

SCOTT COUNTY LIBRARY SYSTEM MINUTES
MONDAY, AUGUST 27, 2018
NOON
Eldridge Library Branch

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

Kristal Koberg Schaefer called the August 27, 2018, meeting of the Scott County Library Board of Trustees to order at the Eldridge Branch of the Scott County Library System at noon.

Board of Trustees present: Chuck Thompson, Shelli Engelbrecht, Linda Tuftee, Brent Herman, Kristal Koberg Schaefer, Niki Wuestenberg, Angie Ehlers and Director Tricia Kane.

Approval of the Agenda: The agenda was reviewed and approved by Brent Herman; seconded by Niki Wuestenberg. Motion carried.

Approval of the Minutes: Chuck Thompson moved to approve the minutes of the July meeting; seconded by Shelli Engelbrecht. Motion carried.

Approval of Bills and Receipts: The Accounts Payable Report for the meeting of the Scott County Board of Supervisors on 7/26/18, 8/9/18 and 8/23/18 were reviewed and discussed. Niki Wuestenberg moved to approve the bills and receipts; seconded by Shelli Engelbrecht. Motion carried.

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

Review of the Circulation Report: The July 2018 Circulation Report was reviewed and discussed.

Tricia handed out a Scott County Library highlights page – a snapshot of what has been accomplished this past fiscal year in a spreadsheet format. The annual report was also reviewed. This is normally sent to each city/town encompassing our area. Discussion was held that board members attend the council meetings and present this information in person.

Director's Report-

Carolyn Halverson has now transferred from the Buffalo Branch to fill the Circulation Clerk opening at Eldridge, and Katie Dusthimer has been hired for Buffalo.

Pizza and cake will be served on Tuesday, September 4th at 11:30 am in honor of Cindi's retirement.

Christine Barth will be a presenter at this year's state library conference in October, and she will be talking about the local history projects that the library has been implementing that offer a big impact with a low and reasonable costs.

Tricia has been working with Mark Ridolfi from the North Scott Press to host candidate forums in September at the Eldridge Branch to allow voters to be informed about their choices in the upcoming elections. On Tuesday, September 20th, we will have the county candidates starting at 6:00. This has proved to draw large crowds in the past.

Old Business -

Bylaws Revision – Chuck Thompson moved to change the bylaws to read:

Regular Meetings. Regular meetings of the Board shall be held at the Library on the fourth Monday of the month, January through October. In November and December the meeting shall be held on the third Thursday of the month at the same place and same time. Any change in the regular meeting time or date shall be approved by the Board at a previous regular meeting.

Motion seconded by Niki Wuestenberg. Motion carried.

New Business –

Circulation Policy – this policy is the guiding document on fees, blocks and notices, loan policy, etc... It was outdated and a new policy has been written. The new Circulation Policy was approved by Angie Ehlers; seconded by Linda Tuftee. Motion carried.

Exam Proctoring Policy – Shelli Engelbrecht moved to approve the new Exam Proctoring Policy which states:

The Scott County Library System offers proctoring services at a charge of \$10.00 per exam. The service is offered at the Eldridge location, and arrangements must be made at least one week in advance. Library staff reserves the right to deny requests based on staffing or facility constraints. The Scott County Library System will scan and email up to ten pages free of charge, and students will assume responsibility for costs if the scanning of the exam exceeds ten pages. All students are responsible for any costs associated with copies or postage.

Seconded by Brent Herman. Motion carried.

Our next meeting will be Monday, September 24, 2018 at noon.

Linda Tuftee moved to adjourn the meeting; seconded by Shelli Engelbrecht.

Respectfully Submitted,
Angie Ehlers