

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

**April 14th, 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 5:02 pm by President Michael Tackett. Members present included Dan Miller, Duane Mills, Susan Smith who arrived at 5:08pm, and Alonzo Allen who arrived at 5:14pm. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; and Mandy Brooks, Recording Secretary. Members of the public present were JoAnn and Dwight Offutt.

**Public Comments:** JoAnn and Dwight Offutt addressed the Board with two concerns. First JoAnn asked that the Board post the meeting minutes and agenda on the Library's website each month. Secondly, she wanted to find out what would happen to the train mural in the children's area when the expansion project is complete. She was worried that only part of the train would be salvaged and reused. The Board assured Mrs. Offutt that the train in its entirety will be preserved and moved into the addition. JoAnn thanked the board for hearing her. JoAnn and Dwight left the meeting at 5:10pm.

**Introduction of New Staff:** Barbara introduced the newest staff members to the Board. Maria Church and Brittney Hoffman are both new Library Assistants. Maria is in Spanish Services and Brittney is in Technology. The Board introduced themselves and welcomed them to the Library.

**Construction Update:** Ian Beattie from Brandstetter Carroll updated the Board on current construction issues. The previous water invasion issue was addressed and no real action was needed, however, on the side of the building where the masonry has been removed, rotted wood was discovered. Ian suspects that there was a roof leakage from the scupper. Ian suggested the Board consider a noninvasive investigation to the surrounding scuppers for leakage.

Ian reintroduced the LE Gregg contract to the Board with the requested changes on it. Bruce will look it over one more time.

Ian also covered the potential generator and fireplace options. A loose estimate of \$250,000 for a full building generator was presented to the Board. Other options such as having the set up for a generator installed and renting a power plant in severe weather would bring that cost down to around \$70,000. Ian will gather a closer estimate for that option. The inclusion of a fireplace in the coffee area was also discussed a rough estimate for adding the fireplace is \$15,000.

**MOTION** by Dan Miller to have Brandstetter Carrol put time into designing the fireplace option. Second by Duane Mills. Motion carried. Ian will ask for some design and cost options to be drawn up and will be presented when complete.

Lastly, Ian covered the limestone replacement issues on the tower. It has been theorized that rock salt and water is damaging the limestone around the tower. Currently a mason is gathering quotes for 2 different options to fix the tower. Once Ian has those he will present that to the Board.

**MOTION** by Alonzo Allen to approve the regular monthly meeting minutes. Second by Susan Smith. Motion carried.

**MOTION** by Dan Miller to approve the Treasurer's report. Second by Alonzo Allen. Motion carried.

Susan Smith will be missing next month's meeting which puts her at 4 Board Meeting absences. According to state policies this will be an automatic resignation for her. Her normal term would be up the next month in June. Susan apologized for her departure happening this way, but continued to offer her help by guiding and training the new Treasurer.

**MOTION** by Dan Miller for Barbara to go ahead and submit Trustee Vacancy names, Jennifer Baldwin and Ken Wright, to Judge Lusby. Second by Duane Mills.

At this time, Susan left the meeting. She departed at 6:15pm.

**Review of Director/Board Member Expenses:** No expenses reported.

The Board asked that an explanation sheet of the VISA charges be added to the voucher monthly and that the term various be changed to various budgeted items.

**MOTION** by Duane Mills to approve the voucher. Second by Alonzo Allen. Motion carried.

**Friends:** Barbara explained that the Friends book sale was successful. They made around \$1,300 and sold nearly 5,000 books. The remaining books were donated to the International Book Project in Lexington.

**Circulation Report:** Barbara reported that the stats were down a bit but not too bad considering the impact of the construction.

**Building Maintenance/Security Report:** Owen will be installing signs that move traffic to the rear of the building for additional parking. Barbara also spoke to Morel and found that the back door could be made into an entrance much sooner than originally thought. Morel will be working with Barbara to get it ready and secure.

**Unfinished Business:** The Board did a final review of the Library Vehicle Operations Policy.

**MOTION** by Duane Mills to approve the final revision to the Library Vehicle Operations Policy. Second by Dan Miller. Motion carried.

At the end of 2015, the Library's current building insurance will come up for bid. Barbara will be preparing to announce that and will also advertise a notification for a new auditor.

**New Business:** The Board reviewed the new Information Security Policy.

**MOTION** by Duane Mills to accept the model policy provided as our policy and scheduled it for review at a later date when the Board has more time to make adjustments. Second by Alonzo Allen. Motion carried.

Mandy let the Board know that she and Barbara had researched offering an Employee Assistance Program to the Library Staff. They found that through the Library's current policy, EAP offers 3 free of charge visits per year. For an increase of 6 free of charge visits per year, an additional \$1.43 per employee per month would be charged. The Board liked the idea of adding this coverage and will discuss the additional cost for more visits as an added benefit during the budget talks for the next fiscal year. The Board would like to offer this coverage to all employees, full time and part time. Mandy will follow up on the possibility of adding part time staff to the EAP program.

**Director's Report:** Barbara announced that the Library has received exemplary status and discussed the overview of the report and how the scoring of the application worked. Duane was worried about the potential to backslide on some of the standards. Barbara assured him that she will work very hard to monitor and maintain our status.

Barbara presented her continued efforts to prepare for the 15-16 budget year. She presented increases due to the additional space and let the board know that the presented numbers will change as she continues to analyze the Library's needs. She will bring a revised copy for the Board to review at the next meeting.

**Regional Librarian's Report:** Heather was not present.

Michael thanked everyone for attending.

**MOTION** by Dan Miller to adjourn. Second by Alonzo Allen. Motion carried.

Meeting adjourned at 7:40pm.

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Dan Miller, Secretary

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Mandy Brooks, Recording Secretary

Date

Date