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

## November 08, 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, Dan Miller. Members present included Rodney Vinegar and Ken Wright. Jennifer Baldwin and Becky Nelson were absent. Also attending were Barbara O'Hara, Director; Heather Dieffenbach, Regional Librarian; Mandy Brooks, Recording Secretary; Bruce Lankford, Attorney; Christie Robinson, Friends of the Scott County Public Library Board President; and Roseann Polashek, Youth Services Manager.

Public Comments: None

**SCPL Success Stories:** Roseann shared with the board that due to community needs, the children's department now offers books in braille and various languages. They have started to mix up story times to include things such as other cultures and sensory exercise to reach children with different cultures and special needs.

Barbara also shared a letter with the board that was addressed to the Library by a young patron who apologized for their late books. The board thanked Roseann for all that her department is doing to reach such a diverse range of our community's needs. Roseann then left the meeting.

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

The board discussed their desire to have a 6 month pacing report/mid-year review on where the Library is with the budget. They would like to review 3 main areas of the budget, salaries, operating, and materials. Barbara and Mandy will work on providing such metrics.

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

## Review of Director/Board Member Expenses: None

MOTION by Rodney Vinegar to approve the voucher. Second by Ken Wright. Motion carried.

**Friends:** Christie reported that the Friends will be meeting tomorrow morning. The book sale was successful and they made just under \$760. The Friends would like to do this type of sale at least 2 time a year. Their annual Christmas auction is going on right now and she encouraged everyone to stop and make a bid. She also let the board know that the Library Staff had an appreciation luncheon for the Friends group and they were all so very grateful. The Friends will also be supporting the Polar Express program again this year. Christie left the meeting at 5:59 pm.

Circulation Report: Barbara reported that the stats are still increasing and room usage is up.

**Building Maintenance/Security Report:** Barbara told the board that Tyler will be ordering a new door counter for the main entrance doors and that the security cameras have been repaired and are fully functional. There has been some vandalism in the restrooms and because of this, Barbara has contacted the police department. They have developed a plan and are looking into the issue.

**Unfinished Business:** The board discussed the auditor recommendations.

**MOTION** by Dan Miller to accept the proposal from Craft & Noble. Second by Rodney Vinegar. Motion carried.

**New Business:** The board reviewed some questions and suggestions submitted for the meeting room policy. Barbara and Mandy will make some changes to the policy that will be reviewed at the next meeting.

Rodney spoke about a possible partnership with the Ed Davis Center to provide a branch location for that area. This discussion will be continued at the next meeting when all members are present.

**MOTION** by Rodney Vinegar to approve hiring policy with a few suggestion changes. Second by Ken Wright. Motion carried.

**Directors Report:** Barbara updated the board on the current staffing changes. Marcia Sayre has retired and Yolanda Poston and Kelly Breswick have been promoted internally. The selection for part time custodian is complete and she will reach out to notify the candidate.

Barbara told the board that the harassment training with Colene Eldrige went very well. All staff members were pleased with her class.

Homework help has been going strong with children participants, but volunteers seem to be lacking.

**MOTION** by Rodney Vinegar to leverage salaries to hire a set of tutors for the homework help program. Second by Ken Wright. Motion carried.

**Regional Librarian's Report:** Heather reported on the monthly tip and report which covered bidding for E-rate. Heather also announced that the new State Librarian and Commissioner is Terry Manual.

Dan thanked everyone and gave a review of the drug program he mediated for the Library earlier in the month. He was so very pleased with the program and delighted that the Library is branching out to reach many different aspects of the community.

Meeting adjourned at 7:07 pm.	
Becky Nelson, Secretary	Mandy Brooks, Recording Secretary
Date	Date