

SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

December 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 5:25 pm by Vice President Alonzo Allen. Members present included Duane Mills and Jennifer Baldwin. Michael Tackett and Dan Miller were absent. Also attending were Barbara O'Hara, Director; Bruce Lankford, Attorney; Mandy Brooks, Recording Secretary; Heather Dieffenbach, Reginal Librarian; Christie Robinson, Friends of the Scott County Public Library Board President; Ian Beattie, Brandstetter Carroll; and David Hesse; Tichenor & Associates.

Public Comments: None

Report from Auditor: David Hesse updated the board on the progress of the financial audit. They are still waiting on a few bank confirmations and the draft report is in final review. So far they have three findings: segregation of duties, lack of asset listing, and no capitalization policy. There seems to be a disconnect from the last audit to this one. David will email the Library a list of things to be done so that the Library can get this finished promptly. Mr. Hesse left the meeting at 5:57pm.

Construction Update: Ian Beattie from Brandstetter Carroll updated the board on the progress. Moving has begun. Ian also reached out to Alliance about the roof issues and has not heard back from them yet. The temporary location for the book drop seems to be in a good position if the cul-de-sac project doesn't happen. At this time the board went out to look at the location. Once back inside, Ian discussed the clock tower saying that if they repair only the most damaged limestone the cost would be around \$17,000 but that this problem could happen again. To fix it in its entirety without worry of reoccurring water damage, the cost would be around \$57,000. There is still time for the board to discuss and think about this issue. Ian will discuss it with the board again in January. Ian left the meeting at this time.

MOTION by Jennifer Baldwin to leave the temporary book drop in its current location permanently and not proceed with the cul-de-sac project. Second by Duane Mills. Motion carried.

MOTION by Jennifer Baldwin to approve the regular monthly meeting minutes. Second by Duane Mills. Motion carried.

MOTION by Duane Mills to approve the Treasurer's report. Second by Alonzo Allen. Motion carried.

Review of Director/Board Member Expenses: None.

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

Duane raised some concern about pulling the landscape bid from the original contract bid. He is worried about the integrity of the original bids. Bruce thinks this is of no concern as it is just like any other change order.

Friends: Christie reported that the Friends group would be helping with the Polar Express this Friday in Sadieville. They will have their regular meeting on the 16th of this month which is later than normal due to the Library's move. They are also getting ready for their public meeting regarding the potential bookstore. Christie left the meeting at this time.

Circulation Report: Barbara reported no changes in the report. Duane raised concern about the change of due dates and no fines being offered to the public without approval or discussion from the board. Jennifer reminded Duane that the board had discussed it but no action was taken.

Building Maintenance/Security Report: Nothing to report at this time. The Library is moving.

Unfinished Business: The board reviewed the final approved revision to the Gift and Memorial Policy and then looked over the Interlibrary Loan Policy. It was determined that the board members would look at this more closely and discuss it in more detail at the next meeting.

The bids for landscape design and coffee shop service will be in the papers in January. The board members looked over these. There was no discussion.

The board briefly reviewed the proposal from the HR Company who will be looking in to revising the personnel manual. The discussion was tabled to the next meeting.

Director's Report: Barbara directed the board members to review her newsletter for updates.

Regional Librarian's Report: Heather reported that the calendar is ready, please see that for this month's update.

Alonzo thanked everyone for attending.

MOTION by Jennifer Baldwin to adjourn. Second by Alonzo Allen. Motion carried.

Meeting adjourned at 6:41 pm.

Dan Miller, Secretary

Mandy Brooks, Recording Secretary

Date

Date