

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES MARCH 18, 2014

CALL TO ORDER: Pam Goetting called the meeting to order at 4:03 p.m.

PRESENT: Pam Goetting, President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Michelle Foster, Technology Coordinator; Charlotte McIntosh, Regional Librarian, KDLA.

PUBLIC COMMENT: No public comment.

AGENDA: The March agenda was previously emailed to Board members.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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

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

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

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

BUSINESS:

Technology Department Long Range Plan: Michelle Foster, Technology Coordinator, presented the long rang plan for the Technology Department, covering FY2015 to 2017. Discussion and questions followed the presentation.

Budget Policy: A copy of the Budget Policy was previously emailed to Board members. This policy will be reviewed for future discussion.

Fixed Asset Management Policy: A copy of the Fixed Asset Management Policy was previously emailed to Board members. This policy will be reviewed for future discussion.

Fund Balance Policy: A copy of the Fund Balance Policy was previously emailed to Board members. This policy will be reviewed for future discussion.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed copies of the financial statements for February 2014. We are 2/3 through the fiscal year. The Library budget should be at 33% or higher remaining to be expended. At this time all line items are above 33%.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed. The Governor's Budget called for a fee to be paid by taxing districts to the PVA. This has been dropped from the budget. Watching HB445.

LIBRARIAN'S REPORT: The Librarian's report was distributed to Board members, along with the April Discover Newsletter and the 2014 Early Childhood Profile for Boone County. Greta Southard highlighted ~~Boone~~ the fact that staff submitted three grant proposal in February: *Preventing Summer Reading Loss—Fueling the Mind*, 2014, through the state library for \$18,181.39; *Artful Aging* for enrichment activities for older adults for \$4,800; and *Earn Spend Save* expansion through FINRA and ALA for \$100,000.

The upgrades to the self-check machines is currently in progress. Four machines on the first floor at Main have been upgraded. The upgrade is proceeding slower than anticipated because the onsite technician has to do more onsite programming. Usually, the equipment is preprogrammed. The Technology Department is in the process of installing Wi-Fi at Chapin. They are also working on installing fax lines for the public at Florence and Scheben. Main currently offers public fax service that is popular with customers.

Scheben was the last location to complete inventory.

Local History has begun digitizing the Boone County Tax List microfilm. They have also received a request from the Legislative Research Center in Frankfort that we provide them with information regarding 20 early Boone County legislators) pre-1900). The information will be added to the LRC database and publications. Bridget Striker, Local History Librarian, and Jennifer Gregory, Collection Services Coordinator, we invited to speak at the annual American Library Association conference on how we do local history. According to the chair of the Local History Group at ALA, there is not another library doing the comprehensive package like BCPL.

BCPL is retiring our READ posters. They will be replaced with posters that highlight our mission. Each poster will emphasize services/collections customers can DISCOVER, EXPLORE, or EXPERIENCE at BCPL. Sixty-five customers submitted quotes and staff have selected twenty-five to use on the new posters. They will be unveiled during National Library Week, April 13-19. Each month, the PR Department works with staff to market a research tool. During February we highlighted Local History research tools and services. The statistics for January and February show an increase in usage. In April we will be promoting Mango, our language database. We are finishing a three month long Storytime promotion in March. Walton reports that their storytime is so busy that they are adding a second storytime, but overall total storytime numbers appear to be lower than they were this time last year. Perhaps weather was a factor?

A fun impromptu event occurred at Scheben on February 16. A pink, stretch Hummer pulled up in front of the library and approximately 16 teenage girls entered the library to get their picture

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES MARCH 18, 2014

taken with our Josh Hutcherson/*Hunger Games* figure. They were doing a scavenger hunt for a birthday party and one of the tasks was to get a photo with a movie star from Union who is in the *Hunger Games*.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh, Regional Librarian, highlighted the Kentucky Public Library Association Annual Conference in April and the "Enhance Your Library" Standards Tool. BCPL has exemplary status in the state standards. The Trustee Tip of the Month is about Trustee recruitment.

NEXT MEETING: Tuesday, April 15, 2014, 4:00 p.m. at the Walton Branch

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:33 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President