

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES JUNE 18, 2013

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:04 p.m

**PRESENT:** Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Charles Seal; Debra Pleatman, Attorney, Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh; Regional Librarian, KDLA.

**PUBLIC COMMENT:** No public comment.

**AGENDA:** The June agenda was previously emailed to Board members.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

**MINUTES:** Minutes of the May meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for May was previously mailed to Board Members.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Pam Goetting took a moment to publicly thank outgoing Library Board Members, Chris Grubbs and Charles Seal for their service on the Library Board.

**City of Walton Representative:** Matt Brown, Walton City Council, tentatively requested time at the Board meeting to discuss the concept of joint use facilities. Mr. Brown is exploring various avenues for locating a community recreation center in the City. Judge Moore referred Mr. Brown to BCPL based on the success of the partnership in Petersburg. Due to a conflict Mr. Brown was not able to attend.

**Policy Review:** All board policies are recommended to be reviewed yearly to meet KPLA standards. At the May meeting Greta Southard distributed copies of the Audit, Budget, Fiscal Responsibility, and Fund Balance policies. At the May meeting there was a brief discussion about language in the Budget Policy. Greta Southard recommends that the Library Board postpone changing the language until the Department for Local Government releases the new forms, dates, and process that will be implemented as a result of the passage of HB1. No

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BOARD OF TRUSTEES MEETING  
MINUTES JUNE 18, 2013

recommended changes to the other policies. The review date will be updated to reflect that the Library Board looked at each policy.

Greta Southard distributed the Board Expense Reimbursement, Fixed Asset Management, Fraud, and Investment(s) policies to review at the July meeting. Discussion occurred with regards to the Fraud Policy. Language needs to be added to include technology. Carlyle Ackley had several suggestions for updating the Investment(s) Policy.

2014 Board Meeting Calendar: Two draft calendars for FY 2014 Library Board meetings were presented. Option A follows the current pattern of meeting on the third Tuesday of each month at 4:00 p.m. Option B sets the meetings on the third Thursday of the month at 4:00 p.m.

- ✓ **MOTION TO APPROVE OPTION A AS THE MEETING SCHEDULE FOR FY2014, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Accountant reported on the May 2013 financial statements. Compared to the same time period in FY2012, FY2013 has increased revenue, and lower interest and expenses. June 30, 2013 is the end of the current fiscal year. Two CDs will mature in July. Carlyle Ackley will talk to local banks to find the best terms. Typically the library uses 2 year CDs when obtainable. Carlyle Ackley will contact the auditors asking for an engagement letter for Board action. He also presented the Board with his engagement letter. His terms are the same as last year. The Board requested a statement be added to the engagement letter about the accountant acting as Investment Officer in accordance with the Investment(s) Policy. The letter will be resubmitted with the added statement at a later meeting.

**ATTORNEY'S REPORT:** The lawsuit against BCPL has been staid until August. Campbell and Kenton County Public Libraries have filed motions to appeal litigation decision with the Kentucky Supreme Court. This bypasses the Court of Appeals due to the statewide implications. KPLA has hired an attorney to file an amicus brief in the Kentucky Supreme Court agrees to hear the case.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Greta Southard highlighted that KPLA/KDLA convened a statewide meeting in Elizabethtown to apprise Directors and Trustees of the litigation. Greta shared a handout from this meeting that shows potential impact to public libraries in Kentucky. At this meeting they handed out talking points that were developed by BCPL.

Greta attended the Boone County Planning Commission's Long Range Planning/Comprehensive Plan Committee meeting to answer any questions regarding the Hebron property zoning change request the Library submitted. The committee approved the request. The committee will submit their recommendations to the Planning Commission. Once the Planning Commission reviews and approves the Comprehensive Plan, it will be submitted to the Fiscal Court for approval. Kevin Wall, Director Zoning Services, anticipates that this will be finalized by the end of the calendar year.

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES JUNE 18, 2013

Clean up of the catalog is ongoing. This project will span two fiscal years in terms of execution and payment. Earn Spend Save has received national recognition. This program was featured in the Smart Investing @ Your Library newsletter. Besides the article, the newsletter linked to many of our radio and TV commercials as an example of effective marketing. Carrie Herrmann has been asked to serve on a panel at the American Library Association Conference in June 2014 to talk about Earn Spend Save.

An analysis of circulation and usage patterns has been shared with the Branch Managers. The Walton Branch Manager wants to change the hours at that location based on the information in this report. Currently Walton is open Monday and Tuesday 9:00 a.m. to 9:00 p.m., Wednesday through Friday 9:00a a.m. to 6:00 p.m and Saturdays 9:00 a.m. to 5:00 p.m. The Branch Manager would like to change to 10:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturdays, open during the school year 1:00-5:00 on Sundays. Further analysis of this potential change will be ongoing.

Greta Southard handed out a copy of the final FY2014 budget as approved at the May meeting.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip of the Month, "Records Management, Retention Schedules and Transparency." According to this information the Library Director serves as the Records Manager.

**NEXT MEETING:** Tuesday, July 16, 2013, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:02 p.m. BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President