

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES JULY 16, 2013

CALL TO ORDER: Pam Goetting called the meeting to order at 4:06 p.m

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, Bramel & Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator.

PUBLIC COMMENT: No public comment.

AGENDA: The July 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 June meeting were emailed to Board members.

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

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

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

BUSINESS:

Election of Secretary: In accordance with BCPL Bylaws, Officers serve for two years and elections are held in even numbered years. With the expiration of the term of service for our Secretary a new officer needs to be elected to fill one year of the existing term.

- ✓ **MOTION** TO NOMINATE ERIC RICHARDSON TO SERVE AS SECRETARY, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Eric Richardson accepted the nomination of Secretary.

Distribution/Collection of Annual Acknowledgement and Disclosure Statement: In accordance with Board Conflict of Interest and Trustee Ethic's Policy, said policies have been distributed to the Board and receipt is acknowledged and no disclosure statements were made.

Bank Resolution(s): Resolution(s) and/or signature cards were presented for the purpose of updating the names/signatures on banking documents.

- ✓ **MOTION** TO APPROVE THE RESOLUTION FROM HERITAGE BANK UPDATING OUR FINANCIAL DOCUMENTS, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE RESOLUTION FROM FIRST FINANCIAL BANK UPDATING OUR FINANCIAL DOCUMENTS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

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Sprint Cell Tower Electrical Upgrade: The Library leases land at our Scheben branch to SprintCom Inc. for the purpose of housing a cell tower. We have been notified that certain physical modifications need to be made to upgrade the electrical equipment. These upgrades should have no impact on the Library's property; however, Board consent is necessary for the work to proceed. The Board reviewed documents provided by SprintCom Inc, including the schematics. Heavy equipment may be in the parking lot at Scheben for several months. There is a reinforced concrete pad at the back of the Scheben lot that the heavy equipment can use so the lot should not be damaged.

- ✓ **MOTION** TO APPROVE AND SIGN THE REQUEST MADE BY SPRINTCOM, INC., TO MAKE MODIFICATIONS TO THE CELL TOWER SITTING ON THE LEASED PROPERTY AT THE SCHEBEN LOCATION, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Auditor Engagement Letter: The Library is currently in year 4 of a potential 5 year engagement with Bertke, Sparks & Kremer, Inc. for auditing services. To follow good financial practices auditors should be changed every 5 years, by a competitive process. The FY12 Audit Fee was \$6,500. According to the letter, the fee for FY13 will not exceed \$6,500. This fee is below what the multi-year contract postulated for this year.

- ✓ **MOTION** TO ACCEPT THE LETTER OF ENGAGEMENT FROM BERTKE, SPARKS & KREMER, INC. AS RECEIVED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Accountant Letter of Engagement: Carlyle Ackley presented the FY14 letter of engagement. This letter includes language stating that the accountant (*typo corrected at meeting*) will perform the duties of Investment Officer as requested by the Board at the June meeting.

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

Policy review: At the June meeting the Board Expense Reimbursement Policy, the Fixed Asset Management Policy, the Fraud Policy, and the Investment(s) Policy were distributed for review. With respect to the Board Reimbursement Policy, paragraph five, it is recommended that we delete the word "meetings" to remove a conflict in logic. The first sentence of the policy states that the Board does not meet during meals; however, the continued use of the word "meeting" in the paragraph causes confusion.

- ✓ **MOTION** TO APPROVE THE BOARD EXPENSE REIMBURSEMENT POLICY WITH THE RECOMMENDED CHANGES, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

There are no changes recommended for the Fixed Asset Management Policy.

- ✓ **MOTION** TO APPROVE THE FIXED ASSET MANAGEMENT POLICY REMOVING THE DATE FROM INSIDE THE DOCUMENT THAT DUPLICATED THE REVIEW DATE, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Language has been added to the Fraud Policy that incorporates digital materials.

- ✓ **MOTION** TO APPROVE THE FRAUD POLICY WITH THE RECOMMENDED CHANGES, SHEREE BREITHOLLE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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The Investments Policy now includes changes recommended at the last meeting by our accountant, Carlyle Ackley.

- ✓ **MOTION TO APPROVE THE INVESTMENTS POLICY WITH THE RECOMMENDED CHANGES, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Conduct of Meetings Policy, Conflict of Interest Policy, Credit Card Policy and Ethics Policy were distributed for review at the August meeting. Preliminary discussion took place regarding the Ethics Policy. This policy needs to be reviewed taking into account the passing of HB1. Under this law, BCPL must adopt Boone County's Ethics Policy. The county Ethics Policy is looser than BCPL's policy. These two policies need to be reconciled. Greta Southard will send a copy of Boone County's Ethics Policy to Board Members for review.

ACCOUNTANT'S REPORT: Carlyle Ackley has developed a written procedure for the Investment Officer with regard to CDs and Investments. There were no financial statements to review. The June books are held open longer to finalize the fiscal year end activity.

ATTORNEY'S REPORT: The Kentucky Supreme Court denied the motions by Kenton County Public Library and Campbell County Public Library to skip the Appeals Court and go directly to the Supreme Court. KCPL and CCPL are preparing documents for the Appeals Court. On July 23, Debra Pleatman will represent BCPL in court, asking for a stay until the outcome of the KCPL and CCPL appeals.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that with the end of the fiscal year, we have begun the process of closing the books and preparing for the annual audit. We also began the process of preparing the Annual Report which is submitted to the Kentucky Department of Libraries and Archives. In preparing for the annual report a few observations have already been made. We saw a modest .1% increase in circulation this year. Print items saw a decline of 1.5% (even though eBooks considered as part of the print collection by our stat sheets saw an 86.2% increase). Nonprint items, which include audio books, eAudiobooks, DVDs, streaming/downloadable DVDs, music/downloadable music, and software, saw an overall increase of 2.8%. Interlibrary loan borrows has decreased by 6%. We want this number to decrease. This is an indication that our collection is meeting the needs of the community. Websites Visits increased by 8.1%; however, the month of June saw an increase 55.1% over the previous June. We offered fewer programs this year than last year, but saw increased program attendance. This tells me that the programs we are offering are a higher caliber/more tailored to the community so more people are attending. Just like last fiscal year we offered more off-site programs, often at schools and community events, and saw increased attendance.

The Boone County Coalition is a loose knit group of community partners who initially came together as part of a grant application process to secure a community grant related to health initiatives. BC was not awarded the grant; however, the group is continuing to explore the feasibility of building the coalition without the help of a funder. The Library is a participant in the coalition.

Scheben has been the host of the Read With a Teen (RTW) program this summer. Each week there have been about 30 elementary school students and 30 middle/high schools students participating. This program allows teens to build positive developmental assets and supports the literacy needs of younger

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children. We piloted this program last summer, based on its success we offered it again this summer. As a result of community interest, staff is scheduling a second RWT program to commence in the fall.

Adult Homebound serves 214 customers. They are exploring working with schools to identify children who are homebound and may need delivery of items.

Children at the community stops have been very excited to sign up for summer reading. At South Pointe and Country Place kids even waited in line to join the program. Many remember summer reading from last year, and they were quite pleased to receive the BCPL logo bags. At childcare centers and summer camps, providers and children are welcoming the classroom logs with smiles and looking forward to prizes. The school-age campers this summer have been pleased with and excited about the selection of materials on the CCoW. Staff did a great job getting us prepared for our demographic shift for the summer months, typically the CCoW stocks preschool materials rather than resources for a variety of age groups.

YS Outreach staffers saw approximately 240 children, twice weekly at Camp Ernst during the month of June. Staff visited each Monday for an activity/reading and distributed reading logs. On Fridays, we collected the logs and distributed prize books.

Greta handed out Kentucky Libraries Unbound statistics showing the growth over FY13. The Kentucky Department of Libraries and Archives does not allow us to count some of this usage as part of our annual report. Greta is chairing a state committee that is working to add KY specific information we want to collect as part of the annual report to present a fuller picture of library use in KY.

Amanda Hopper, Youth Services Coordinator, has been accepted into Leadership Northern Kentucky. Shaun Davidson, Amy Foster, and Pamela Jayne were all accepted into the Public Library Association's week-long library management program to be held in August.

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

NEXT MEETING: Tuesday, August 20, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:32 p.m. BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President