

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

**February 09, 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 5:08 pm by President Michael Tackett. Members present included Duane Mills, Dan Miller Alonzo Allen, and Jennifer Baldwin. Also attending were Barbara O'Hara, Director; Mandy Brooks, Recording Secretary; Karoline Manny, Technology Manager; Heather Dieffenbach, Reginal Librarian; Ian Beattie, Brandstetter Carroll; David Hesse, Tichenor & Associates who arrived at the meeting at 5:30pm; and Bruce Lankford, Attorney who arrived at the meeting at 6:37pm.

**Public Comments:** None

**Construction Update:** Ian Beattie updated the board on the progress of the renovations to the old part of the building. Things are moving along quite well. Demo is 100% complete. Drywall is 85% complete. Mechanical units are in and staff has been working with the furniture people to get things coordinated. No surprises have been found. Mr. Beattie left the meeting at 5:12pm.

**New Website:** Karoline Manny presented the new website that she and Rachel Toews have been working on to the board. She walked them through the flow and design of the page, compared the new with the old, and asked for feedback. She is hoping the new website will be able to go live with the grand re-opening of the building. The board was impressed with the work she has done so far. Karoline left the meeting at 5:58pm.

**Auditor Review:** David Hesse discussed the final audit review. Financial statements present fairly. There were four findings that have currently been resolved. The board thanked David for the completion of this audit and will get back with him if they have any further questions on the final review. Mr. Hesse left the meeting at this time.

**MOTION** by Alonzo Allen to approve the regular monthly meeting minutes. Second by Dan Miller. Opposed by Duane Mills due to a question on last month's voucher. 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 Alonzo Allen to approve the voucher. Second by Duane Mills. Motion carried.

**Friends:** Christie was unable to attend, but Barbara reported that the Friends public meeting went well. Some of the Friends, along with Barbara, attended legislative day in Frankfort. They were able to meet with the legislators and then head to Paul Sawyer to discuss bookstore questions with their staff.

**Circulation Report:** Nothing new to report.

**Building Maintenance/Security Report:** Nothing new to report.

**Unfinished Business:** The board reviewed the meeting room policy again and asked Bruce to look into the legality of allowing organizations to use Library meeting space for fund raising events.

The need for a capitalization policy was discussed as it was a suggestion from the auditor. Heather will research other Libraries to see if this policy is needed.

**Director's Report:** Coffee shop and landscape bids are starting to come in. The deadline is the 15<sup>th</sup> of this month. Once all bids have been received Barbara will bring them to the board for review.

It is getting close to a new fiscal year so Barbara will be bringing budget projections for the Board to review beginning in April.

**Regional Librarian's Report:** Heather reminded the board that next week starts teen tech week, KPLA awards are coming up, and a webinar for the trustees is also available. The trustee tip this month covers how to surplus property.

Heather lastly announced that the Acting State Librarian is Terry Manuel.

At this time, Duane asked to discuss a topic on the director's newsletter regarding the hiring of part time staff. It was determined by the board that before new staff can be added, the approval must come through the board first.

Duane then discussed his issue with the voucher from the last meeting. He was concerned with the money that was spent on the staff holiday party. Discussion was had and determined that the Friends of the Library group reimbursed the Library for those dollars spent. The event was actually paid for by the Friends group.

Michael thanked everyone for attending.

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

Meeting adjourned at 7:21 pm.

\_\_\_\_\_  
Dan Miller, Secretary

\_\_\_\_\_  
Mandy Brooks, Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date