

# SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

**September 13, 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 5:02 pm by President, Dan Miller. Members present included Becky Nelson, Jennifer Baldwin, Rodney Vinegar, and Ken Wright. Also attending were Patti Burnside, Assistant Director; Heather Dieffenbach, Regional Librarian; Mandy Brooks, Recording Secretary; Bruce Lankford, Attorney; Christie Robinson, Friends of the Scott County Public Library Board President; and Kelly Nett; Phil Brown Insurance.

**Public Comments:** None

**Health Insurance:** Kelly discussed renewing staff health insurance in January so that deductibles will be on a calendar year to match the plan. Renewal rates were not available at this time so the board did not feel comfortable with making the decision to change at this meeting.

**MOTION** by Rodney Vinegar to table this topic to the next meeting and to create a committee with another board member and work with Barbara to look at employee renewals. Second by Becky Nelson. Motion carried. Kelly left the meeting at 5:22pm.

**MOTION** by Rodney Vinegar to approve the regular monthly meeting minutes. Second by Jennifer Baldwin. Motion carried.

**MOTION** by Ken Wright to approve the Treasurer's report. Second by Becky Nelson. Motion carried.

**Review of Director/Board Member Expenses:** None

**MOTION** by Jennifer Baldwin to approve the voucher. Second by Rodney Vinegar. Motion carried.

**Friends:** Christie reported that the Friends meet tomorrow and will be discussing the return of the Christmas auction now that the construction is complete. The Friends will also be having a special book sale on October 22<sup>nd</sup>. Christie left the meeting at 5:47pm

**Circulation Report:** Patti reported that circulation, visits, room usage, and library cards are all up. She is very pleased with how things are progressing.

**Building Maintenance/Security Report:** Patti reported that over the weekend an AC unit in the café area leaked water and some ceiling tiles fell. The unit is one of the old ones and will have to be repaired.

**New Business:** The board discussed two policies, the unattended children and the travel/education policy. The board requested a few changes be made to the travel/education policy and that it be brought back to the next meeting.

**MOTION** by Becky Nelson to approve the revised Unattended Children policy. Second by Rodney Vinegar. Motion carried.

**MOTION** by Jennifer Baldwin to approve the board financial resolution which states who the allowed account signers are. Second by Rodney Vinegar. Motion carried.

**Assistant Directors Report:** Patti highlighted a few items in the Directors newsletter. Rodney asked that more reporting on diversity be done and Dan would like to hear stories about things going on day to day in the Library from staff members at each meeting. The board was in agreement about this and asked Patti to move forward with having a staff member visit each board meeting starting in October.

Patti presented a surplus list. The board would like to see the surplus policy before voting to surplus the items. They asked that the list be brought back to the next meeting with adding the estimated value of each item and the method of disposal.

Several calls were made to the Library about the alcohol issue brought up in the July meeting. The board wishes to take no action on this at this time. The Library will maintain its current policies.

**Regional Librarian's Report:** Heather referred to the monthly trustee report and tip which covered how to deal with bedbugs and banned books week.

Meeting adjourned at 6:30pm.

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Becky Nelson, Secretary

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Date

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Mandy Brooks, Recording Secretary

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Date