

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES November 15,

CALL TO ORDER: Pam Goetting called the meeting to order at 4:12 p.m

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Charles Seal; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; George Sparks, Bertke & Sparks, Inc; Charlotte McIntosh, Regional Librarian; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Amy Beckham, Scheben Branch Manager

PUBLIC COMMENT: Emily Shelton, Grass Roots Tea Party of Boone County expressed concern about the Hebron Land Use Study, as well as transparency.

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

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

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

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

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

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

BUSINESS:

Audit Report: The audited financial statements were presented by George Sparks of Bertke, Sparks & Kramer, Inc. An unqualified opinion was given on our financial statements. Likewise, no exceptions were noted in the report on internal controls. The Board approved acceptance of the auditor's reports.

Surplus Equipment: The board was previously emailed a list of equipment slated for surplus. This is computer equipment that is no longer in service. The equipment has been replaced in accordance with our equipment replacement schedule. Once declared surplus, the equipment will be offered to local Boone County agencies and nonprofits before being recycled.

- ✓ **MOTION** TO APPROVE THE ITEMS LISTED AS SURPLUS, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY

Bank Resolution: A resolution from Heritage Bank was presented to the board for signatures. This resolution removes Nancy Grayson's name and adds Charles Seal's name to the list of individuals on the account.

- ✓ **MOTION** TO APPROVE AND SIGN THE BANK RESOLUTION FROM HERITAGE BANK, CHARLES SEAL. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the September and October statements. The September report included a look at the first quarter. At the October meeting questions were raised about the large increase in utilities at the Scheben Branch. These bills were reviewed for possible errors. In 2010 there had been a billing error which was credited which made the month to month fiscal year comparison look out of balance. The Board received a condensed statement of revenues, expenses and

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fund balances. The report distributed covered July through October. This new report will now be provided monthly.

ATTORNEY'S REPORT: No report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted that inventory is underway. This is the second year that BCPL has conducted an inventory. Lents and Chapin are finished. Florence and Walton will begin their inventory as soon as possible.

BCPL participated in the IMPACT Survey for the first time. This survey gave us information on how the public is using library computers. Greta distributed a copy of the survey results. The two biggest uses of the computers are education and finding a job. 33% of people using our computers to find a job received an interview and 19% of those people were offered a job. People, ages 14-24, using the computers are education focused. 92% of people said they were very happy with the library's technology. This survey will be part of the information given to the community planning group as part of the strategic planning process.

The fire department will be using the house on the 237 property for a training burn down exercise. We are currently seeking quotes for the back fill that will be needed after this is completed.

The Walton Branch reports that wifi use is up. They have to open the meeting room most days to accommodate customers with laptops.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the trustee tip for the month—Trustee Orientation. KDLA will offer a training to cover general state information that trustees should know. Please contact Charlotte McIntosh to schedule this training.

NEXT MEETING: Tuesday, December 20, 2011, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:04 p.m. JIM HENNING. SECOND, CHUCK SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President