

**BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES July 22, 2010**

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:12 p.m.

**PRESENT:** Pam Goetting, Vice-President; Jim Henning, Treasurer; Chris Grubbs; Barbara Bardes; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Charlotte McIntosh, Regional Librarian. Nancy Grayson, Secretary joined the meeting at 4:16.

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

- ☒ **MOTION TO APPROVE THE AGENDA, CHRIS GRUBBS. SECOND, JIM HENNING.**  
APPROVED UNANIMOUSLY.

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

- ☒ **MOTION TO APPROVE THE MINUTES OF THE JUNE MEETING. JIM HENNING. CHRIS GRUBBS, SECOND. APPROVED UNANIMOUSLY.**

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

- ☒ **MOTION TO APPROVE THE MAY TREASURER'S REPORT AS RECEIVED, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Review of the FY2011 Board Meeting Calendar. Confirmed dates and 4:00 p.m. meeting time.

- ☒ **MOTION TO APPROVE THE FY2011 BOARD MEETING CALENDAR. BARBARA BARDES. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Director Goals. Reviewed the Director's FY2011 Goals.

- ☒ **MOTION TO APPROVE THE FY2011 DIRECTOR'S GOALS AS SUBMITTED. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Final Review of Director Evaluation Tool. Reviewed evaluation tool selected at the June meeting.

- ☒ **MOTION TO APPROVE THE DIRECTOR EVALUTION TOOL AS RECEIVED. BARBARA BARDES. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.**

Election of Officers. The following slate of officers for FY2011 and FY2012 was nominated from the floor and election by acclamation.

President – Pam Goetting  
Vice President -- Nancy Grayson  
Secretary – Chris Grubbs  
Treasurer – Jim Henning

Auditor Engagement. Carlyle Ackley informed the board that we received seven proposals in response to the Auditor RFP. The Board reviewed the analysis of the proposals paying particular attention to staffing, qualifications, experience in auditing taxing districts and price as key criteria in decision making. Multi-year pricing is offered, engagement of the auditor should indicate that client satisfaction

will determine whether multi-year options are exercised.

- ☑ **MOTION TO ENGAGE BERTKE & SPARKS, INC. FOR AUDIT SERVICES.** JIM HENNING.  
SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** No report due to year end close preparation.

**ATTORNEY'S REPORT:** Sharon Elliston had three items to report. 1) A former employee has filed suit to appeal his unemployment insurance claim; however, the plaintiff has the burden of moving the case forward.

2) At the Director's request, the firm's employment attorneys are reviewing the process employers should follow when developing and instituting a policy of employee background checks on existing staff, and guidelines employers should follow in determining sanctions based on the background checks.

3) Received a counter offer from the Walton property owners. The Board discussed further negotiating strategy and asked Sharon to submit a counter offer to the sellers splitting the difference of the offers.

**LIBRARIAN'S REPORT:** The Director's report was previously emailed. No questions on the report.

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

**NEXT MEETING:** Thursday, **August 19, 4:00pm at the Main Library.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:27 p.m. JIM HENNING. SECOND, NANCY GRAYSON.

Minutes taken by Greta Southard.

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Chris Grubbs, Secretary

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Pam Goetting, President

**BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES August 19, 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; Barbara Bardes; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Charlotte McIntosh, Regional Librarian. Absent: Chris Grubbs.

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

- ☒ **MOTION TO APPROVE THE AGENDA AS MODIFIED WITH THE ADDITION OF HERITAGE BANK RESOLUTION, JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.**

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

- ☒ **MOTION TO APPROVE THE MINUTES OF THE JUNE MEETING. JIM HENNING. NANCY GRAYSON, SECOND. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for July and the June final report was previously emailed to Board members.

- ☒ **MOTION TO APPROVE THE JULY AND FINAL JUNE TREASURER'S REPORT AS RECEIVED, BARBARA BARDES. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.**

**BUSINESS:**

2010 Auto/watercraft tax rate. Greta briefly explained how this rate is set and that it does not change from year to year.

- ☒ **MOTION TO ADOPT A RATE OF 3 CENTS PER \$100 VALUATION FOR AUTOMOBILES AND WATERCRAFT, NANCY GRAYSON. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

Bank resolution. Greta presented a resolution on the Heritage Bank account reflecting the following administrative changes at the library:

New trustee Barbara Bardes replaces former trustee Alice Ryle as an authorized signer on bank documents.

- ☒ **MOTION TO ADOPT THE RESOLUTION AS PRESENTED, JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.**

Walton Property. Reviewed and discussed the second counter offer received from WTC, noting that the second counter offer is now \$10,000 per acre less than the appraised value, the seller has modified the plat to accommodate our request for only the amount of land we need.

- ☒ **MOTION TO APPROVE THE SECOND COUNTER OFFER CONTINGENT ON EXTENDING THE OPTION TO 90 DAYS. BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

Tax rate. Carlyle distributed a revised tax revenue calculation based on the final assessments as certified by the state. Although the authorized compensating rate is 5.1, Carlyle's calculation indicates that the current 5 cent rate would generate comparable tax revenue as required by law. Discussion

followed regarding the current economic uncertainty and impact on the community. Greta provided tax rate background information, comparative data regarding all of the rate possibilities and the impact on tax payers, as well as historical rate information. Discussion also included the library's capacity to respond to unforeseen revenue shortfalls.

- ☑ **MOTION TO CERTIFY A 2010 TAX RATE OF 5.0 CENTS PER \$100 ASSESSED VALUE ON REAL PROPERTY AND 5.0 CENTS PER \$100 ASSESSED VALUE ON PERSONAL PROPERTY. JIM HENNING. SECOND, NANCY GAYSON. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** No report due to year end close preparation.

**ATTORNEY'S REPORT:** No report.

**LIBRARIAN'S REPORT:** The Director's report was previously emailed. Additional discussion regarding KDLA concealed and open carry law webinar; recommendation that staff receive additional safety and security training to ensure that they know how to respond to any public safety issues.

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

**NEXT MEETING:** Thursday, **September 23, 4:00pm at the Main Library.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:10 p.m. NANCY GRAYSON. SECOND, JIM HENNING. APPROVED UNANIMOUSLY

Minutes taken by Greta Southard.

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Chris Grubbs, Secretary

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Pam Goetting, President

**BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES September 23, 2010**

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

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

**AGENDA:** The September 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 August meeting were emailed to Board members.

- ☒ **MOTION TO APPROVE THE MINUTES OF THE AUGUST MEETING AS RECEIVED. BARBARA BARDES. JIM HENNING, SECOND. APPROVED UNANIMOUSLY.**

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

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

**BUSINESS:**

**Collection Development Policy.** Greta Southard reviewed proposed changes to the policy, noting that the policy was first created in 1988 and last updated in 1998. The changes now recommended to the Board incorporate new media and identify media that the library no longer collects, such as VHS Tapes. Discussion included the process for reconsideration of an item and the Library's Internet Policy. It was recommended that an appendix be created of documents mentioned in the policy to provide easy reference to any ancillary documents.

- ☒ **MOTION TO ADOPT THE COLLECTION DEVELOPMENT POLICY AS AMENDED BY ADDING A REFERENCE TO THE INTERNET ACCESS POLICY WHICH GOVERNS INTERNET USE, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**Annual Report.** Greta Southard reviewed the 2009-2010 Annual Report submitted to KDLA and provided a fact sheet highlighting key data for easy future reference. Discussion included key data elements, noting that circulation was up, program attendance was up and that card holders had increased; however, revenues are down. Staff is doing more with less, still providing services that the community needs and values as evidenced by the increase in usage.

**Hebron Land Development** Greta Southard reported that a developer has expressed interest in the property across the street from the Library's primary parcel on Rt. 237. The Board discussed taking a holistic view of the Library property in Hebron. Tasked the following subcommittee to evaluate land use experts and provide a hiring recommendation to the Board at the November meeting. Consultant to provide expertise in disposition of the land the library will not need for the construction of a new library in Hebron. Subcommittee consists of: Pam Goetting, Jim Henning and Barbara Bardes. Greta will provide the subcommittee with pertinent details related to the properties.

**ACCOUNTANT'S REPORT:** Carlyle Ackley distributed and reviewed the financial statements for FY2010 June, and noted that the auditors have begun their work. The auditor's report should be available at the next Board meeting. Carlyle also distributed and reviewed FY2011 July and August financial statements.

☑ **MOTION TO RETAIN ACCOUNTING FIRM BRAMEL & ACKLEY FOR THE FISCAL YEAR ENDING JUNE 30, 2011, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** Sharon Elliston advised the Board that the contract for the Walton property has been signed and that earnest money paid. The Library has a 90-day window after the contract signing to complete due diligence. Greta Southard reported that the architect does not envision having any problems going geothermal for the proposed Walton facility. However, to guarantee site suitability, Ehmet Hayes' recommended that we drill a test well at this time. The test well can be incorporated into the design of the final building. Sharon advised the Board that a local blogger has posted commentary that mentions the Library; no action is needed at this time; and there are no pending legal issues.

**LIBRARIAN'S REPORT:** The Director's report was previously emailed. Greta also advised the board that the Boone County PVA made a presentation to the Joint Committee on Local Government regarding the formula used to calculate tax rates; advised the Board that the Kenton County Friends of the Library will host a meet and greet for local legislators and library users on October 19; and she plans on registering for a Library Journal Design Institute co hosted with the South Carolina State Library and the Greenville County Public Library System. The one day educational seminar will be held November 9<sup>th</sup> in Greenville S.C.

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

**NEXT MEETING:** Thursday, October 21, 2010 at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:20 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY

Minutes taken by Greta Southard.

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Chris Grubbs, Secretary

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Pam Goetting, President

**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

**BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES November 18, 2010**

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:07 p.m.

**PRESENT:** Pam Goetting, President; Nancy Grayson, Vice-President; Jim Henning, Treasurer; Barbara Bardes; Carlyle Ackley, CPA; Vickie Cox, CPA Bertke & Sparks, Inc.; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney.

Absent: Chris Grubbs, Secretary

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

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

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

- ✓ **MOTION** TO APPROVE THE MINUTES OF THE OCTOBER MEETING WITH CORRECTION OF DAVE ELLISTON'S NAME TO DAVE SCHNEIDER, BARBARA BARDES. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

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

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

**BUSINESS:**

Audit Report Vicki Cox, CPA Bertke & Sparks, Inc. presented the FY2009-2010 Audit Report. This is an unqualified report, the highest rating. The audit added two pieces of property purchased for the Florence renovation in 2001 to the depreciation schedule. The audit acknowledges that the library complies with the GASB 54 Standards. The Audit also tested the library's internal procedures and found no issues with the accounting and money handling procedures. In reviewing the audit, the auditor's advised the Board that FY2009-2010 had 27 pay periods rather than the normal 26.

- ✓ **MOTION** TO ACCEPT THE AUDIT AS PRESENTED, BARBARA BARDES. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Hebron Land Planning The committee met with two companies, Brandstetter & Carol and Viox & Viox to entertain proposals for the Hebron land use recommendations. The committee plans to meet with one or two more firms before making a recommendation to the Board at the December meeting. Brandstetter & Carol has worked with smaller libraries. Viox & Viox has worked with schools and is a local firm. Both groups talked

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about community input and that the project would take 2-4 months to develop site use recommendations.

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

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

**LIBRARIAN'S REPORT:** Received the Director's report at the meeting.

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

**NEXT MEETING:** Thursday, December 16, 2010, 4:00 p.m. at the Main Library 2<sup>nd</sup> floor conference room.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:10 p.m. JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:17 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.

**AGENDA:** The December 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 November meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES OF THE NOVEMBER MEETING AS RECEIVED, NANCY GRAYSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURER'S REPORT AS RECEIVED, NANCY GRAYSON. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Hebron land planning committee recommendation:** The committee reported at the November board meeting on meetings with Viox & Viox and Brandstetter & Carol. Since the last meeting the committee met with CDS Associates, Inc. All three companies had different approaches. The same questions were asked of all three companies. Viox and Viox seemed to have the best thought out process, ideas about how to gather community input, a team made up of engineers, architects, and other experts to work on the project and a competitive price.

- ✓ **MOTION TO ENGAGE VIOX & VIOX FOR HEBRON LAND PLANNING, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Greta Southard will send a letter to Viox & Viox as well as the other two agencies.

**Library Card Policy:** Our existing policy includes a statement indicating that the library card is non-transferable and may be used only by the person to whom it is issued. It is recommended that this language be removed from the policy and that the following statement be added to each card type as appropriate: "The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The

parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card."

- ✓ **MOTION** TO AMMEND THE DOCUMENT AS RECEIVED SO THAT THE FIRST SENTENCE OF THE SUGGESTED STATEMENT BE REMOVED FROM THE JUVENILE CARD AND THE SECOND SENTENCE OF THE STATEMENT BE REMOVED FROM THE TEACHER CARD, BARBARA BARDES. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** No 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 discussed a meeting with the Walton-Verona School Superintendent and Finance Officer. There is a possibility that the school district may be interested in the Walton property once BCPL is ready to move to a new facility. A discussion ensued about selling land as a public entity. Research will be conducted to answer questions raised by this discussion. Greta Southard also handed out information that will appear in the next What's Happening, as well as the new Live@ the Library brochure and explained the use of QR tags in some library marketing materials.

**REGIONAL LIBRARIAN'S REPORT:** No report

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:19 p.m. JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES January 20, 2011

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:00 p.m

**PRESENT:** Pam Goetting, President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Barbara Bardes; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Carlyle Ackley, CPA.

Absent: Nancy Grayson, Vice-President

**AGENDA:** The November 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 December meeting were emailed to Board members.

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

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

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

**BUSINESS:**

**Surplus Equipment:** A list of computer equipment that is no longer in service was previously emailed to the board. The equipment has been replaced in accordance with BCPL's equipment replacement schedule. The Board must declare these items surplus before they can be disposed of. Disposal process includes contacting local public agencies (such as schools, Health District, etc.) to offer these items as a donation, items not donated will be recycled.

- ✓ **MOTION TO DECLARE THE ITEMS LISTED AS SURPLUS, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**Mid-year budget adjustments:** Mid-year budget adjustments will be brought to the board at the February meeting. Greta and Carlyle would like to analyze the budget more in-depth before making adjustments. Items that will be coming to the board include: Emergency Power to the Cooling System in the Server Room (\$10,000-12,000), Emergency Power to Lighting and Cooling in the Director's office (\$2,000), Chemical Fire Suppression System for Server Room (\$18,000) and enclosing the YS Coordinator workspace (\$19, 359). Some monies will be needed from the Capital Projects fund while other monies will be reallocated in the Operating Budget.

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**Board Recruitment:** Board member Nancy Grayson will be moving out of state in the summer. The process to replace a board member mid-term is the same as when a term expires. The term for this board position expires June 30, 2013. Pam Goetting will contact Nancy Grayson to find out when her last day of service will be. Once the date is determined, a timeline for posting the application for Board service, accepting application(s), and interviewing candidates will be determined.

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

**ATTORNEY'S REPORT:** Received attorney's 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 search for a Facilities Manager for the system. The new Facilities Manager will begin January 31, 2011. If anyone is interested in attending Legislative Day on February 9 in Frankfort, please contact Greta. The library will receive a small check from an insurance company for someone who backed into the library delivery van. A loss control specialist from State Auto inspected the branches as part of a routine loss control inspection.

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

**NEXT MEETING:** Thursday, February 17, 4:00 p.m. at the Lents Branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:40 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President



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.

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

**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

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES March 17, 2011  
REVISED 4/19/11

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

**PRESENT:** Pam Goetting, President; Nancy Grayson, Vice-President, 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; Carter Dickerson, Viox and Viox; Charlotte Macintosh, KDLA Regional Librarian.

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

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, CHRIS GRUBBS. SECOND, BARB BARDES. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE MINUTES OF THE JANUARY MEETING WITH TYPOGRAPHICAL CORRECTIONS, BARBARA BARDES. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

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

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

**BUSINESS:**

**Hebron Land planning update:** Viox and Viox updated the Board on the Public Meeting at the Lents Branch. Twenty to thirty people attended the public meeting. Surveys are still being received and the link is still on the BCPL website so that more people may fill out the survey. When Viox and Viox reviewed the survey responses, they discovered that most of the respondents were requesting a park/green setting and against the idea of commercial development for the land. Viox and Viox distributed a packet tabulating the responses received to date and included possible concepts for the second public meeting. At the second meeting Viox and Viox will show the various land development ideas suggested by the public developed as zones, such as: show the land developed with walking trails/low impact development, show the land with an aquatic park, and the other scenarios as listed on page 3 of the handout. People who attend the second meeting will have the opportunity to indicate their preference and make comment on the scenarios developed by Viox and Viox. There will be another survey at the second meeting, either using the same questions asked at the first meeting or a new set of questions developed by the Board. Viox and Viox will bring concept drawings to the April Board Meeting. The second public meeting will be held in May at the Lents Branch.

**Utilization of the current Lents Branch:** Don Clare sent a letter the Board suggesting that the current Lents Branch be repurposed into a Local History and Genealogy Library Branch once construction on the new Lents Branch is completed. After discussion it was decided that while the idea has merit, BCPL's mission is not as a museum or archive. The skills of a librarian are very different from the skills needed to as a museum or archivist. This is not a branch that the BCPL has the experienced staff or the budget to operate at this time.

**Thank you letter:** Pam Goetting read a letter sent to her as president of the board. This letter, from a customer, was very complimentary about the staff, buildings, collections, and services available at BCPL.

**Ted Bushelman:** A suggestion was made to name the meeting room at the Florence Branch in honor of Ted Bushelman. Mr. Bushelman was instrumental in the establishment of Boone County Public Library. This discussion was tabled for another meeting.

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES March 17, 2011  
REVISED 4/19/11

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

**ATTORNEY'S REPORT:** An Order was entered by the judge regarding a former employee's unemployment appeal. The decision will be based on the written record. No oral arguments will be heard.

**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 a meeting with the Diane Whalen, Mayor of Florence. The city of Florence would like BCPL to consider building a new, larger Florence facility on property adjoining the Florence city building. Greta agreed that while the Florence Branch does need to be larger to better serve the community, it is land locked at this moment. That Branch does offer all the services available at other larger facilities. There is concern that moving this branch out of the urban core would have a negative impact on the customers using this facility. Many of Florence's current customers walk to this branch and moving to the suggested location may limit the accessibility of this branch to those customers. There is also the concern that the current budget does not have the funds to operate a larger facility.

Greta also reported that she met with Bob Flick, who wanted the Board to be aware that he has a vacant building available on Rt. 237 near the land for the new Lents Branch. He would like the Board to consider this property for a future library. The building is 34,000-35,000 square feet. The Board discussed this idea and is concerned that this building would require more money to make it work as a library than building a new branch. There is also concern that the land does not suit the library's needs especially in light of the feedback from the community. Community members have said that they do not want a new library to be located in a shopping center.

Greta emphasized the HarperCollins issue mentioned in her report.

**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 different look of her report. A committee is now putting the regional librarian's report together so that all regions receive the same information. She highlighted the programs at the Kentucky Public Library Association Conference (April 11-13 in Lexington) appropriate for Trustees. Charlotte also made a plea for the Kentucky Library license plate. Individuals interested in this license plate should send an application and \$25.00 check to Linda Kompanik at Logan County Public Library. (Greta will have access to the form and Linda's address for those interested.)

**NEXT MEETING:** Thursday, April 21, 4:00 p.m. at the Walton Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:07 p.m. CHRIS GRUBBS. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES April 28, 2011  
Special Meeting

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:07 p.m.

**PRESENT:** Pam Goetting, President; Nancy Grayson, Vice-President, Chris Grubbs, Secretary; Jim Henning, Treasurer; Greta Southard, Director; Dave Schneider, Attorney; Carlyle Ackley, CPA; Brock MacKay, Viox and Viox; Megan de Sola, Viox and Viox; Carter Dickerson, Viox and Viox; Charlotte MacIntosh, KDLA Regional Librarian. Absent: Barbara Bardes.

**AGENDA:** The April special meeting agenda was previously emailed to Board members.

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

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

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

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

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

**BUSINESS:**

**Hebron Land planning update:** Viox and Viox updated the Board on the additional survey responses received in response to the Public Meeting at the Lents Branch. Viox and Viox distributed a packet tabulating the responses received to date. Also distributed were land schematic concepts providing two methods of viewing the Hebron property. One view provided broad land use concepts the other provided those same concepts fleshed out incorporating the land topography. Concepts were based on the feedback received via the public surveys and meeting; the current and future zoning based on the Boone County Land Use Plan. The next step is to host a second public meeting at the Lents Branch May 17<sup>th</sup>, from 4:00-7:00 p.m. showing the land concepts mapped out on the property. People who attend the second meeting will have the opportunity to indicate their preference and to comment on the scenarios developed by Viox and Viox. There will be another survey at the second meeting. Viox will solicit input from a commercial real estate expert so that the Board can explore the opportunity cost associated with various land use scenarios moving forward.

**Draft FY12 Budget:** The Director introduced the draft budget and discussed the initial budget assumptions. Revenue assumptions were based on FY11 year-to-date actual revenues at the existing tax rate and expenses based on anticipated increases in retirement contribution as mandated by the state, health care, increased operational cost driven by the increase in fuel prices, and adherence to the existing technology replacement schedule. Discussion included the assumptions and the the gap between operating cost and income, and ways to address the gap. The Board directed Southard to present options for the Board to review at the May meeting that would bring the expenses and revenues into alignment. What choices would the Board need to make to balance the budget and what type of risk is associated with the various options so that informed decisions can be made in balancing the budget.

- ✓ **MOTION IN ACCORDANCE WITH KRS 61.810, (1) (C), I MAKE A MOTION THAT THE BOARD GO INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION INVOLVING THE LIBRARY. THE REASON IS TO DISCUSS THE DECISION OF THE CIRCUIT COURT, PAM GOETTING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.**

THE BOONE COUNTY LIBRARY BOARD WENT INTO CLOSED SESSION AT 5:10 P.M.

THE BOONE COUNTY LIBRARY BOARD RECONVENED THE OPEN MEETING AT 5:18 P.M.

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES April 28, 2011  
Special Meeting

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

**ATTORNEY'S REPORT:** No report beyond what was discussed in closed session.

**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 following items: 1) Southard discussed her interest in applying for the Leadership Northern Kentucky program offered by the Chamber of Commerce. The Board encouraged her to pursue this interest. 2) As noted in the written report staff is pursuing the invitation to apply for the Smart Investing @Your Library grant. Southard is exploring a potential partnership with the Grant County Public Library Foundation as well as other local community partners. The funder requires that grant funds be distributed to a 501(c) (3) entity. BCPL does not carry this designation; however, other potential partners do. Staff is looking at developing a grant proposal based on the idea of: Spend, Earn, Save: Smart Investing@Your Library to offer a range of financial literacy programs offered to families. Grant awards range from \$5,000 to \$100,000. Grant application is due June 16<sup>th</sup>. This is a competitive grant process by invitation only. 3) Southard has received two applications for the trustee position and expects to receive more based on the promotion of this opportunity.

**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 opportunity to support the creation of a library license plate by donating \$25 so that the Department of Transportation will create the plate.

**NEXT MEETING:** Thursday, May 19<sup>th</sup> at 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:36 p.m. CHRIS GRUBBS. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Minutes taken by Greta Southard.

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Chris Grubbs, Secretary

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Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES May 19, 2011

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:04 p.m

**PRESENT:** Pam Goetting, President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Barbara Bardes; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Stephanie Huhn, CPA.

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

- ✓ **MOTION** TO MOVE THE ACCOUNTANTS REPORT TO BEFORE THE BUSINESS ON THE AGENDA, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE AGENDA WITH CHANGES, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

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

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

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

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

**ACCOUNTANT'S REPORT:** Stephanie Huhn distributed and reviewed financial statements for April. Received accountant's report.

**BUSINESS:**

**FY2012 Budget:** Greta Southard handed out a summary of the low, medium, and high impact budget reductions as requested at the April Board meeting. Previously emailed to the board was a copy of the initial draft budget with three additional columns, showing the low, medium and high budget reductions. Highlights from the low impact budget cuts include reductions of contract labor and the elimination of the collection agency, reduction in collection resources, programming, PR, and software maintenance. The medium impact budget would include all the low impact cuts as well as change in the technology replacement schedule, eliminate all contracted security, additional collection budget reductions and elimination of Kentucky Libraries Unbound. The high impact budget would include reductions from the low and medium impact budget as well as loss of 12 positions, elimination of the CCOW and Outreach, cutting programming by 25%. The low impact budget would exceed revenue by \$855,000. The medium impact budget would exceed revenue by \$991,659. The high impact budget would not exceed revenue. Discussion ensued on the three versions of the budget. None of the budgets include capital funds for any work to be done on the new Lents Branch site.

- ✓ **MOTION** TO APPROVE THE FY2012 LOW IMPACT BUDGET USING \$6.8 MILLION AS PROJECTED REVENUE WITH AN OVERALL PROJECTED EXPENDITURE OF \$7.9 MILLION. USING THE LOW IMPACT BUDGET ADD \$60,000 BACK INTO THE BUDGET, GIVE STAFF A 1.5% COST OF LIVING RAISE, AND ADD IN \$235,000 FROM THE CAPITAL PROJECTS FUND FOR PLANNING THE LENTS BRANCH REBUILD. EXPENSES ADDED BACK IN SHOULD AID IN THE PROVISION OF SERVICE(S) OR COLLECTION MATERIALS TO THE PUBLIC. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.



BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES May 19, 2011

- ✓ **MOTION** TO GO INTO CLOSED SESSION UNDER KRS 61.810(1)(f) TO REVIEW AND DISCUSS THE APPLICATIONS OF THE TRUSTEE CANDIDATES. THE REASON IS TO DISCUSS THE APPLICATIONS FOR THE APPOINTMENT OF A NEW BOARD MEMBER PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Entered executive session at 5:17 p.m. Ended at 5:35

Select Trustee Candidate: The Board reviewed 14 applications based on candidates' qualifications and depth and breadth of experience they would bring to the Board.

- ✓ **MOTION** TO NOMINATE NANCY COSTELLO AND DEAN SHUPE AS CANDIDATES TO FILL UPCOMMING BOARD VACANCY RESULTING FROM NANCY GRAYSON'S RELOCATION OUT OF COUNTY. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

**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 grants that various library staff is pursuing as alternate means of financial support. Information packets for Lents Branch rebuild are on the website and will be available until the end of May. Viox & Viox is gathering feedback and will collate the information to present to the board. There will be a third community meeting to report the information to the public. Discussed adding a board retreat for the purpose of strategic planning to the regular schedule of meetings that will be handed out at the June meeting.

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

**NEXT MEETING:** Thursday, June 16, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:50 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES June 16, 2011

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:01 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; Charlotte Macintosh, KDLA Regional Librarian.

**AGENDA:** The June 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 May meeting were emailed to Board members.

- ✓ **MOTION** TO APPROVE THE MINUTES OF THE APRIL MEETING AS RECEIVED, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

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

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

**BUSINESS:**

**Approval of the 2012 Meeting Calendar:** Greta Southard had previously emailed a proposed meeting schedule for FY2012. After some discussion the board decided to move the meetings to the third Tuesday of the month at 4:00 p.m. The July meeting was moved to Tuesday, July 26, 2011 at 4:00 p.m. Greta Southard will email a new proposed meeting calendar to be voted on at the July board meeting.

**Auditor's Engagement Letter:** Greta Southard brought a letter from the auditor to the meeting. Last year's contract stipulated a discount if the library committed to a multi-year contract, contingent on the library's satisfaction of the work performed.

- ✓ **MOTION** TO ENGAGE THE AUDITOR FOR A MULTI-YEAR PERIOD AT A PRICE NOT TO EXCEED \$6,000.00, CHRIS GRUBBS. SECOND, NANACY GRAYSON. APPROVED UNANIMOUSLY.

**Update on the Trustee Application Process:** Boone County Public Library Board has been asked to consider and submit additional candidate names. At the May Board meeting two names of the top four candidates had been submitted to fulfill the rest of Nancy Grayson's term. This position was to begin at the July 2011 board meeting. After some discussion, the board chose to send an additional two names for consideration.

**ACCOUNTANT'S REPORT:** Carlyle Ackley distributed and reviewed financial statements for May. Currently the report combines the general and the capital projects budget. Carlyle recommends that this information be separated out to make it more clear for auditors in the future.

- ✓ **MOTION** TO SEPARATE THE \$455,000.00 INTEREST INCOME IN THE COMBINED BUDGET TO \$30,000.00 FOR THE GENERAL FUND AND \$425,000.00 FOR THE CAPITAL FUND. IN ADDITION, THE \$1,489,890.00 WALTON LAND PURCHASE BUDGETED IN THE COMBINED BUDGET BE DESIGNATED FOR THE FOR THE CAPITAL FUND, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES June 16, 2011

**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 highlighted the fact that Northern Kentucky has decided not to renew its membership in SWON Libraries and as a result BCPL is currently negotiating a reciprocal borrowing agreement. She announced that the Local History Department has been awarded a \$3,000.00 grant from ALA and NEH for Civil War programming, the Youth Services Department has been awarded a \$3,000.00 grant from Dollar General for Summer Reading Program and that the library had submitted a grant application to the FINRA Foundation for \$100,000.00 in Financial Literacy Programming. Three branches have had air conditioning issues in the last month: Scheben, Florence, and Main. Greta Southard highlighted the statistics in her report showing the number of unique individuals checking out materials in each facility. She also highlighted the fact that Kenton and Campbell County Public Libraries have both pulled out of the yearly "Discounts with a Library Card Promotion." Boone and Grant County Public Libraries have decided to continue the program, changing its name to "Show Us Your Card." The Local History Department has partnered with the Rabbit Hash Historical Society to digitize the collection and make the material available via the library's catalog and Kentucky Libraries Unbound. After the homeless count, BCPL has partnered with Boone County Schools to reach homeless children in Boone County. This partnership and outreach programs currently under development or refinement has caught the attention of Northern Kentucky University's Social Work Department. They are very interested in working with us on these programs. The City of Florence has requested a meeting with Greta Southard and Judge Moore to discuss war memorabilia.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip of the Month, "What is Required When Holding a Public Meeting?" and mentioned that there is more information at the website listed on the bottom of the report.

**NEXT MEETING:** Tuesday, July 26, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:44 p.m. JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President