

**SCOTT COUNTY LIBRARY SYSTEM MINUTES**  
**MONDAY, JULY 25, 2022**  
**NOON**

The agenda for this meeting was posted in public in all Scott County Library System Libraries in accordance with Iowa law. President Kristal Koberg Schaefer called to order the July 25<sup>th</sup>, 2022, meeting of the Scott County Library Board of Trustees at noon at the Eldridge branch.

Board of Trustees present: Kristal Koberg Schaefer, Kevin Cahill, Niki Wuestenberg (via Zoom), Kim Hildebrand, Angie Ehlers (via Zoom), Shelli Englebrecht (via Zoom), and Director Tricia Kane.

**Approval of Agenda:** The agenda was reviewed and approved by Niki Wuestenberg; seconded by Kevin Cahill. Motion carried.

**Approval of the Minutes:** Niki Wuestenberg moved to approve the minutes; seconded by Shelli Englebrecht. Motion carried. The director pointed out that the minutes were correct as written, but Sarah Carlin Vermillion was unable to present in DC due to complications with travel plans.

**Approval of Bills and Receipts:** The Accounts Payable Report for the meeting of Scott County Board of Supervisors for 5/16/22 – 7/15/22 was reviewed and discussed. Kim Hildebrand moved to approve the bills and receipts; seconded by Kevin Cahill. Motion carried.

**Review of the Circulation and Budget:** Circulation and budget were reviewed. We are seeing very strong program attendance. We are still receiving invoices for the fourth quarter of FY22.

**Correspondence:** We received a five star review out of five stars on Google for the Princeton Branch with this feedback -Very nice people and always so helpful with any questions or requests. We have had many positive comments about the programming that is being provided at all locations.

**Director's Report:**

- We are seeing high program attendance and traffic at all locations.
- The bookmobile has had another mechanical issue and was off the road while we waited for a part to arrive. It is now back in service.
- We have been dealing with some staffing challenges due to illnesses, and we are making every effort to keep all locations open regular hours.
- A new book return has been ordered for the Walcott Branch. The existing one has started leaking and needs a replacement.
- We have received a grant that will allow us to continue working on local history with the focus on the North Scott Schools. We will publicize this information in upcoming months.
- Barb Mehrens has been hired to fill the clerk opening at Eldridge.

**New Business:**

- The process for the Director's annual evaluation was explained and forms were distributed for completion.
- Special Occasion Bonus – Niki Wuestenberg moved to approve the special occasion bonus in reward for continued dedicated service in unprecedented times for all permanent full time and part time employees; That all regular full-time staff employed with the Library on August 1st, 2022 shall be eligible for a special occasion bonus payment. The one-time payment shall be equivalent to one percent (1.0%) of annual base salary less customary payroll deductions. The bonus payment shall be calculated by multiplying the employee's hourly rate on July 1, 2022 by 20.80. That all regular part-time staff employed with the Library on August 1st, 2022 shall be eligible for a special occasion bonus payment. For regular part time staff the one-time payment shall be equivalent to one percent (1.0%) of the annual base salary percentage of their budgeted FTE level. The budgeted FTE level is set as a percentage of a full time employee or 0.XX FTE. The bonus payment shall be calculated by multiplying in the employee's hourly rate on July 1, 2022 by 20.80 by the employees budgeted FTE level less customary payroll deductions. Temporary employees are not entitled to this one-time special occasion bonus, seconded by Kevin Cahill. Motion carried.
- ADA Checklist – As a part of the State Library of Iowa's accreditation process, the ADA checklist was reviewed. Kim Hildebrand motioned to approve the review of the document, seconded by Kevin Cahill. Motion carried.

Charles Brockmann has been appointed to fill the opening on the Board.

Our next meeting will be Monday, August 22, 2022 at noon, in person at the Scott County Library Eldridge branch.

Kim Hildebrand moved to adjourn the meeting; seconded by Niki Wuestenberg. Motion carried.

Respectfully Submitted,  
Tricia Kane