comments: None

Construction Update: Ian Beattie from Brandstetter Carroll updated the Board on the current construction. Brick installation is 50% complete at this time. Clearing out of the Kentucky room was also completed but water damage around the roof scuppers is present just as it was in the Children's activity room area. Further investigation will be done on the remaining roof scuppers to check for more damage. Mid-November is still a target date for Library services to be moved temporarily to the completed addition during the renovation of the current building. The meeting with the movers went well and Ian is working out a schedule with them. He presented no change orders and left at 5:17pm.

Issues and Concerns: Duane brought up some concerns during last month's meeting that were to be discussed during this meeting. The Board decided to table these concerns and conversations until all board members could be present at the October meeting.

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

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

Review of Director/Board Member Expenses: The board approved Barbara's mileage expense reimbursement for her strategic planning workshop.

MOTION by Jennifer Baldwin to approve the voucher. Second by Duane Mills. Motion carried.

Friends: Barbara reported that the Friends will be touring the new addition after their meeting tomorrow. As they continue to work on the Bookstore idea, visualization of the space may be helpful to them.

Circulation Report: Barbara reported that the door count was up for the month of August. Theorized that this could be related to the new door counter catching the correct counts. She has been happy to see the Library full of patrons.

Building Maintenance/Security Report: Barbara reported that the lobby will be getting a new AC unit. This is the second unit and is free of charge due to warranty coverages.

New Business: **MOTION** by Dan Miller to approve the "E-Rate Consortium Letter of Agency" as prepared by the Kentucky Department for Libraries & Archives. Second by Duane Mills. Motion carried.

MOTION to approve the sick leave policy with language changes by Duane Mills. Second by Jennifer Baldwin. Motion carried.

MOTION to approve the Public Conduct policy by Dan Miller. Second by Jennifer Baldwin. Motion carried.

MOTION to approve the Customer Service policy with a minor language change by Duane Mills. Second by Dan Miller. Motion carried.

Michael discussed with Barbara her evaluation findings in a meeting last week. A summary was given to each board member. Barbara thanked them for their comments.

Director's Report: Barbara updated the board on the current strategic plan and asked them for questions. It was pointed out that the current plan is mostly tactical and will move to a more strategically focused plan after the construction is complete.

Barbara then gave the board a summary of what she learned at her strategic planning conference in Nashville. She discussed the selection of a planning committee and how that committee would bring recommendations to the board for action.

Regional Librarian's Report: Heather reminded the Board about upcoming deadlines and discussed the trustee tip for the month which covers the oath taken at the beginning of a board members term.

MOTION by Duane Mills to surplus the list of equipment presented. Second by Jennifer Baldwin. Motion carried.

Michael thanked everyone for attending and asked that all the board members review the information regarding Duane's concerns before the October meeting.

MOTION by Dan Miller to adjourn. Second by Duane Mills. Motion carried.

Meeting adjourned at 6:21 pm.

Dan Miller, Secretary

Mandy Brooks, Recording Secretary

Date

Date