

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES July 21, 2014

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:05 p.m.

PRESENT: Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; 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, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

Boone County Success by Six: Boone County Success by Six Board Chair, Kathy Reutman, provided an update on the work of Boone County Success by Six. BCPL is a funding partner. Leisha Lyman, of United Way provided an update on United Way's Circle of Excellence. The Circle of Excellence will incorporate Sb6 into its work. The memorandum of understanding between Boone County Success by Six and United Way is up for renewal.

Election of Officers: In accordance with bylaws, Officers serve for two years and elections are held in even numbered years.

- ✓ **MOTION TO TABLE THE ELECTION OF OFFICERS UNTIL BYLAWS HAVE BEEN REVIEWED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Distribution/Collection of Annual Acknowledgement and Disclosure Statement: In accordance with Board Conflict of Interest and Trustee Ethic's Policy, said policies were distributed to the Board and receipt was acknowledged and disclosures made if applicable.

Auditor's Letter of Engagement: It is time to schedule the FY2014 audit. This is year five of a possible five year engagement period with Bertke, Sparks & Kremer. The firm has merged with Barnes Denning. The auditor's letter of engagement was distributed to the Board for review and approval. The fees and scope of work have stayed the same for FY2015.

- ✓ **MOTION TO TABLE THE AUDITOR'S LETTER OF ENGAGEMENT UNTIL REVIEW BY ATTORNEY AND ACCOUNTANT, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: No report this month. Books are held open at the end of the fiscal year to close all accounts.

ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. The case against BCPL is stayed.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
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LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard distributed the fourth quarter statistics. The Annual Report submitted to the Kentucky Department for Libraries and Archives which will contain complete annual statistics will be presented in August prior to submission to KDLA. Greta Southard distributed the final version of the Sick Leave Policy approved at the June Board Meeting.

She highlighted that BCPL has received \$100,000 FINRA Investor Education Foundation Smart Investing @ Your Library grant. This funding will allow BCPL to extend the Earn Spend Save project. We will again partner with Brighton Center. This is the second time BCPL has been awarded a \$100,000 grant from this funder. Carrie Herrmann, Public Service Coordinator, will serve as the project coordinator for this grant. BCPL has received a \$470.20 Jan Stauber Grant to give away books during our 2015 Mystery and MAYhem event. Amy Foster, Scheben Branch Manager, will serve as the project coordinator for this grant. BCPL has been awarded a \$4,800 Kentucky Arts Access Assistance Grant. This grant will enable us to provide free Artful Aging painting classes for senior citizens in our community. Shaun Davidson, Adult Programmer, will serve as the coordinator for this project.

510 people attended the How To Festival on July 19. Summer Reading is ongoing. It launched on June 1, and will end on August 1.

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

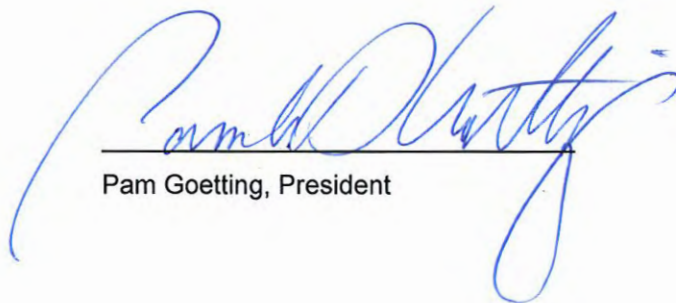
NEXT MEETING: Monday, August 18, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:45 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.



Eric Richardson, Secretary



Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES August 18, 2014

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Sharon Elliston, Attorney Ziegler & Schneider; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sherri Slavey, Human Resources Manager; Charlotte McIntosh, Regional Librarian, KDLA.

PUBLIC COMMENT: No public comment.

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

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

MINUTES: Minutes of the July 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 and July was previously mailed to Board Members.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORTS AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

BUSINESS:

Public Walking Trail Request: A proposal was made to the Library Board by William and Christopher Sanders in May requesting permission for the two students to organize student volunteers to clear and construct public walking trails on library property located on Route 237. This subject was tabled pending advice from BCPL's insurance providers and legal counsel. The insurance underwriter has advised BCPL that a public walking trail is not an exposure they would want to insure and is outside the normal scope of a public library. They would prefer that this location be removed from our existing policy if the library board chooses to do this and secure insurance from another source. Legal counsel has advised BCPL that due to potential liability issues this is not an action we should undertake. Pam Goetting thanked Christopher and William Sanders for their hard work on the proposal.

Auditor's Letter of Engagement: At the July meeting the Board deferred action on the letter of engagement pending legal review. Based on legal review, changes were requested to the letter of engagement. The revised letter of engagement was presented to the board.

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

Kentucky Public Library Association Institutional Membership: The library has received a letter and invoice for a new category of membership for the Kentucky Public Library Association. BCPL's institutional membership fee is \$1,500 based on a sliding scale tied to budget revenue. The Library Board took no action. They would prefer to see this option on a membership form with the sliding scale.

2014 Tax Rate: Carlyle Ackley presented budget projections based on the information received from KDLA and his own analysis.

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- ✓ **MOTION TO ADOPT THE COMPENSATING RATE OF 5.2% FOR FY2015, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

2014 Auto/Watercraft Tax Rate: This rate was established in 1983 and by statute may not be increased.

- ✓ **MOTION TO ADOPT THE AUTO/WATERCRAFT TAX RATE OF 3 CENTER PER \$100 VALUE, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Annual Report: Greta Southard distributed the Boone County Public Library District 2014 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27, 2014. The report reviewed by the Board shows both the FY12-13 and FY13-14 data for comparison purposes. The report filed with the state and other agencies reflects FY13-14 data. This report is a snapshot in time at the end of the fiscal year. Greta also distributed the report to the community that will appear in "What's Happening" in the fall.

- ✓ **MOTION TO APPROVE THE ANNUAL REPORT CHANGING SHEREE BREITHOLLE'S TERM OF SERVICE ON THE BOARD FROM 2016 TO 2017, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Personnel Matter:

- ✓ **MOTION TO MOVE THE BOONE COUNTY PUBLIC LIBRARY BOARD INTO CLOSED SESSION UNDER KENTUCKY REVISED STATUTE 61.810, SECTION 1, SUBSECTION F (KRS 61.810(1)(F)) TO HOLD DISCUSSIONS RELATED TO HIRING A NEW DIRECTOR. THE REASON IS TO DISCUSS THE DIRECTOR'S RESIGNATION, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

The Board went into closed session at 5:08 p.m.

The Board reconvened the open meeting at 5:57 p.m.

- ✓ **MOTION TO TERMINATE GRETA SOUTHARD'S CONTRACT EFFECTIVE AUGUST 31, 2014, WITH GRETA SOUTHARD'S AGREEMENT TO ENTER INTO A SHORT TERM CONSULTING CONTRACT, MUTUALLY AGREED UPON BY GRETA SOUTHARD, THE LIBRARY BOARD, AND ALLEN COUNTY PUBLIC LIBRARY, THROUGH NOVEMBER 1, 2014, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**
- ✓ **MOTION THAT GRETA SOUTHARD WORK WITH PAM GOETTING TO CREATE A TRANSITION PLAN, JIM HENNING. SECOND, SHERRI BREITHOLLE. APPROVED UNANIMOUSLY.**

Sherri Slavey presented information regarding two companies that can assist with director recruitment. This is a professional service so BCPL does not have to request bids nor does BCPL have to take the lowest bidder.

- ✓ **MOTION TO AUTHORIZE SHERRI SLAVEY TO MOVE FORWARD WITH ENGAGING THE SERVICES OF CORBUS LIBRARY CONSULTANTS FOR THE DIRECTOR'S SEARCH, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Election of Officers: This issue was tabled at the last board meeting because the full board was not in attendance to discuss. In accordance with BCPL bylaws, Officers serve two years and elections are held in even numbered years. Due to the resignation of the Executive Director, in the interest of continuity, this is tabled until December 2014.

ACCOUNTANT'S REPORT: At the September meeting the final report for FY2014 will be presented.

ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. Oral arguments were denied in both the Campbell and Kenton County Public Library cases. All parties are waiting for the Appeals Court to issue an opinion. The case against BCPL is stayed.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
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LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that BCPL staff are reviewing options to deter theft of items. We have security cameras in place, but apparently that is not enough. As of the end of July, stolen materials are valued at \$2,020.96. This is half of what was stolen in FY2014. Greta had reported at the July meeting that a laptop was stolen at the Main Library. This laptop has been retrieved and the perpetrator has been charged. The Library currently uses Postini to filter for spam and archive messages. Google has bought Postini. We will need to transition our e-mail system from Postini to Google apps. During the transition we cannot send or receive email, create new email accounts or send email notices. The heavy rain on August 10, 2014, resulted in water in the book sale room. Not a lot, but still enough to worry staff. Staff have cleaned out the leaves in the well that may have clogged the drain and allowed the drain to fill. Facilities staff are investigating a way to prevent the leaves from entering the well. The well cannot be permanently covered because it serves as the intake for the building. Due to the success of the Underground Railroad Tours, the Local History Department has been approached by community groups asking for other historical tours of the county. Programmers for the system are working to offer fewer programs but of more interest to the community. This appears to be working. Comparing this July to last July we 369 more adults attended programs. The summer reading program ended August 1. Adult participation increased this year compared to last year. Youth participation dropped slightly this year. We attribute this to the fact that the schools also produced their own reading logs this year. We suspect parents and children had "log fatigue." The Youth Services Coordinator, Amanda Hopper, has assigned a staff person as a liaison for every Boone County School. We hope this will make communication between schools and libraries better. The Library has been receiving good press coverage. A press release was sent out August 18, 2014, announcing the FINRA grant award of \$100,000. Youth Services staff was ecstatic to receive a letter from a customer that had moved out of state. This customer state that "so far they have not found anything that comes close (book selection, programs, for kids, friendliness, etc...)"

Amy Foster, Scheben Branch Manager, was chosen to participate in Leadership Northern Kentucky. Carrie Herrmann, Public Service Coordinator, was chosen to participate in the Governor's Commonwealth Institute for Parent Leadership.

Pam Goetting took a moment to thank Greta Southard for her service. The Library has grown under her leadership.

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

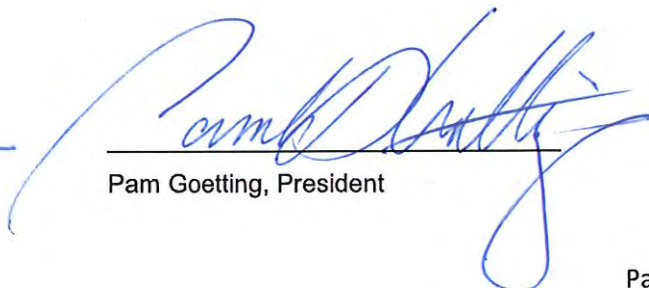
NEXT MEETING: Monday, September 15, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:37 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.



Eric Richardson, Secretary



Pam Goetting, President

**BOONE COUNTY PUBLIC LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
MINUTES**

September 2, 2014

PRESENT: Pam Goetting, President; Jim Henning, Treasurer; Barbara Bardes, Vice President; Sheree Breitholle; Eric Richardson, Secretary ; Debra Pleatman, Attorney; Sherri Slavey, HR Manager; Larry Corbus and Kip Corbus, consultants.

BUSINESS:

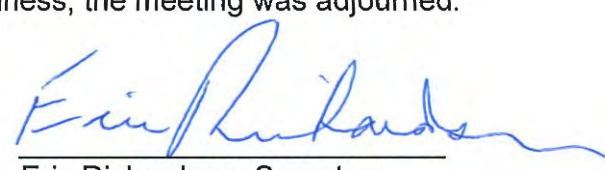
The purpose of the meeting was to discuss with Larry Corbus the search for the new director. The Board responded to questions regarding desired qualifications and attributes, opportunities and challenges facing the library district, terms of employment, and the desirability of Boone County and the metro area as a place to live.

The anticipated timeline will result in the new director being hired, although not necessarily in place, by December 1st.

ADJOURNMENT: There being no further business, the meeting was adjourned.



Pam Goetting, President



Eric Richardson, Secretary

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES September 15, 2014

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Public Service Coordinator; Michelle Foster, IT Coordinator; Amanda Hopper, Youth Services Coordinator; Sherri Slavey, Human Resources Manager; Charlotte McIntosh, Regional Librarian, KDLA.

PUBLIC COMMENT: No public comment.

AGENDA: The September agenda was previously emailed to Board members.

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

MINUTES: Minutes of the August meeting and the September special meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE AUGUST MINUTES AS RECEIVED, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE SEPTEMBER SPECIAL MEETING MINUTES AS RECEIVED, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORTS AS RECEIVED, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

BUSINESS:

Financial Policy and Practice: Due to Greta Southard's resignation, BCPL's banking and investment documentation needs to be updated. Signature cards, resolutions and other documentation was submitted for signing.

- ✓ **MOTION TO SIGN THE SIGNATURE CARDS, RESOLUTIONS AND OTHER DOCUMENTATION, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

Director Search Update: Sherri Slavey provided an update of the Director's search. The position has been posted on 6 major library job search sites. The closing date is September 26, 2014. Interviews will be scheduled on October 3 and 4, 2014.

Mapping Usage 2014: Carrie Herrmann presented information about how the various locations are used in the community and made recommendations for changes/improvements to service.

Erate: Michelle Foster provided information on erate. In FY2015-2016, big changes will be coming to the E-rate program. This program is run by USAC (Universal Service Administrative Company) and the FCC and is funded by taxes on telecommunications services like phones, Internet service, interoffice connections and wireless. Currently, the library is reimbursed \$38,160 annually towards the cost of our

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Internet service and network connections between branches. In FY2015-2016 USAC is focusing entirely on broadband based services and dropping coverage for traditional phone lines and slower internet speeds. Their primary goal is to increase network speeds in as many schools and public libraries as possible. For an organization of our size, USAC prefers a 1 Gigabit Internet connection speed. This is 50 times faster than our current connection. The library's reimbursement rate should remain at about 40%. Since equipment upgrades would be required, USAC is offering monies to help with these costs. For FY2015-2016 and FY2016-2017, the library can receive up to \$310,419.50 to replace and upgrade our existing network equipment to accommodate Gigabit Ethernet speeds. Michelle strongly recommend that BCPL take advantage of this program as the funds are only guaranteed for two years. If we wish to proceed, IT needs to send out requests for proposals and gather information by October 31st and make a decision by December 31st. Our monthly costs for Internet service and WAN connections would increase. Even if we do not move to Gigabit internet access, it would be wise to put the faster equipment in place and increase our speeds modestly. This would position us to move to full Gigabit service when it is required for reimbursement.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for June, July and August 2014. Received accountant's report.

ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. Those cases have not been consolidated, however, they are before the same panel. All parties are waiting for the Appeals Court to issue an opinion. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Amanda Hopper highlighted that the Boone County Success by 6 MOU committee has a draft MOU that they will share with the Boone County Success by 6 Board. The ratio for work done by the Manager of BCSb6 seems to be 25% of time out of county and 75% in Boone County. The MOU will be available to the BCPL Board once the BCSb6 Board has approved it.

Michelle Foster highlighted net neutrality. This is the idea that all data on the Internet should be treated equally. Verizon sued to change these rules and in February, the FCC proposed rules that were rejected by the U.S. Court of Appeals for the District of Columbia. In May, a revised proposal was posted on the FCC website and garnered over 1 million comments. The library community has come out in strong support of net neutrality. The implications of having a corporation control the content and the method of delivering it are extensive. By some estimates, the fight for net neutrality is the most important issue of our time. Who has the right to create and disseminate content and to what audience is a fundamental question that must be addressed. If that playing field is gone, no one is sure what the long terms effects will be.

Carrie Herrmann highlighted that Polaris, our automated system, has been sold to Innovative Interfaces, Inc. Business is continuing as usual for the moment. However, in two to three years, BCPL will need to migrate to a new system. Ili has indicated that we will see 2 more releases of Polaris, one is available now and one to be released in January. After that, Ili is indicating that a new next gen product will be available. This will combine the best of Ili, Polaris and a third company recently acquired. We will need to start looking at what we want to do soon. This will probably be a large budget item and will need to be accounted for in planning for the future.

The Facilities Manager is very concerned that issues that are cropping up will degrade the value of the Lents and Walton properties beyond the expense of the repairs if not addressed. He is assuming that we will be at Lents for a minimum of 3 years and Walton for a minimum of 5 years. He has received a quote from Geiler to repair or replace the bad HVAC unit at Lents. The repair is quoted at about \$2000 and the

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replacement is quoted at \$3600. His recommendation is to go with the replacement as we will probably realize \$100-\$200 per year energy savings and hopefully eliminate any further repair bills for the duration of the building.

There are several ways customers can celebrate 40 years with BCPL in October.

- In honor of the Library's 40th anniversary, we will hide 40 golden tickets in books (on page 40) throughout our six locations in October. We originally talked about 100 tickets but we've decided to stick to 40 because it makes the tickets more special when there are so few. Each golden ticket will be worth 40 Library Bucks.
- They can pick up an Anniversary Bingo card and turn it in, after completing a row, column or diagonal, for a commemorative prize. All ages can play
- They can stop by their favorite library location on our anniversary date, Tuesday, October 14, and enjoy cake and lemonade from 4 to 7 p.m.
- They can watch our Facebook and Twitter feeds for a different picture each day from the last 40 years of the Library's history.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted that the Pew Research Center has been doing research on how people use public libraries. There is a lot of good talking points in this research. It can also be used in strategic planning.

NEXT MEETING: Monday, October 20, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:14 p.m. ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.



Eric Richardson, Secretary



Pam Goetting, President

**BOONE COUNTY PUBLIC LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
MINUTES**

October 4, 2014

PRESENT: Pam Goetting, President; Jim Henning, Treasurer; Barbara Bardes, Vice President; Sheree Breitholle; Eric Richardson, Secretary; Debra Pleatman, Attorney; Sherri Slavey, HR Manager; Larry Corbus and Kip Corbus, consultants.

BUSINESS:

The purpose of the meeting was to interview five (5) candidates for the new Director. The motion to offer the position of Director of the Boone County Public Library to Carrie Herrmann was made by Sheree Breitholle, seconded by Jim Henning, and approved unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned at 2:15 p.m.



Pam Goetting, President



Eric Richardson, Secretary

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
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Privacy policy: An app is in development for BCPL. In order to place this free app in the iTunes store, Google Play store, and other app stores we must have a privacy policy available on the store sites. A draft of the Privacy Policy was presented to the Board for review. Discussed changes to wording. A final draft will be presented to the Board in November for a vote.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for September 2014. A CD was renewed in October. Four more CDs will mature by November 30th. Received accountant's report. Carlyle reminded the Board that the general fund needed to be reimbursed for capital projects paid during FY2014.

- ✓ **MOTION TO MOVE \$114,397.42 FROM THE CAPITAL PROJECTS FUND TO THE GENERAL FUND, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. Those cases have not been consolidated, however, they are before the same panel. All parties are waiting for the Appeals Court to issue an opinion. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that changes to erate may mean installation of new network and equipment. Libraries are strongly encouraged to have a 1 GB connection speed by the end of FY2016. The 5th edition of the Kentucky Public Library Standards were released. This is a voluntary program. We recommend that we not submit this year. Instead, we will spend this next year making some changes to better meet Exemplary status.

On October 13, a motion sensor activated at the Walton Branch. Boone County Sheriff dispatched 6-7 cars to the Walton Branch, however the intruders had apparently fled. A window had been forced open. The window and sill were dusted for prints. We believe that intruder(s) entered the building, set off the motion detector which activated the alarm, and then fled. As far as we can tell nothing is missing.

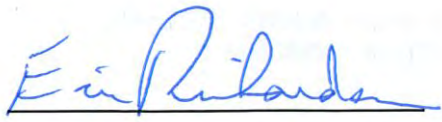
The Local History Department presented their last Underground Freedom Railroad Tour for the year. This tour was given to 26 international Friendship Force members. The National Parks Service has contacted us to ask that we do a version of this tour in Fall 2015 as part of the Ohio River National Freedom Corridor 2015 Conference.

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

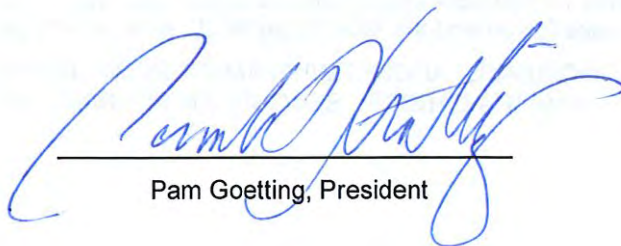
NEXT MEETING: Monday, November 17, 2014, 4:00 p.m. at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:30 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.



Eric Richardson, Secretary



Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES October 20, 2014

CALL TO ORDER: Pam Goetting called the meeting to order at 4:01 p.m.

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Public Service Coordinator; Amanda Hopper, Youth Services Coordinator

PUBLIC COMMENT: State Representative Addia Wuchner presented BCPL with a Citation of Appreciation from the Kentucky House of Representatives. She congratulated the Library and the Board for 40 years of service to the community.

AGENDA: The October 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 September meeting and the October special meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE SEPTEMBER MINUTES AS RECEIVED, ERIC RICHARDSON. SECOND, BARB BARDES. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE OCTOBER SPECIAL MEETING MINUTES AS RECEIVED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

Audit Report: George Sparks, Barnes Dennig & Co., Ltd. presented the audit. The audit covered the position of the library as of June 30, 2014. The auditors issued an unqualified opinion, meaning they found no issues with financial management at BCPL.

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

Boone County Success by 6 Memorandum of Understanding: Kathy Reutman, Board Chair of Boone County Success by 6, presented the memorandum of Understanding. United Way of Greater Cincinnati will act as the fiscal agent and help with third party grant for this organization. The manager of BCSb6 will spend 75% of work time on Boone County initiative and 25% of work time on United Way initiatives. Board asked to amend the MOU to list BCPL as an in kind partner.

- ✓ **MOTION TO ACCEPT WITH AMENDMENT LISTING BCPL AS AN IN KIND PARTNER, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES November 17, 2014

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Michelle Foster, IT Coordinator

PUBLIC COMMENT: No public comment.

AGENDA: The October agenda was previously emailed to Board members.

- ✓ **MOTION TO APPROVE THE AGENDA ADDING NEW INVESTMENTS TO NEW BUSINESS ITEMS, SHEREE BREITHOLLE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE OCTOBER MINUTES AS RECEIVED, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, SHEREE BREITHOLLE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

BUSINESS:

Privacy Policy: An app is in development for BCPL. In order to place this free app in the iTunes store, Google Play store, and other app stores we must have a privacy policy available on the store sites. The policy reflects the edits previously made at the last meeting.

- ✓ **MOTION TO ACCEPT THE PRIVACY POLICY ADDING ONE WORD TO MAKE IT GRAMMATICALLY CORRECT, SHEREE BRIETHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Capital Projects: Two projects were budgeted for in the FY2015: the Florence Branch Restroom Renovation (budgeted \$36,000 for this project) and a Non-water based Fire Suppression System for the server room at the Main Library (budgeted \$50,000 for this project). Both projects exceed the minimum amount of \$20,000 and must go out to bid.

Erate: In FY2015-2016, big changes will be coming to the E-rate program. This program is run by USAC (Universal Service Administrative Company) and the FCC and is funded by taxes on telecommunications services like phones, Internet service, interoffice connections and wireless. In order to take advantage of the discounts offered for infrastructure upgrade, BCPL must submit an RFP. Michelle Foster, IT Coordinator, presented two plans for BCPL to increase our internet speed--1GB, the speed recommended by the FCC, and 500 Mbps. Currently, BCPL has a speed of 20 Mbps. If the RFP is accepted by the FCC, BCPL would need to use funds from the Capital projects budget for infrastructure work and our annual internet access costs would increase.

- ✓ **MOTION TO APPROVE THE 1 GB PLAN, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Requests for Tax Refunds: Taxpayer refunds in excess of \$1,000 are approved by the Board. The refunds requested:

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES November 17, 2014

1. Amazon.com KYDC, Inc. requested refund: \$1,271.58 for the 2012 tax year.
 2. Citicorp Credit Services requested refund: \$1,016.41 for the 2010 tax year
 3. Bonfiglioli USA, Inc. requested refund: \$2,077.45 for the 2013 tax year
 4. Bonfiglioli USA, Inc. requested refund: \$1,417.63 for the 2012 tax year
- ✓ **MOTION TO APPROVE ALL 4 REQUESTS FOR TAX REFUNDS, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

New investments: 2 CDs held by the BCPL has matured. Signatures were needed to place the money and interest earned in new CDs.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for October 2014. Five CDs matured from October 1 to November 30, 2014. When renewing the CDs, the mature dates were staggered so that this does not happen again. Received accountant's report. Carlyle reminded the Board that the general fund needed to be reimbursed for capital projects paid during FY2014.

ATTORNEY'S REPORT: The Court of Appeals will hear oral arguments in the cases against Campbell and Kenton County Public Libraries on December 15th in the Hardin County Detention Center. This is a reverse of a previous decision to not hear oral arguments. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she would like to reinstitute Staff Development Day. This is an in-house training opportunity. In the past BCPL has closed all Library locations for a full day. She would like to have two half-day sessions each year—one in the fall and one in the spring. The Library would open at 1:00 p.m. on those days. This would give BCPL the opportunity to offer some trainings highly recommended by the Kentucky Public Library Standards as well as meet other in-house training needs. In addition, the fall session would give her an opportunity to give a State of the Library to all staff—where we have been over the past year and where we will go in the future.

Scheben hosted their fourth annual Oktoberfest celebration. This year 457 attended. Everyone enjoyed the Servati's pretzels while sitting in the Root beer Garden and listening to Oompah music. The German Story Time was done by German Honors Students from Ryle High School who did an outstanding job!

For the second year BCPL offered Trick or Treat at the Library. Main, Scheben and Florence participated. A total of 1,761 children and adults participated (955 at Main, 550 at Scheben, and 266 at Florence).

Storytime attendance continues to grow throughout the system. We have seen the most consistent growth in our Tiny Tots programs. The increase in attendance has been so significant, we have been evaluating the need for an additional offering. After consideration of our current schedule, it has been decided to add an additional Tiny Tots program at Main on Fridays at 11 a.m. Attendance among our other Storytimes is also growing, however, we felt that the greatest need for an additional storytime was with our Tiny Tots. This new addition will begin in January 2015.

Tyra Laverne, Early Literacy Specialist, was named as one of two co-chairs for the School Readiness State Task Force: READiness Matters. KDLA applied for the Laura Bush 21st Century Librarian Grant on behalf of the Task Force. The grant is a continuing education grant to cover an early childhood initiative that would focus on building school ready libraries in the state. One of the goals of the grant is to help libraries connect with children in the home.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES November 17, 2014

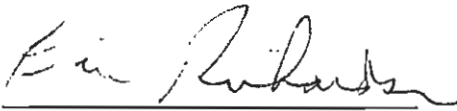
BCPL Tumblr exploded this month due to the fact that we were featured as a "blog to follow" by Tumblr. Our numbers expanded from roughly 150 followers to now 4,800.

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

NEXT MEETING: Monday, December 15, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:15 p.m. ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

A handwritten signature in blue ink, appearing to read "Eric Richardson", written over a horizontal line.

Eric Richardson, Secretary

A handwritten signature in blue ink, appearing to read "Pam Goetting", written over a horizontal line.

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES December 15, 2014

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Michelle Foster, IT Coordinator

PUBLIC COMMENT: No public comment.

AGENDA: The December agenda was previously emailed to Board members.

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

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

- ✓ **MOTION TO APPROVE THE NOVEMBER MINUTES AS RECEIVED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

Election of Officers: In accordance with BCPL Bylaws, Officers serve for two years and elections are held in even numbered years. New Officers need to be elected for the following positions: President, Vice-President, Treasurer, and Secretary. Our Bylaws limit service to two consecutive terms in the position. The following positions are eligible for the incumbent to serve a second term: Vice-President and Secretary. Slate of candidates presented: President, Eric Richardson; Vice-President, Barbara Bardes; Treasurer, Pam Goetting; Secretary, Sheree Breitholle; Member, Jim Henning. Jim Henning thanked Pam Goetting for her service as President of the Library Board.

- ✓ **MOTION TO APPROVE THE SLATE OF CANDIDATES AS PRESENTED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Internet Use Policy: An updated Internet Use Policy was presented to the Board for review. The intention is to integrate the existing sections for wired and wireless connections so that the rules are the same for everyone regardless of access method. Changes were recommended and the policy will be presented to the Board at the January meeting with the incorporated suggestions.

Cafe: Carrie Herrmann recommended that due to several issues the relationship with Moody's Café be terminated and a new RFP for a café at the Main Library be issued.

- ✓ **MOTION TO TERMINATE THE EXISTING ARRANGEMENT WITH MOODY'S CAFÉ, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for November 2014.

ATTORNEY'S REPORT: Debra Pleatman, Attorney Ziegler & Schneider attended the Court of Appeals oral arguments in the cases against Campbell and Kenton County Public Libraries on December 15th. The

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES December 15, 2014

two cases were combined. An opinion will be released in 30 to 60 days. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann handed out Money Matters Meal Night bookmarks and a summary of the Statistical Report of Kentucky Public Libraries FY2012-2013. This shows where BCPL falls in ranking in several categories. She highlighted that she has volunteered BCPL to test Performance Measurements for PLA.

There is an issue with the parking lot lights at Lents. This is being investigated by the Facilities Manager, electricians and engineers. The ad for the Florence Restroom Renovation Project will run in the Enquirer December 8th to 17th.

Without our knowledge, the mobile app was release on October 24th in the iTunes store. This was an old version that did not work and had been placed in the iTunes pipeline as a place holder to expedite the release. Unfortunately, the app made it through the whole process before Capira uploaded the working version. Our representative at Capira will keep us better apprised of future releases. The correct version of our app was released for iOS and Android devices on December 11.

Lisa Sensale, YS Manager Outreach, worked with Rich Webster, Webmaster, to a create teacher needs assessment and then it was distributed through Instructional coaches. The teachers have been given until the start of Christmas break to respond.

Shawn Fry joined BCPL as the Assistant Director on December 15th.

Melanie Sperling, Outreach Manager, has been named Secretary for the National Association of Bookmobile and Outreach Services.

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

NEXT MEETING: Monday, January 19, 2015, 4:00 p.m. at the Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:11 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.



Eric Richardson, Secretary



Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES January 19, 2015

CALL TO ORDER: Eric Richardson called the meeting to order at 4:00 p.m.

PRESENT: President, Eric Richardson; Vice-President, Barbara Bardes; Secretary, Sheree Breitholle; Member, Jim Henning; Daniel Hunt, Attorney Ziegler and Schneider; Carlyle Ackley, CPA Bramel and Ackley, Carrie Herrmann, Director; Shawn Fry, Assistant Director

PUBLIC COMMENT: No public comment.

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

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

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

- ✓ **MOTION TO APPROVE THE DECEMBER MINUTES AS RECEIVED, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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

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

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for December 2014.

BUSINESS:

Surplus Equipment: Board approval in needed to surplus equipment. A list was previously emailed to Board members.

- ✓ **MOTION TO SURPLUS THE EQUIPMENT AS LISTED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

Internet Use Policy: An updated Internet Use Policy was presented to the Board. The intention is to integrate the existing sections for wired and wireless connections so that the rules are the same for everyone regardless of access method. Changes were recommended and the policy presented incorporated suggestions.

- ✓ **MOTION TO APPROVE THE INTERNET POLICY AS AMENDED, BARBARA BARDES. SECOND, SHEREE BREITHOLLIE. APPROVED UNANIMOUSLY.**

Collection Development Policy: Presented to the board. This is an update of the current collection development policy, to vote on at the February meeting.

Florence Bathroom Renovation Project: Carrie Herrmann recommended increase in funding of \$20,634 to cover the cost of the bid and architectural costs.

- ✓ **MOTION TO APPROVE FUNDING TO MEET THE COST OF THE PROJECT BID PLUS ARCHITECTURAL COSTS. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES January 19, 2015

Mid-year Budget Adjustments: Carrie Hermann recommended a reallocation of budgeted funds resulting in no increase to the budget.

- ✓ **MOTION TO APPROVE REALLOCATIONS FOR THE FY2015 BUDGET RESULTING IN A 0% INCREASE.** JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Capital Budget Adjustments: Carrie Hermann recommended an increase in the Capital Budget of \$70,211. This increase covers the Florence Branch Bathroom renovation and the installation of a new phone system to replace the current obsolete system.

- ✓ **MOTION TO APPROVE THE RECOMMENDED INCREASE TO THE CAPITAL BUDGET,** JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

ATTORNEY'S REPORT: Daniel Hunt, Attorney Ziegler & Schneider provided an update on the Court of Appeals oral arguments in the cases against Campbell and Kenton County Public Libraries on December 15th. Still waiting an opinion. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that at the February Board Meeting we will need to have a public comment section devoted to CIPA (Children's Internet Protection Act). This must be advertised in the Boone County Recorder prior to the meeting. It is a requirement of erate that should have happened in the 1990s. We can find no evidence of this and as such must do it now in order to receive erate funding. The FCC is asking for all entities to send proof that this happened.

The Kentucky Public Library Association Legislative Day is February 17th. Carrie Herrmann is in the process of making appointments to meet with our Representatives and Senators. Becky Kempf, PR Coordinator, and Shawn Fry, Assistant Director, will attend with her. Please let her know if you are interested in attending.

After some discussion we have decided to discontinue use of RFID. RFID technology in libraries never met the promise of inventory control. BCPL's shrinkage rate is the same as libraries that do not have security systems in place. In addition to saving staff time, in placing and replacing the tags, this move will save the library approximately \$22,000 annually in supplies and maintenance fees. It will also allow us to add checking out in the shelves to the mobile app.

The issue with the parking lot lights at Lents has been identified. The part has been installed and everything seems to be working well.


The Café was given 30 days' notice to leave. That expires on January 18th. BCPL did pay the Sanitation District bill. Carrie Herrmann did not want the water turned off nor did she want to have to pay to turn the water back on. Once the café is empty, BCPL will have the grease trap cleaned in preparation for a new operator.

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

NEXT MEETING: Monday, February 16, 2015, 4:00 p.m. at the Lents Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:27 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.


Sheree Breitholle, Secretary


Eric Richardson, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES February 26, 2015

CALL TO ORDER: Eric Richardson called the meeting to order at 9:00 a.m.

PRESENT: President, Eric Richardson; Vice-President, Barbara Bardes; Secretary, Sheree Breitholle; Member, Jim Henning; Debra Pleatman, Attorney Ziegler and Schneider; Stephanie Huhn, CPA Bramel and Ackley, Carrie Herrmann, Director; Sherri Slavey; Human Resources Michelle Foster, Technology Coordinator; Shawn Fry, Assistant Director Pam Goetting

PUBLIC COMMENT: No public comment.

AGENDA: The February agenda was previously emailed to Board members.

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

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

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

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

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

BUSINESS:

Public Comment on Children's Internet Protection Act (CIPA): No public comment.

Collection Development Policy:

- ✓ **MOTION TO APPROVE THE COLLECTION DEVELOPMENT POLICY AS RECEIVED, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Lents Branch: A discussion of repairs and other issues associated with this location.

ACCOUNTANT'S REPORT: Stephanie Huhn distributed and reviewed financial statements for January 2015.

ATTORNEY'S REPORT: Debra Pleatman, Attorney Ziegler & Schneider, provided an update on the Court of Appeals oral arguments in the cases against Campbell and Kenton County Public Libraries on December 15th. Still waiting an opinion.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

We renewed our domain name (bcpl.org) until May 5, 2026. A little history to this—BCPL was one of the first libraries in the nation to have a website. At that time we purchased the domain name bcpl.org. When Baltimore County Public Library developed a website, they contacted us asking us to give up our domain name so they could use it. We refused. This has been a running battle for 20 years. When we realized that Baltimore had placed a watch on our domain name we extended our contract until 2026. (A watch means that if we were late renewing by 1 minute, Baltimore would receive our domain name.) After we extended the domain, Baltimore contacted us offering to pay for the bcpl.org address. We refused.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES February 26, 2015

Evidently, there is a rumor in the community that the Library is looking at land in the Richwood area to build a new branch. I discovered this when a customer called very upset. I believe I convinced her that BCPL is not currently shopping for land. If you are approached with this information, please assure the customer that we are not looking for land currently.

I will start a new program in March called Coffee with the Director. The idea is to have the public stop by for a cup of coffee or tea with me to share their ideas, comments and suggestions for the library. I plan to rotate through all our locations and try different days and times. The first Coffee with the Director will be at the Main Library on Thursday, March 12th from 6-7. We will meet under the dome.

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

NEXT MEETING: Monday, March 16, 2015, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 10:40 a.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES March 16, 2015

CALL TO ORDER: Eric Richardson called the meeting to order at 4:02pm

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Sherri Slavey, Human Resources; Shawn Fry, Assistant Director

PUBLIC COMMENT: No public comment.

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

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

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

- ✓ **MOTION TO APPROVE THE FEBRUARY MINUTES AS RECEIVED, BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

BOONE COUNTY SUCCESS BY 6: Kathy Reutman and Amy Bremer were present to introduce the new manager and share an overview of the work Boone County Success by 6 hopes to do in the future.

POLICY REVIEW: Proposed changes to the Salary Administration Policy, Benefits Policy, Sick Leave Policy, Family & Medical Leave Policy, and Voting Leave Policy were discussed.

Lents Branch: A discussion of repairs and other issues associated with this location.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for February 2015.

ATTORNEY'S REPORT: Debra Pleatman provided an update on the Court of Appeals oral arguments in the cases against Campbell and Kenton County Public Libraries. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

We held Staff Development Day on Wednesday, March 4th. 136 of the 150 employees attended. We took this opportunity to have Sexual Harassment Training for all staff, departmental meetings, a brainstorming session, and to deliver a State of the Library talk. At the brainstorming session she asked staff to answer two questions: What can we do to make the library better? How can we bring more people to the library? I am currently looking at all the responses. The responses make a good starting place for staff input on a strategic plan for the library. Our next Staff Development Day will be Wednesday, September 16th 8:00-Noon.

After some analysis we are looking at ending Mail notices to customers for overdues and holds. Last fiscal year we only mailed 2600 notices to 230 customers. We plan to contact these customers to move them to another notification option. While it does not save a lot of money (\$1,378 in postage, envelopes,

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES March 16, 2015

paper and ink), it does save a lot of staff time. It also allows us to drop the amount of time an item is on the hold shelf, a request from both staff and customers.

We have discovered that there is a 5 year statute of limitations on library fines. BCPL's current practice is to delete accounts after 3 years of inactivity. If an account has a fine we keep that account on file indefinitely. Many services are charged based on the number of card holders, so retaining accounts with fines on them after the 5 year period inflates our cost. We plan to delete any account that has not been used in 5 years even if it has a fine.

The senior management team has been working on a timeline and process for our next strategic plan. We are starting with some assumptions (BCPL will still have books, Every community wants a branch, but do they need the same level of service—kiosks, unstaffed buildings, hours). Plan to: a. Survey the community, businesses, organizations, staff. b. Brainstorm sessions for staff and public c. Create champions for goals identified

We have learned that support for our automated system, Polaris, will end in the Spring of 2016. This means we will need to replace our system in January 2016.

Bathroom renovation project at the Florence Branch began on February 17th. The Men's Room is completed except for painting. Once that is finished they will move on to the Women's Room.

The RFP for a café at Main should go out the week of the 16th. The grease trap has been cleaned. We are working with the vending company to move the machines to the second floor. This will give the café more space and will cut down on direct competition.

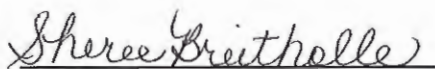
My first Coffee with a Director program was on March 12th at the Main Library from 6-7 p.m. Five members of the community came to talk with me about the library. They were passionate supporters of the library

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

NEXT MEETING: Monday, April 20, 2015, 4:00 p.m. at the Walton Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:47pm. JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: Eric Richardson called the meeting to order at 4:00pm at the Walton Branch

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Sherri Slavey, Human Resources; Shawn Fry, Assistant Director; Charlotte McIntosh, KDLA Regional Librarian

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE MARCH MINUTES AS RECEIVED, BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

DCT Industrial Presentation: DCP Industrial made a presentation to the board regarding purchasing a portion of the Hebron property to expand their warehouse.

POLICY REVIEW: At the March Board Meeting proposed changes to the Salary Administration Policy, Benefits Policy, Sick Leave Policy, Family & Medical Leave Policy, and Voting Leave Policy were presented. Discussed changes were presented to the Board at the April meeting.

- ✓ **MOTION TO APPROVE THE POLICY REVIEW AS RECEIVED, PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

The Information Security Policy will be distributed for a first reading. This policy is required under KRS 61.931-934: Protection of personal information.

SURPLUS ITEMS: A list of RFID equipment that is no longer in service was presented to the Board. The Library removed the RFID pads due to functionality issues and lack of perceived additional benefit when compared to barcodes. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Every attempt will be made to donate or recycle all usable surplus equipment.

- ✓ **MOTION TO APPROVE THE SURPLUS ITEMS AS RECEIVED, BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

SALARY SCHEDULE: Additional information will be provided to the board at the next meeting.

IT INFRASTRUCTURE UPGRADE BUDGET: In November the Library Board approved a plan to gather bids and install 1 GB speed internet. The bids have been received. The total cost of the project is

\$82,775.85. Erate will reimburse BCPL \$49,665.51. We must pay the whole cost and submit the paid invoices to erate for reimbursement by July 1.

- ✓ **MOTION TO APPROVE THE USE OF \$82,775.85 FROM THE CAPITAL PROJECT FUND AND TO REIMBURSE THE CAPITAL PROJECT FUND WITH MONIES RECEIVED FROM E-RATE, BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Lents Branch: A discussion of repairs and other issues associated with this location.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for March 2015.

ATTORNEY'S REPORT: Debra Pleatman, Attorney Ziegler & Schneider provided an update on the Court of Appeals oral arguments in the cases against Campbell and Kenton County Public Libraries. Update on HB 348 on disclosure of financial interest.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

The senior management team has been working on the process for our next strategic plan. We have developed a very short four question survey to start the process off with the community. This survey will be offered in person by paper and digitally. We have identified Library Customer Appreciation Days (April 12-18) and the Community Activities Fair (May 9) as days staff will administer the survey in person. We are working on being placed on the agenda for several local organizations to talk about the library and to take a paper version of the survey out into the community. In addition the survey will be available online. We will push this information out via Constant Contact emails, Facebook, Twitter, and a postcard mailing to local policy makers, heads of organizations and churches.

Staff will hold a series of County Wide Conversations. These Conversations will have 5 stations where staff will facilitate conversations around different questions. Participants will be free to move from station to station on their own time. The description in the Library newsletter is "We need you to talk to us about the Library! As part of our planning process we are going to hold a series of meetings to ask you to use your imagination and think big to consider new services and potentially new roles for the Library. These conversations are designed to generate ideas and solicit input from the community we serve." We have 5 scheduled so far.

Bathroom renovation project at the Florence Branch has passed inspection and we are able to fully open the new restrooms. At the completion of the project we had all the carpets cleaned. This was late, but we decided to wait until the completion of the project so that any dust from the renovation would be cleaned. The RFP for a café at Main is on our webpage and has been advertised in the Boone County Recorder and the Enquirer. It has also been pushed out via Facebook and Twitter. The deadline to turn in a proposal is April 30th . The RFP for the fire suppression system in the server room at the Main Library will go out later this month. All work will be completed (and paid for) by June 30.

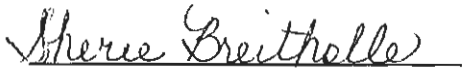
Summer Reading is a full partnership with Boone County Schools. The elementary schools will register all students before the end of the school year and hand out the informational flyer that explains the program for all ages, highlights our big events, and One Book One Summer. The schools will also link to our Summer Reading site from their websites. We will provide information to the schools about who participated and the schools will provide test data to help us start to build a local case about how the Library's Summer Reading program prevents summer slide.

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

NEXT MEETING: Monday, May 18, 2015 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00pm. PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: Eric Richardson called the meeting to order at 4:00pm at the Main Library on 18 May, 2015

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director; Amanda Hopper, Youth Service Coordinator

PUBLIC COMMENT: No public comment.

AGENDA: The agenda was previously emailed.

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

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

- ✓ **MOTION TO APPROVE THE MARCH MINUTES AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

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

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

ACCOUNTANT'S REPORT: Stephanie Huhn distributed and reviewed financial statements for April 2015.

BUSINESS:

DCT Industrial Presentation: Discussion of DCT Industrials presentation to the board in April regarding purchasing a portion of the Hebron property to expand their warehouse. No action taken.

Policy Review: At the April Board Meeting the Information Security Policy was discussed. This policy is required under KRS 61.931-934: Protection of personal information. Proposed changes have been incorporated into the policy.

- ✓ **MOTION TO APPROVE THE POLICY AS RECEIVED, PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Auditor Engagement: BCPL has used the current auditor, Barnes Dennig & Co., Ltd for three years. This is the recommended time by both KDLA and BCPL's Board Policy.

- ✓ **MOTION TO AUTHORIZE BRAMEL AND ACKLEY TO SEEK PROPOSALS FOR AUDITORS, BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Signature Cards: Signature cards with banks were updated. Board members signed signature cards.

Salary Schedule: Carrie Herrmann offered an overview of the current salary schedule as well as proposed changes.

- ✓ **MOTION TO APPROVE PROPOSED SALARY SCHEDULE, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

FY2016 Budget: Carrie Herrmann presented two versions of the FY2016 Budget—one using the current salary schedule and one using the proposed changes to the salary schedule. Both budgets were flat compared to FY2015.

- ✓ **MOTION TO APPROVE BUDGET WITH PROPOSED CHANGES TO THE SALARY SCHEDULE, PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Lents Branch: A discussion of repairs and other issues associated with this location.

- ✓ **MOTION TO CLOSE LENTS BRANCH EFFECTIVE SEPTEMBER 1, 2015, AUTHORIZE APPRAISAL AND MOVE FORWARD WITH MEDIA PLAN EXPLAINING MOVING OF LOCATION, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

ATTORNEY REPORT: Debra Pleatman, Attorney Ziegler & Schneider provided an update on the Court of Appeals oral arguments in the cases against Campbell and Kenton County Public Libraries.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

BCPL has been given all of Noel Walton's materials from 1937 forward. He was Boone County's surveyor from 1937 to the early 1980s. Up to this point, no one has had access to his files, maps and notes. It consists of about a half-dozen file cabinets, print files stacked six feet high, rolled drawings and a big box of field books filled with survey info. This is a very important historic collection to the community. The county is interested in partnering with us to have access to the collection.

The Boone County Historic Preservation Review Board awarded Boone County Public Library's Local History & Genealogy Department the 2015 Local Agency Preservation Award. The award was presented in recognition of the department's dedication to research, publication, and support for local history and historic preservation. They highlighted the Chronicles of Boone County and work to document and provide tours for Underground Railroad sites in Boone County.

The Young at Art classes for senior citizens, made possible by a grant from the Kentucky Arts Council has ended. 584 senior citizens attended 27 art classes at five Library locations.

April concluded with one of the largest, if not the largest, programs at the Main Library. Holocaust Survivor Dr. Henry Fenichel told his amazing life story to 862 people on April 28. Attendees lined the second floor lobby just to hear his words over the loudspeakers specially placed for the overflow crowd. The actual attendance was probably over 900 since many people were not officially counted.

Amanda Hopper, Youth Services Coordinator, is a Legacy the Next Generation of Leadership Award finalist. The Next Generation Leader Awards program is designed to salute and applaud the Northern Kentucky/Cincinnati region's young professionals ages 21 to 40 for significant accomplishments in their chosen professional field, as well as their commitment and contribution to the community.

Carrie Herrmann distributed copies of the questions asked at the County Wide Conversations as part of the strategic planning process. She is in the process of interviewing prospective café concessionaires for the Main Library. BCPL did not receive the Fueling the Mind Grant.

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

NEXT MEETING: Monday, Jun 15, 2015 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00pm. PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.

Sheree Breitholle, Secretary

Eric Richardson, President

CALL TO ORDER: Eric Richardson called the meeting to order at 4:00pm at the Main Library on 15 June, 2015

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Amanda Hopper, Youth Services Coordinator, Shawn Fry, Assistant Director

PUBLIC COMMENT: No public comment.

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 MARCH MINUTES AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

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

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

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for May 2015.

BUSINESS:

Lents Branch: Review of internal processes of relocating the Lents Branch. No board action taken.

Smoking on library property: Discussion of creating smoke free on all library property, Carrie Herrmann will research options to present before board at a future meeting. No action taken.

Library Foundation: Carrie Herrmann will research and present information on library foundations. No action taken.

Makerspace: Information sharing of Makerspace programming BCPL is providing.

ATTORNEY REPORT: Debra Pleatman, Attorney Ziegler & Schneider provided an update on the KY Supreme Court request to review the Court of Appeals opinion in the cases against Campbell and Kenton County Public Libraries.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

Bone County Community Early Childhood Council is featured in the Governor's Newsletter at <http://kidsnow.ky.gov/Mobilizing-Communities/Pages/CECC-Spotlight-.aspx> Amy Bremer, Manager Boone County Success by 6, and Tyra LaVerne worked on the article. Amy was told by the Governor's office that we were selected to spotlight based on our grant application. BCPL is a huge partner for the Boone County CECC.

BCPL has been awarded a Discover Earth grant. We are one of 8 libraries to receive this grant. The Discover Earth exhibition will focus on local earth science topics—such as weather, water cycle, and ecosystem changes—as well as a global view of our changing planet. The primary message of the exhibition is that the global environment changes – and is changed by – the local environment of all host communities. The exhibit is divided into three areas: A. Our Changing Planet, B. Ecosystems: The Web of life, and C. Environmental Change at Home. Exhibit components incorporate personal narratives, stunning graphics, video, animations, and simulation-based educational games. We are still waiting to learn the date we will receive the exhibit.

She has selected a new café operator for the Main Library—Battaglia Deli. They are well respected in the Burlington Community. The café should open in early August. Once the café is up and running, we will be able to use their services for large programs as well as programming for BCPL.

The non-water based fire suppression system is not going to happen this fiscal year. The engineer and the architecture firm designed a system that is very similar to the one at Scheben that flooded (twice). While the project was out to bid, our Facilities Manager researched and found a nitrogen based system that fits our needs. When the bids were opened, both were more expensive than planned for the project. My recommendation is that we pull the project, allow the engineers to design a better system and try again in FY2016.

Summer Reading Program kicked off on May 9th. As of June 12th, 1,571 adults have registered and 8,539 youth. This is a total of 10,110 people registered. Last year at the end of summer reading we had a total of 6,927 people register for summer reading. This is a 37% increase in registration and we still have 2 months left of the program. These are very good numbers and reflect the partnership with the schools. We have also received calls from the private schools that declined to partner with us that they want to partner next year.

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

NEXT MEETING: Monday, July 20, 2015 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00pm. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



~~Eric Richardson, President~~

Barbara Bordes, Vice-President