

SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

March 08, 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 5:01 pm by President Michael Tackett. Members present included Duane Mills, Dan Miller, and Jennifer Baldwin. Alonzo Allen was unable to attend. 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.

Public Comments: None

Construction Update: Some concern was raised about how the direct purchase orders worked. Ian Beattie explained to the Board that the Library is paying for materials directly from the vendor and then the contractors and/or subcontractors are installing the materials. After discussion and explanations from Ian and Bruce, the board felt comfortable enough to move on. Duane continued to have some reservations.

Ian then updated the board on the progress of the building project. The clock tower stone has been ordered, the roof work will begin soon, and sometime in April, the building should be ready to be turned over for moving. Ian left the meeting.

Michael announced to the board that due to Alonzo's unavoidable absence from this meeting, he has had to resign from the board due absences. Michael informed the board that they will now have six names that will have to be presented for nomination. Duane followed by announcing that he did not wish to serve on the board for another term and took his name out of the running for nomination. This announcement leaves three open positions on the board for the next fiscal year.

Landscape Proposals: Barbara brought the first presenting bidder for the Landscape project into the meeting.

Thad Ross introduced himself and presented Pratt's Lawn and Landscape's proposal for the landscaping of the patios and a few other places around the building. Their plan focused on specific plantings and cleaning up of other areas on the property. Mr. Ross' presentation took about 15 minutes.

The board thanked him for his time and asked Barbara to bring in the next presenter. Mr. Ross left the meeting.

Tamara Cassidy introduced herself and presented Landscape Alternatives' proposal for the landscaping of the patios and the area by the retaining wall on the new side of the building. Their plan focused on the design of the space with seating and planters. Ms. Cassidy's presentation also took about 15 minutes.

The board thanked Ms. Cassidy for her presentation then she promptly left the meeting. The board discussed the pros and cons of both designs and talked about what would suit the needs of the patrons and the Library.

MOTION by Dan Miller to approve Pratt's Lawn and Landscape's bid with some changes to the proposed seating. Second by Duane Mills. Motion carried.

Café Proposals: Barbara brought the first presenting bidder for the Café space into the meeting.

Tia Chancellor introduced herself and then presented Sweet Matriarch's proposal for the café space. They are offering a partnership with the Library and the usage of fresh foods and ingredients. Ms. Chancellor's presentation took about 15 minutes.

The board thanked her for her presentation and Barbara brought in the next presenter. Ms. Chancellor left the meeting.

Stephanie Bryan presented Ms. Stephanie's Gourmet's proposal for the café space. She passed out some samples and explained that they want to offer a menu with varying options. Ms. Bryan's presentation took 15 minutes.

The board thanked Ms. Bryan for her presentation and she promptly left the meeting. The board discussed the pros and cons for both concepts and made a decision based on what would suit the needs of the patrons and the Library.

MOTION by Jennifer Baldwin to approve Sweet Matriarch’s proposal for the café as the Library’s primary choice and Ms. Stephanie’s Gourmet as secondary. Second by Duane Mills. Motion carried.

Duane Mills brought up some concern about amending the budget due to the Library receiving some donations. Discussion resulted and it will continue at another time. Heather will look into some of the questions raised and bring it back to the next meeting.

MOTION by Duane Mills to approve the regular monthly meeting minutes. Second by Dan Miller. Motion carried.

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

Review of Director/Board Member Expenses: Barbara presented some mileage for approval. The board signed off on that expense.

MOTION by Jennifer Baldwin to approve the voucher. Second by Dan Miller. Motion carried.

Friends: Christie let the board know that the Friends are still working on a gift for the gardens. They will also be hosting a public meeting in April to allow more discussion from the public on the needs of running a bookstore. They have also been working on updating old information within the Friends organization.

Circulation Report: Nothing new to report. Stats remain consistent.

Building Maintenance/Security Report: Nothing new to report.

Unfinished Business: The board reviewed the meeting room policy again with some changes made from the last version.

MOTION by Dan Miller to approve the meeting room policy revisions with reconsideration at a later time based on usage of the rooms. Second by Jennifer Baldwin. Opposed by Duane Mills. Motion carried.

New Business: Michael asked the board to submit some names for consideration for the open board positions. He will call the candidates to gauge interest and will bring back answers for discussion so that nominations can be held at the next meeting.

Due to the length of the meeting, review of the staff manual revision was tabled to next month.

MOTION by Duane to table the topic. Second by Dan Miller. Motion carried.

Director’s Report: In anticipation of her performance evaluation, Barbara handed each board member a personalized letter and a list of accomplishments for them to have while considering her for a raise in the new fiscal year.

Regional Librarian’s Report: Heather referred the board to this month’s trustee tip and asked for questions. The board had none.

Michael thanked everyone for attending.

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

Meeting adjourned at 8:15 pm.

Dan Miller, Secretary

Mandy Brooks, Recording Secretary

Date

Date

Tuesday, March 08, 2016

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