

**BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES October 21, 2010**

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:10 p.m.

**PRESENT:** Pam Goetting, President; Nancy Grayson, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Dave Elliston, Attorney; Charlotte McIntosh, Regional Librarian. Absent: Barbara Bardes.

**AGENDA:** The October agenda was previously emailed to Board members and subsequently revised with the addition of Bank Resolution and Main Library Staff Workspace.

- ☑ **MOTION** TO APPROVE THE AGENDA AS RECEIVED, JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

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

- ☑ **MOTION** TO APPROVE THE MINUTES OF THE SEPTEMBER MEETING AS RECEIVED. NANCY GRAYSON. CHRIS GRUBBS, SECOND. APPROVED UNANIMOUSLY.

**TREASURER'S REPORT:** The Treasurer's Report for September was previously emailed to Board members.

- ☑ **MOTION** TO APPROVE THE SEPTEMBER TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

**BUSINESS:**

**Scheben Landscape Contract** Greta Southard reported that we received bids from more than three qualified bidders as required by law. Bids were due at 2 p.m. on October 21. Due to the timing of the Board meeting, reference check had not yet been conducted.

- ☑ **MOTION** TO AWARD THE LANDSCAPE PROJECT TO THE LOWEST BIDDER PROVIDING THE REFERENCE CHECK REGARDING THE QUALITY OF THE FIRM'S WORK IS POSITIVE, JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

**Bank Resolution(s)** Greta Southard presented resolution to renew certificate of deposit at the Bank of Kentucky and resolution to renew certificate of deposit at First Financial Bank. Carlyle Ackley confirmed we are receiving the best rates currently available to us after checking with multiple institutions.

- ☑ **MOTION** TO RENEW CERTIFICATES OF DEPOSIT AT THE BANK OF KENTUCKY AND FIRST FINANCIAL BANK, NANCY GRAYSON. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

**Internet Use Policy & Rules** Greta Southard presented the Internet Use Policy referenced in the Collection Development & Management Policy reviewed in September. The Internet Use Policy & Rules will be added to the Collection Development Policy appendix and posted on the Library's website. It is presented for review and reaffirmation.

- ☑ **MOTION** TO REAFFIRM THE INTERNET USE POLICY AND RULES AS RECEIVED, CHRIS GRUBBS. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Wireless Access Policy Greta Southard presented the Wireless Access Policy for review and reaffirmation. This is an existing policy and is posted on the Library's website.

- ☑ **MOTION TO REAFFIRM THE WIRELESS ACCESS POLICY AS RECEIVED, NANCY GRAYSON. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Policy on the Display and Distribution of Materials by Outside Groups Greta Southard presented the proposed Policy on the Display and Distribution of Materials by Outside Groups for review and discussion. This new policy provides guidance to the public and staff regarding the Library's priorities and criteria for display and distribution of materials by community groups and individuals.

- ☑ **MOTION TO APPROVE THE POLICY ON THE DISPLAY AND DISTRIBUTION OF MATERIALS BY OUTSIDE GROUPS AS RECEIVED, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Social Networking Policy Greta Southard presented a new policy for inclusion in the Employee Manual, Employee Conduct section. Greta advised the Board that the policy is not in response to any issue, but rather, is intended to ensure as a best practice that the Library has guidelines in place regarding staff use of social media networking tools. Currently, the Library uses Facebook and Twitter as part of community outreach and marketing.

- ☑ **MOTION TO APPROVE THE SOCIAL NETWORKING POLICY AS RECEIVED, NANCY GRAYSON. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Request from Flight 383 and 128 Memorial Project Greta Southard reviewed the request from the Flight 383 and 128 Memorial group asking for the permanent installation in the Lents Library of memorial plaques commemorating the two airline crashes. Additionally, the group requests that the plaques be moved to the Hebron replacement branch (when built) and placed in an outdoor landscaped location mounted on limestone slabs near the library entrance. The Library has no policy regarding permanent artifact donations and or upkeep of permanent exhibits or installations. During the discussion, the Board directed Southard to develop policy and criteria recommendations regarding permanent artifact donation. In the absence of existing policy regarding permanent artifact donations, the Board tabled this request to be reviewed after said policy is written and approved.

Main Library Staff Work Space Greta Southard reported that with the recent staff change, the hiring of a new Youth Services Coordinator, staff work space was currently under review which may result in mid-year budget request to reconfigure Youth Service staff workspace.

**ACCOUNTANT'S REPORT:** Carlyle Ackley distributed and reviewed the financial statements for September and noted that the auditors had not yet completed their work. The auditor's report should be available at the next Board meeting. Received accountant's report.

**ATTORNEY'S REPORT:** Received attorney's report.

**LIBRARIAN'S REPORT:** Received the Director's report previously emailed. Greta Southard provided sales figures for the October 17 & 18 book which sale netted \$2500 in library bucks and \$2600 in cash. Library bucks were earned by customers during the summer reading program.

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

**NEXT MEETING:** Thursday, November 18, 2010 4:00 p.m. at the **Scheben Library** 2<sup>nd</sup> floor conference room.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:28 p.m. JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY

Minutes taken by Greta Southard.

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Chris Grubbs, Secretary

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Pam Goetting, President