

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES February 17, 2011

**CALL TO ORDER:** Chris Grubbs called the meeting to order at 4:11 p.m

**PRESENT:** Pam Goetting, President; Nancy Grayson, Vice-President, Jim Henning, Treasurer; Chris Grubbs, Secretary; Barbara Bardes; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Carlyle Ackley, CPA; Brock Mackay, Viox and Viox; Megan Disolva, Viox and Viox; Emmett Hayes, Architect; Charlotte Macintosh, KDLA Regional Librarian; Teresa Sayers, Lents Branch Manager.

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

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

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

- ✓ **MOTION** TO APPROVE THE MINUTES OF THE DECEMBER MEETING CHANGING THE WORD NOVEMBER UNDER AGENDA TO JANUARY, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

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

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

**BUSINESS:**

**Hebron Land planning update:** Brock McKay and Megan Disolva (both of Viox & Viox) spoke. A public meeting at the Lents Branch has been scheduled for March 3<sup>rd</sup>, 4:00-7:00 p.m. This meeting will be advertised in the *Boone County Recorder*, the *Kentucky Enquirer*, the *Boone County Enews*, on the BCPL website and in the Lents Branch and the Main Library. They are looking for public input on what Boone County would like to see and would not like to see on the Hebron land. In addition to gathering verbal comments at the open house, Viox & Viox will have a survey available for participants. All information will be gathered and presented to the board at a future meeting. A second open house will follow with more concrete plans presented for public comment. Viox has also scheduled a meeting with Boone County Planning and Zoning.

**Mid-year budget adjustments:** A revised mid-year budget adjust was distributed at the meeting. This brings the budget passed in May 2010 in line with more current estimates or actual expenditures/revenues. The budget adjustment also reflects \$1,467,084.28 in Capital Outlay from Reserves. Items included in the capital outlay include property purchase, Scheben renovation retainage fees, reduction in landscape expenses, land planning expenses, moveable wall for YS workroom and emergency power to server room and director's office.

- ✓ **MOTION** TO APPROVE THE MID-YEAR BUDGET ADJUSTMENT, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

**Tax Refund Request:** Band of America Leasing & Capital requested \$2,610.81 due to an amended return for property tax in 2010.

- ✓ **MOTION** TO APPROVE THE TAX REFUND REQUEST, JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

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**ACCOUNTANT'S REPORT:** Carlyle Ackley distributed and reviewed financial statements for January. Received accountant's report.

**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 updated the Board on the Technical Services Workflow Analysis. The report that was expected in two week arrived early. Staff will now analyze the report and make recommendations for workflow adjustment. The website will update the Trustee page adding more information including the Read Posters of the Board Members. Greta Southard reminded board members that the Kentucky Department for Libraries and Archives is looking for comment on the recommended Trustee Certification Program. The library is currently pursuing 3 grants: a Dollar General Summer Reading Grant and two National Grants related to Civil War programming. The teen book trailer contest has been featured by the American Library Association in national PR.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. In addition to the emailed report Charlotte MacIntosh highlighted the Trustee Certification Program and stressed that the state library is looking for comment. The trustee tip in her report concerned at will employment. An extended version is on the trustee page on the KDLA website.

**NEXT MEETING:** Thursday, March 17, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:13 p.m. CHRIS GRUBBS. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President