

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**September 18<sup>th</sup>, 2019**  
**Minutes**

**1. Opening**

Vice-President Gene Bebel called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, Tim Meehean and Jim Wedemeyer. Excused: Katie Breitenmoser and Mike Geisler. Also present: Laurie Ollhoff and Nathan M. from MP3.

There was no correspondence.

There was no public comment.

**2. Consent Items**

M Meehean/S Huftel/C to approve the minutes of the August 21<sup>st</sup> meeting as presented. M Meehean/S Mamer/C to accept the Monthly Revenue and Expense Report for August as printed.

**3. Reports/Discussion Items/Action Items**

A. Space Needs Assessment Proposal: Discussion regarding space needs study and need for architectural/engineering input and expertise. Board members reviewed the provided proposal and requested that we obtain an updated proposal which features a staged approach rather than all-inclusive. Board members directed staff to also obtain proposals from other firms that include staged pricing models.

B. After the Bell Request: In consideration of the library's continued interest in the success of community afterschool youth activities, M Meehean/S Wedemeyer/C to approve the same amount as was given in 2018 (\$3,000) from Endowment Funds for the After the Bell Program.

C. Building and Grounds Update: HVAC/Air Handling units that were approved as a 2019 City Capital Project are scheduled to be installed in early October. Window and EFIS cleaning is on schedule for this fall.

D. Community Room Status Update: The concrete floor must now cure until sufficiently dry to place carpeting. Finished carpentry work is being done to walls and ceiling.

E. Status of Church Property: Board members remain concerned about potential uses of the building as it relates to the shared parking lot. Ms. Stevens is not aware of any developments regarding the property. City staff are aware of the opportunity the site provides in regards to parking for both the library and school.

F. Strategic Plan Progress Goal #1: Goal #1 was presented with objectives and measurable outcomes.

G. Trustee Essential #13-Library Advocacy: Ms. Stevens provided copies of Trustee Essential #13.

H. Reports from Friends/WVLS Representative: The Friends are awaiting the completion of the Community Room repairs in order to have their Fall booksale. Lincoln County resident Dr. Diane Peterson was appointed to the WVLS Board of Trustees.

**4. Forthcoming Events & Library Director Report**

- August Monthly Statistical Report was provided.
- Solar Celebration will take place on Monday September 30<sup>th</sup>. Board members were given information regarding the calculation of our monetary savings to date since the solar panels were installed.
- Program summary report for the Summer Adult Read-In was provided.

- Family Fun Night-Down on the Farm featuring Grandpa's Farm and Mary Ament with songs and stories is scheduled for tomorrow night.
- First program in the Art & Story Time collaboration with Leigh Yawkey Woodson Art Museum was successful and planned monthly through the end of the year.

**5. Adjournment:**

M Meehan/S Mamer/C to adjourn the meeting at 5:05 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on October 16<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary