

SCOTT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BOARD MEETING MINUTES

June 12, 2018

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 Vice President, Becky Nelson. Members present included Ken Wright, Jennifer Phillips, and Jeanne Biddle. Dan Miller arrived at the meeting at 5:10 pm. Also attending were Patti Burnside, Director; Mandy Brooks, Recording Secretary; Kathy Vaughan-Lloyd, Assistant Director; Lisa Powell, Library Assistant; and MinYoung Bowling, Marketing Manager.

Public Comments: None.

Staff Introduction: Patti introduced Lisa Powell to the Board. She is our new Library Assistant in the Adult Services department. Lisa told the Board she was pleased to be at the Library. The Board welcomed her to the team. Lisa left the meeting at 5:04 pm.

Strategic Plan Update: Patti and MinYoung presented the progress to the year one goal of the strategic plan. MinYoung also discussed goals for the marketing team going forward such as creating a blog and updating the mobile app. MinYoung left the meeting at 5:31 pm.

Friends: Patti reported that the Friends had a successful book sale and made \$1,400. Despite the book sale being successful, the shelves are still full. Patti will meet with the Friends tomorrow to determine what to do with the surplus of materials. Judge Lusby has agreed to speak at the Friends annual meeting later this month on June 24th.

Regional Librarian's Report: Dan directed everyone to the Trustee tip and monthly report.

Director's Report: Patti covered items from her Director's report.

MOTION by Jeanne Biddle to approve the regular monthly board meeting minutes. Second by Becky Nelson. Motion carried.

MOTION by Ken Wright to approve the financial report. Second by Jeanne Biddle. Motion carried.

Review of Director/Board Member Expenses: None

MOTION by Jennifer Phillips to approve the voucher. Second by Ken Wright. Motion carried.

Circulation Report: Patti reported that the stats on e-products continue to increase.

Old Business: The Board reviewed the Harassment policy revision.

MOTION by Becky Nelson to approve the Discrimination and Harassment Policy. Second by Jennifer Phillips. Motion carried.

New Business: The Board reviewed several policies.

MOTION by Becky Nelson to approve the Library Vehicle Operation Policy as revised. Second by Jennifer Phillips. Motion carried.

MOTION by Ken Wright to approve the Library Credit Card policy as amended. Second by Jeanne Biddle. Motion carried.

MOTION by Jeanne Biddle to approve the Financial Reserve Policy as amended. Second by Ken Wright. Motion carried.

The board asked that Patti and Mandy make sure that internal controls and segregation of fiscal duties are being followed.

MOTION by Jeanne Biddle to approve the Fiscal Responsibility Policy. Second by Ken Wright. Motion carried.

MOTION by Jennifer Phillips to approve the Circulation Policy. Second by Becky Nelson. Motion carried.

MOTION by Becky Nelson to do the Director's evaluation in June of 2019 after Patti has been in the position for a full year. Second by Jennifer Phillips. Motion carried.

MOTION by Ken Wright to adjourn. Second by Jennifer Phillips. Motion carried.

Meeting adjourned at 7:05 pm.

Ken Wright, Secretary

Mandy Brooks, Recording Secretary

Date

Date