

MINUTES OF THE DAVIESS COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MONTHLY MEETING

March 22, 2017

Members Present: Polly Reynolds, President
Rodney Ellis, Treasurer
Lewatis McNeal, Secretary
Michelle Drake
Beena Vora

Others Present: Erin Waller, Director
Debbie Young, Accounts Manager
John Hagan Codell, Codell Construction Company
Mike Raney, RBS Design Group
Austin Ramsey, Reporter – Messenger Inquirer
Charlie Castlen, Daviess County Fiscal Court Liaison
David Smith, Daviess County Fiscal Court

The meeting was called to order by Board President Polly Reynolds at 5:00 p.m.

Polly Reynolds called for the approval of the minutes of the February meeting. Hearing no comments or corrections, Rodney Ellis made a motion to approve the minutes as presented. Michelle Drake seconded and the motion carried unanimously.

Rodney Ellis presented the Treasurer's Report. He went over the February, 2017 financial report including the receipts and expenditures for the month. Hearing no comments or corrections, Michelle Drake made a motion to approve the financial report and expenditures as presented. Lewatis McNeal seconded and the motion carried unanimously.

Erin Waller was asked to present the Director's Report. Mrs. Waller reported on programs being held in March and upcoming events. Mrs. Waller reported that the Unscripted Program was complete and after seven weeks of short films, there were over 225 in attendance at the programs. Mrs. Waller discussed the Conversations on Race programs being held at the Library and Lewatis McNeal indicated he would be interested in helping with future programs. The 1,000 Books Before Kindergarten program started on March 1 and by March 4, the Library already has 81 children registered to participate in the program. Mrs. Waller reported that the Library is working on a Teen Services Survey in March to get input from teens to improve the services offered to teens. Mrs. Waller had a follow up meeting regarding the partnership with Owensboro Public Schools for the student ID cards to have Library bar codes and they are working to overcome some technical issues.

Mrs. Waller reported that that Trump administration has proposed to eliminate funding to the Institute of Museum and Library Services. This could possibly eliminate the Library's state funding as well as increase the cost of state-funded programs such as continuing education, Kentucky Virtual Libraries and eliminate library regional consultants. This could have a big budget impact of the Library's revenue and expenses.

Polly Reynolds called for Old Business with the first item being the Library Expansion Project Update. Rodney Ellis reported that he had been working on financing options for the expansion project. The total project is approximately \$3.5 million with \$2.8 million being the construction and \$700,000 for auxiliary items. Mr. Ellis indicated the Library could fund approximately \$1.3 million of the project with Library cash so the projected financing would be approximately \$2.2 to \$2.3 million. He reported that the annual debt payments would be approximately \$200,000 for a 15 year loan. He believes the Library could support these payments but there would need to be budget adjustments. There is still 17 years left on the existing Library building loan so the Library would be responsible for two large debt payments.

Erin Waller added that with the serious issue of possibly losing state funding as discussed above, she would like to propose an alternate plan for the Library expansion project. Mrs. Waller proposed doing the project in stages and paying with cash. The first phase would be the 2nd Floor Children and Teen Remodel and when that project was complete, moving on to the Parking Lot expansion. With the savings of not incurring additional debt, money could be saved to pay off the existing debt, possibly in 10 years. The estimated cost for the 2nd Floor remodel is \$460,000 and the parking lot is estimated to cost \$200,000 to \$250,000. Mrs. Waller discussed various options to alleviate the problems with overcrowding at programs, including using the Story Time Room and area outside that room for programs as well as doing multiple events during the day with ticketing.

Mike Raney indicated that if this option was selected, the project would have to be re-bid with the contractors as the current bids were for the total project not individual projects. He said the plans would need to be revised to break up in phases which would include re-doing the drawings and modifying the technical specifications. John Hagan Codell noted that the current bids will expire on April 7 so if the project was going to be changed, the bids would need to be rejected and re-bid. He indicated the building specs would change and it would be smaller bids for smaller projects. He anticipates the changes would take two to three weeks, bid advertising for a month, and possible bids received in two months at the earliest. Mr. Raney and Mr. Codell will work together to come up with better estimates of the individual costs for each project and will present those at the next Board meeting.

The Board discussed the various options to proceed with the building remodel and expansion. Rodney Ellis made a motion to proceed with the remodel of the 2nd floor which includes the children and teen area and adding the family bathroom for a maximum bid of \$460,000 which includes auxiliary items. Michelle Drake seconded the motion. There was further discussion about the projects and Mr. Ellis and Ms. Drake withdrew the motion. Rodney Ellis made a motion to reject the current bids on the construction project. Lewatis McNeal seconded the motion and the motion carried unanimously.

Lewatis McNeal made a motion to pursue alternate bids for the 2nd floor remodel and the parking lot. Michelle Drake seconded the motion and the motion carried unanimously. Mr. Raney and Mr. Codell left the meeting.

The next item on the Agenda was Partnership Policy Amendment and Erin Waller discussed with the Board that she made changes to the Partnership Policy as discussed at the last Board Meeting. She changed the title from "Memorandum of Agreement for DCPL and Potential Partner" to "Memorandum of Understanding Between DCPL and Potential Partner". She also added a sentence at the end of the form above the signature line to state "Nothing in this MOU shall be construed to create a cause of action or enforceable legal right for any person". After Board discussion, Polly Reynolds made motion to approve the Partnership Policy as presented. Lewatis McNeal seconded the motion and the motion carried unanimously.

The next item on the Agenda was New Business and Polly Reynolds called on Mrs. Waller to discuss the Board Member Attendance Policy. Mrs. Waller indicated that included in their packet was the Ordinance from the Daviess County Fiscal Court regarding board member attendance and it stated that board members shall attend a minimum of 75% of all meetings during a 12-month period. She also had reviewed the KRS on board member attendance and it stated that after missing four monthly meetings, the trustee is considered resigned. Mrs. Waller reminded the Board members of the importance of attending the meetings and to watch their absences.

The next item on the Agenda was Director Evaluation and Erin Waller and Debbie Young left the meeting so the evaluation could be discussed. After Board discussion, Mrs. Waller returned to the meeting to discuss her yearly evaluation and performance. The Board relayed to her that it was a consensus that she was doing a really good job. Debbie Young then rejoined the meeting. Polly Reynolds made a motion to increase Erin Waller's salary to Step 5 on the Director pay scale with the same raise percentage at other Library employees. Lewatis McNeal seconded the motion and the motion carried unanimously.

Polly Reynolds called for Public Comment. Mr. Charlie Castlen addressed the Board and indicated he was appreciative of the thoughtful deliberation of the Board on moving forward with the Library Expansion project.

There was no Closed Session.

Having no further business to come before the Board, the meeting was adjourned at 6:40 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be Wednesday, April 19, 2017 at 5:00 p.m. in the Library Board Room.

