

SCOTT COUNTY LIBRARY SYSTEM MINUTES
TUESDAY, OCTOBER 24, 2017
7:00 p.m.
Walcott Library Branch

The agenda for this meeting was posted in public in all Scott County Library System Libraries in accordance with Iowa law.

Brent Herman and Chuck Thompson called the October 24, 2017 meeting of the Scott County Library Board of Trustees to order at the Walcott Branch of the Scott County Library System at 7:00 p.m.

Board of Trustees present: Shelli Engelbrecht, Chuck Thompson, Fred Meyer, Brent Herman, Kristal Koberg Schaeffer, Angie Ehlers and Director Tricia Kane.

Approval of the Agenda: The agenda was reviewed and approved by Angie Ehlers; seconded by Shelli Engelbrecht. Motion carried.

Approval of the Minutes: Brent Herman moved to approve the minutes of the September meeting; seconded by Chuck Thompson. Motion carried.

Approval of Bills and Receipts: The Accounts Payable Report for the meeting of the Scott County Board of Supervisors on 8/24/17, 9/7/17, 9/21/17, 10/5/17, and 10/19/17 were reviewed and discussed. Shelli Engelbrecht moved to approve the bills and receipts; seconded by Brent Herman. Motion carried.

Review of the Budget Reports: The Budget Performance Report was reviewed and discussed.

Review of the Circulation Report: The September 2017 Circulation Report was reviewed and discussed.

Tricia attended a FY 19 budget planning session. The county is recommending allowing increasing personnel and health insurance, but not other line items. Tricia will come to the next meeting with a proposed FY 19 budget.

Director's Report-

Carol Albrecht will be retiring on November 3rd, and Kerri Weipert has been hired to fill the Literacy Outreach position. Kerri will start on October 24th and shadow Carol for two weeks. Stephany Barton was a Branch Substitute, and she has been hired to fill the Durant Branch position, so we are advertising for a Branch Substitute.

A patron comment form was reviewed from a patron asking if the inter-library loan program could be reviewed and modeled like that of Davenport's. After discussion, Chuck Thompson moved and Fred Meyer seconded to keep our inter-library loan policy as is. Motion carried. Tricia will contact the patron and explain the reasoning.

The Walcott Branch has officially moved!! An open house is being planned for Saturday, November 18th from 10 a.m. – noon. A donor reception will be held in the near future.

Old Business –

The director's evaluation has been tabled until the November meeting.

New Business –

It was discussed to update the Employee Recognition Policy. The Library's policy followed the one from Scott County, and that one was recently amended. Chuck Thompson moved to modify the employee recognition policy, seconded by Brent Hermann. Motion carried.

Meeting room policies – Tricia cleaned up some of the language to make the policy easier to understand and removed some of the language that was in conflict with changes to the state law. Tricia also prepared a draft of the Walcott meeting room policy. We have promoted that the room would be available when the library was not open, so we needed information on the key deposit and the hours of availability. Both policies do include the statement that people cannot sell goods or services from our rooms based on the recommendations of the State of Iowa Law Librarian. Meeting room policies were moved to approve by Angie Ehlers, seconded by Chuck Thompson. Motion carried.

Angie Ehlers moved to adjourn the meeting; seconded by Fred Meyer.

The next meeting will be at the Eldridge branch on November 16th.