

CALL TO ORDER: President Hill called the meeting to order at 4:00pm, at the Main Library and Zoom conference on July 19, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Eric Jackson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director;

TRUSTEE OATH OF OFFICE: Debra Pleatman gave the Oath of Office to Eric Jackson and Don Trame.

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

PUBLIC PRESENTATIONS: Boone County Judge Executive Gary Moore presented about personal property tax policy. Discussion around Inventory-In Transit tax.

TREASURER'S REPORT: Treasurer's report for May was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

BUSINESS:

Open Records and Management of Records: The Kentucky Open Records Act has been updated. All appointed persons in Kentucky must receive a copy of the act and sign a proof of receipt.

Disclosure/Conflict of Interest Statement: In accordance with the Boone County Public Library Board Conflict of Interest Policy and the Trustee Ethic's Policy, said policies were distributed to the Board and receipt acknowledged. The Disclosure Statement was distributed to the Board for an annual update.

Contact List: Carrie distributed a Board Contact list for FY2022 and asked that the Board review and let her know if anything needs to be updated.

Accountant Engagement: Bramel & Ackley, PSC shared an updated engagement letter for fiscal year 2022.

- ✓ **MOTION TO APPROVE ACCOUNTANT ENGAGEMENT WITH BRAMEL AND ACKLEY, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

Attorney Engagement: Ziegler & Schneider, PSC shared an updated engagement letter for fiscal year 2022.

- ✓ **MOTION TO APPROVE THE ATTORNEY ENGAGEMENT WITH ZIEGLER AND SCHNEIDER, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

Destruction Certificates: Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was supplied to the Board for approval.

- ✓ **MOTION TO APPROVE DESTRUCTION CERTIFICATE, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Audit Bid: The Library issued an RFP for Audit services for fiscal year 2021. The bids were presented to the Board.

- ✓ **MOTION TO AWARD A ONE YEAR CONTRACT TO KELLY, GALLOWAY, SMITH, GOOLSBY FOR AUDIT SERVICES FOR FISCAL YEAR 2021, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

Copier/Printer/Fax/Scanning Bid: The Library issued an RFP for copier/printer/fax/scanning services at all locations. The bids were presented to the Board by Michael Savarino, BCPL IT Manager.

- ✓ **MOTION TO AWARD A FIVE YEAR CONTRACT TO WOODHULL FOR COPIER/PRINTER/FAX/SCANNING SERVICES, CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial report for May. She also reported that she and Carrie will meet with BB&T representatives before the August Board Meeting.

ATTORNEY'S REPORT: Debra Pleatman reviewed the role of Trustees and the role of the Director. She also reported that she had reviewed several contracts for the Library and is working on the Library Foundation paperwork.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann distributed FY2021 statistics, new PR pieces for several services, quarterly energy report, and KDLA FY2020 statistics. Carrie Herrmann highlighted that BCPL's Board has matched whether or not the Library charges overdue fines with the Kentucky Eviction Moratorium, which expires on July 31st. BCPL will resume charging overdue fines on August 1. She discussed the difference between a Service Organization and a Social Service Agency. BCPL is a service organization. She recommends that BCPL partner with social service agencies. The Library has finite and limited resources.

Carrie received notification that the Library did not receive the \$200,000 solar grant for the Florence Branch. The dome at the Main Library developed a leak in the sprinkler line. The repair is estimated at \$200. A lift cannot get high enough to get the repairman to the leak. We have to build a scaffolding at the cost of \$20,000. She is working on the building program and the RFQ for architectural services for the new location in Walton

The test build for iPhones of the new app is currently being tested by staff. Once the bugs are worked out of that version, the company will begin building the android version. The Library has turned on Blue Cloud Visibility. This connects people who do a search on the Internet for a book or other title directly to our catalog.

Between September 1, 2021 and September 2022 BCPL will host 4 traveling exhibits:

1. September 11, 2001: The Day That Changed the World
2. Telling a People's Story: African-American Children's Illustrated Literature
3. Dinosaurs: Land of Fire and Ice
4. Measurement Rules

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

NEXT MEETING: Monday, August 16 at 4pm at the Main Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00pm, motion, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President