

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES May 15, 2012

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

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

PUBLIC COMMENT: No public comment.

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

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

MINUTES: Minutes of the April 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 April was previously mailed to Board Members. There was a question about the deposit from the telecommunications tax.

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

BUSINESS:

Budget (Vote): Greta Southard presented a budget to the board taking into account the discussion regarding the first draft of the FY13 budget at last month's meeting. The budget presented to the board has combined the Audio Visual and the Book Funds into one Fund now called Collection Materials. The Funds for purchasing eBooks have been moved from the Electronic Resources Fund to the newly created Collection Materials Fund. This will allow staff to reallocate collection spending priorities within the Fund as needed. The budget has total projected revenue of \$6,907,500 and projected expenses of \$7,886,460. This is an increase of \$56,650 over the FY12 budget. Most of the increase had to do with facility maintenance, health insurance, and KY retirement and revised lower revenue projections. Discussion ensued. Greta was directed to cut an additional \$56,650 in expenses to reduce expenses to the FY12 level.

- ✓ **MOTION TO APPROVE THE FY2013 BUDGET AS A FLAT BUDGET COMPARED TO FY2012, NOT TO EXCEED \$7,829,926, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Hebron Land (Discussion): The appraisal was received from Nickerson & Tranter Appraisal Services, Inc., for the 2.30 acre site in Hebron. They assessed the land at \$172,500. The appraised value was shared with an interested buyer. This property is currently zoned as Rural Suburban Estates. The appraiser's opinion is that the land is best suited for a church or daycare. The library will not actively market the land at this time, but will keep the appraisal for future inquirers.

Policies (Discussion): The Kentucky Department for Libraries and Archives has suggested 10 policies they feel Libraries should have in place to ensure good governance and appropriate oversight mechanisms. Currently, BCPL has 3 of the recommended policies: Investment, Purchasing and Fraud. Additionally, BCPL has an existing Trustee Orientation practice which the state recommends be codified in policy. Over the course of the summer, Greta Southard will bring forward the remaining policies for review and approval. At May's meeting the board reviewed and discussed Fiscal Responsibility, Conflict

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of Interest, Board Reimbursement of Expenses, and Trustee Orientation. These will be revised to reflect the discussion and voted on at the June Board meeting.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the modified accrual statements for March and April.

ATTORNEY'S REPORT: Sharon Elliston reported that Attorney Brandon Voelker has proposed that BCPL to enter into an agreement and his clients will drop their threat to file suit against BCPL. Mr. Voelker has filed a suit against Campbell and Kenton County Public Libraries. The Board has requested more information.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard mentioned that the KDLA Summer Reading/Summer Feeding grant has been amended and approved. The Florence Branch will host meals for children for 8 weeks this summer on four days. A fifth day of food service will occur at one of our community stops.

Café proposals are being received currently and several individuals have toured the facility and space.

The Youth Services Department in conjunction with Public Relations is crafting a monthly newsletter for schools detailing services BCPL can offer to the schools and matching our materials to curriculum.

This summer, we are partnering with the Parks Department to offer concerts. The Live@Your Library concerts will be performed at various parks throughout Boone County with the Main Library acting as the rain location.

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

NEXT MEETING: Tuesday, June 19, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:27 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President