

**SCOTT COUNTY LIBRARY SYSTEM MINUTES**  
**TUESDAY, MARCH 27**  
**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.

Kristal Koberg Schaefer called the March 27, 2018, meeting of the Scott County Library Board of Trustees to order at the Eldridge Branch of the Scott County Library System at 7:00 p.m.

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

**Approval of the Agenda:** The agenda was reviewed and approved by Shelli Engelbrecht; seconded by Kristal Koberg Schaefer. Motion carried.

**Approval of the Minutes:** Fred Meyer moved to approve the minutes of the December 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 12/14/17; 12/28/17; 1/11/18; 1/25/18; 2/8/18; 2/22/18; 3/8/18 were reviewed and discussed. Angie Ehlers moved to approve the bills and receipts; seconded by Fred Meyer. Motion carried.

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

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

**Director's Report-**

We have received a grant that Sarah and Emily submitted from the Moonlight Chase to purchase a subscription to Beanstack, an online reading experience that provides reading programs, reading logs and incentives which will be used for summer and winter reading programs. It will be implemented during this summer's reading program.

Tricia applied and was awarded a grant from the North Scott Rotary for summer enrichment opportunities with the Figge, which means we will be able to offer hands on art classes at all of our locations this summer.

The Scott County Board of Supervisors has decided to meet with authorized agencies every other year, so we won't be meeting with them this year. We will look to schedule something in 2019, when there will be at least one new supervisor.

We are looking to reorganize the Durant Branch to allow us to add more items in areas that are increasing in circulation. The Durant Board has agreed to pay for additional shelving units to facilitate this process.

After 29 years, Cindy Mosier, our primary Buffalo Branch Associate, will be retiring in April. We advertised internally for one week, and since we didn't have any interested candidates, the announcement is now posted for external candidates. This is a part time position.

Tricia has been working on the contract renewal committee for RiverShare Libraries and has been working to finalize terms and pricing so that the membership can vote on the contract and on next year's proposed budget. With this contract renewal, all members should receive some cost savings in the upcoming fiscal year, and we have now signed a five year contract with Polaris. Starting in 2020, RiverShare will explore ILS options to determine if there are other options available for our catalog and circulation system.

Because of recent events, a "School Shooter Situation Procedures" document has been put in place for our bookmobile, to help guide us if something like this were to happen in our community when our employees were at the school.

#### **New Business –**

Our Bylaws were reviewed. Fred Meyer moved to approve the current Bylaws; seconded by Shelli Engelbrecht. Motion carried.

Tricia presented a Special Collections Policy, which we have not had previously. We would like to specialize in some collections – especially those which may be valuable to our local history. Chuck Thompson moved to approve adding a Special Collections Policy; seconded by Fred Meyer. Motion carried.

The board discussed changing the start time for the Buffalo Branch's Saturday hours from 8:00 a.m. to 9:00 a.m. All of our other locations open at 9:00, and if they need assistance or help, there's no one to contact. Chuck Thompson moved to approve changing Buffalo's Saturday hours to 9:00 a.m. – 1:00 p.m. effective May 5<sup>th</sup>; seconded by Shelli Engelbrecht. Motion carried.

We are required by the State Library of Iowa to meet a minimum of ten times per fiscal year, so we need to add two additional meetings. Discussion was held to have a joint meeting with the SCLS Foundation at their next regularly scheduled meeting, Thursday, April 26<sup>th</sup> at 5:00. Doug Morrell, the Treasurer and a former Board of Trustee member, is moving out of the area in the next few months, so this could be used as an opportunity to recognize all that has done for the Scott County Library System. Angie Ehlers moved to hold an additional meeting on April 26<sup>th</sup>, as well as Tuesday, June 12<sup>th</sup>; seconded by Chuck Thompson. Motion carried.

Discussion was held concerning meeting times, due to the issue of our board not being able to meet regularly. The consensus of board members present was to change our meeting time to 6:00 p.m.

Fred Meyer moved to adjourn the meeting; seconded by Shelli Engelbrecht.

Respectfully Submitted,  
Angie Ehlers