

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

May 10, 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 5:04 pm by President Michael Tackett. Members present included Dan Miller and Jennifer Baldwin. Duane Mills was unable to attend. Also attending were Barbara O'Hara, Director; Mandy Brooks, Recording Secretary; Heather Dieffenbach, Regional Librarian; Sharon Roggenkamp, Marketing; Bruce Lankford, Attorney, Scott Brown, Phil Brown Insurance; and Christie Robinson, Friends of the Scott County Public Library Board President who arrived at 5:30pm.

**Public Comments:** None

**Construction Update:** Ian was unable to attend this meeting so Barbara and Dan updated the board on the construction progress as learned in the construction meeting. The HVAC in the old part of the building is not communicating electronically with the new system and as a result some units, that have broken, are not alarming Library staff when there is a problem with the unit. Currently there are 3 units that need to be replaced or updated with new parts.

**MOTION** by Dan Miller to have Ivey Mechanical be a subcontractor under Morel to fix the broken units and modify them to communicate with the new HVAC system. Second by Jennifer Baldwin. Motion carried.

Sharon Roggenkamp showed the board all that the Library staff has been working on for the Grand Re-Opening Celebration. Swag for the public, invitations, and colorful print materials are ready for the event. Sharon expects that everyone in our zip code will receive the print mailing that outlines the Grand Re-Opening Day activities. She left the meeting at 5:17pm.

**Health Insurance:** Scott Brown from Phil Brown Insurance, covered the renewal options for the medical, vision, and dental insurance for the Library staff. The Board discussed changing the Library's renewal from July to January so that the Library would be on a calendar year renewal instead of a fiscal year.

**MOTION** by Dan Miller to go with alternative 1 as presented with an early renewal in January to get the Library plan on a calendar year. Second by Jennifer Baldwin. Motion carried.

**MOTION** by Dan Miller to renew the dental plan as presented with an early renewal in January. Second by Jennifer Baldwin. Motion carried.

Scott then left the meeting.

**MOTION** by Jennifer Baldwin to approve the regular monthly meeting minutes with the corrected typo. Second by Dan Miller. Motion carried.

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

**Review of Director/Board Member Expenses:** The board signed Barbara's request for mileage and meal reimbursement for expenses incurred during her conference in Denver.

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

**Friends:** Christie reported that the Friend's Bookstore has established co-chairs and they are vigorously working on getting volunteers ready to man the store. They do plan to have the store open during the Grand Re-Opening Celebration and they will also have a membership table set up in hopes of generating new members. They will have a Bookstore meeting on the 15<sup>th</sup> for planning and their annual membership meeting will be held June 26<sup>th</sup>. They are still looking in to drafting a contract for the Bookstore between the Friends and the Library.

**Circulation Report:** All the numbers are down due to the building being closed for construction.

**Building Maintenance/Security Report:** HVAC concerns are all that have been going on lately. The board discussed this previously in the meeting.

**Unfinished Business:** The board did a final review of the salaries, budget and personnel manual.

**MOTION** by Jennifer Baldwin to approve the new salaries as presented. Second by Dan Miller. Motion carried.

**MOTION** by Jennifer Baldwin to approve the 16-17 budget as presented. Second by Dan Miller. Motion carried.

**MOTION** by Jennifer Baldwin to approve the Personnel Manual as presented. Second by Dan Miller. Motion carried.

**New Business:** The board reviewed the newly drafted Food and Drink Policy and the current Exhibits Policy.

**MOTION** by Dan Miller to approve the Food and Drink Policy with requested changes. Second by Jennifer Baldwin. Motion carried.

**Directors Report:** See newsletter.

**Regional Librarian's Report:** Heather covered the monthly report and trustee tip.

Barbara asked the board to follow up on the letters she wrote to each board member regarding her request for more vacation time. The board disused her requested and agreed that a small increase was needed.

**MOTION** by Dan Miller to increase the Director's vacation accrual from 15 days a year to 20 days a year with a 1 day increase each 5 years until the max of 25 is reached to be effective July 1, 2016 and to make this change in the Personnel Manual. Second by Jennifer Baldwin. Motion carried.

Michael thanked everyone for attending.

**MOTION** by Dan Miller to adjourn. Second by Jennifer Baldwin. Motion carried.

Meeting adjourned at 7:11pm.

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Dan Miller, Secretary

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Date

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Mandy Brooks, Recording Secretary

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Date