

# SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

July 12, 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 5:00 pm by Chair, Dan Miller. Members present included Becky Nelson, Rodney Vinegar, and Ken Wright. Jennifer Baldwin was absent. Also attending were Barbara O'Hara, Director; Heather Dieffenbach, Regional Librarian; Mandy Brooks, Recording Secretary; Tyler Anderson, Interim Technology Manager; and Rich Archey, Technology Library Assistant.

**Public Comments:** None

**Install New Officers:** Dan Miller gave a brief description of each board position and the responsibilities of each office.

**MOTION** by Becky Nelson for Dan Miller to be President. Second by Rodney Vinegar. Motion carried.

**MOTION** by Dan Miller for Rodney Vinegar to be Vice President. Second by Ken Wright. Motion carried.

**MOTION** by Dan Miller for Jennifer Baldwin to be Treasurer. Second by Becky Nelson. Motion carried.

**MOTION** by Ken Wright for Becky Nelson to be Secretary. Second by Dan Miller. Motion carried.

**Meet New/Promoted Staff:** Tyler Anderson introduced Rich Archey to the board. Rich spoke briefly about being happy to be a part of the Library staff and then left the meeting.

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

**Circulation Report:** Tyler reported that circulation and programming numbers are down for the year due to the days the Library closed for construction. Wi-Fi and website hits are up. Rodney suggested that adding some employment retention stats would be good to see as well.

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

**Review of Director/Board Member Expenses:** Jennifer Baldwin had a certification fee of \$20.00.

**MOTION** by Rodney Vinegar to approve that expense. Second by Becky Nelson. Motion carried.

**MOTION** by Rodney Vinegar to approve the voucher. Second by Becky Nelson. Motion carried.

**Friends:** Christie reported that the annual meeting went well and Friends have elected new officers. The Friends donated the Literacy Bell for the children's garden as part of the Grand Re-Opening celebration and she suggested everyone take a look. The Friend's will be discussing how things have been going with the bookstore, editing of their new brochure, and the Manfredo scholarship with has an application due date of July 31<sup>st</sup>.

**Building Maintenance/Security Report:** Nothing new to report. EMS will be doing a safety training with the staff at the next development day to cover all of the Library's new spaces.

**New Business:** The board discussed the contract for the café. Barbara would like to bring the contract back to the next meeting after some more revisions have been made. This was tabled to the next meeting.

**MOTION** by Rodney Vinegar to add LibSynergy to the 2016-2017 budget without decreasing any other line items. Second by Becky Nelson. Motion carried.

Barbara updated the board on the current plan stating that almost all items have been accomplished. The board began discussions on a new strategic plan as the Library's current plan expires in 2017. The board discussed needing an approved plan before the next budget year so they want to start focus in January.

Rodney suggested it would be a good idea to do an employee survey conducted by a third party that could tie in with the new strategic plan.

**MOTION** by Ken Wright to make effective July 1, 2016 that Dan Miller, Rodney Vinegar, and Jennifer Baldwin are approved check signers for all Library relevant accounts. All other names should be removed from these accounts. Second by Becky Nelson. Motion carried.

**Directors Report:** Barbara asked permission to start looking for the Library's next financial auditor.

**MOTION** by Dan Miller to allow Barbara to look for an auditor. Second by Rodney Vinegar. Motion carried.

Barbara asked the board about allowing alcohol in the Library for "special" events. Some research will need to be done before a decision will be made.

Barbara also raised concern with groups blocking out meeting room times 4 times a month for extended hours. She is worried about it limiting room availability for other groups. Barbara will bring a recommendation back at the next meeting.

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

Dan thanked everyone for their time.

**MOTION** by Rodney Vinegar to adjourn. Second by Becky Nelson. Motion carried.

Meeting adjourned at 7:31pm.

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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