

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES August 21, 2012

CALL TO ORDER: Pam Goetting called the meeting to order at 4:00 p.m.

PRESENT: Pam Goetting, President, Chris Grubbs, Secretary; Jim Henning, Treasurer; Charles Seal; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator.

PUBLIC COMMENT: No public comment.

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

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

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

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

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

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

BUSINESS:

2012 Tax Rate: The tax rates and the PVA information provided by the Kentucky Department for Libraries and Archives were reviewed. Board Members also looked at an historical document showing tax rates, estimated revenue and actual revenue for FY2001-FY2012. Carlyle Ackley presented budget projections based on the information received from KDLA and the PVA. Discussion ensued regarding the difference in rates, assessed values of property in Boone County is dropping and the foreclosure rate in the county.

- ✓ **MOTION TO ADOPT THE COMPENSATING RATE, CERTIFYING A TAX RATE OF 5.2 CENTS PER \$100 ASSESSED VALUE ON REAL PROPERTY AND 5.2 CENTS PER \$100 ASSESSED VALUE ON PERSONAL PROPERTY, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

2012 Auto/Watercraft Tax Rate: This rate was established in 1983 and, by statute, may not be increased. The rate is 3 cents per \$100 valuation.

- ✓ **MOTION TO ADOPT THE RATE OF 3 CENTS PER \$100 VALUATION FOR THE AUTO/WATERCRAFT TAX RATE, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Board of Trustees Ethics Policy: This policy provides the ethical framework for Library governance and decision making. Discussion ensued as to when and how often the conflict of interest statement should be signed—every year, or as board members are sworn into office. Also discussed separating the policy as presented to the board so that the policy is a stand-alone document with a separate acknowledgement of the policy.

- ✓ **MOTION TO ACCEPT THE BOARD OF TRUSTEES ETHICS POLICY AS AMENDED TO BE SIGNED BY ALL BOARD MEMBERS AT THE FIRST MEETING OF EACH FISCAL YEAR, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

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BCPL Values Statement and Core Values: This functions as the code of ethics for the staff and will be included in the Employee Manual. These statements provide a framework to guide staff about organizational values and were crafted in part by a staff work group.

- ✓ **MOTION TO APPROVE THE BCPL VALUES STATEMENT AND CORE VAVLUES AS PRESENTED, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Review Annual Report: The annual report was shared with the board comparing FY12 and FY11. This report is due to KDLA August, 27, 2012. Key highlights included public computer usage, the number of registered borrowers; the number of reference transactions, size of the collection, circulation, Interlibrary loans are up and borrows are down (indicating our collection is better meeting the needs of Boone County), and program attendance is up.

- ✓ **MOTION TO ACCEPT THE ANNUAL REPORT AS RECEIVED, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

Trustee Certification: Trustee Certification is voluntary. Charles Seal has completed the certification process. There are 5 required courses: Board Organization; Policy; Library Trustee & Director Roles; Library Budgets; and Advocacy. Trustees can take the 5 courses online at their leisure or can attend the Kentucky Public Library Association Conference to take all five courses at once. Board members present decided to become temporarily certified for two years and work towards the permanent four year certification.

ACCOUNTANT'S REPORT: Carlyle Ackley had no report. The books are held open later than normal for year-end work.

ATTORNEY'S REPORT: Sharon Elliston had no report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard handed out a calculation based on the annual report that shows the value of library service received by Boone County residents. For every \$1 in tax money received, Boone Countians received \$6.22 in value in the use of materials, programs and services. She also highlighted that a café vendor has been chosen for the Main Library, and that staff are creating a resource guide on "constructive ways communities can respond to hate groups and free speech issues." The Library recently began using Better World Books to sell some of BCPL's donations and withdrawn items online. Money from these sales is deposited with Ingram, a book vendor the library uses, and we receive a credit to purchase more collection materials. Greta Southard shared a copy of the American Library Association magazine where BCPL was profiled for our use of the American Dream Grant.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members.

NEXT MEETING: Tuesday, September 18, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:20 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President