

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

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

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

PUBLIC COMMENT: No public comment.

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

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

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

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

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

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

BUSINESS:

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

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

Eric Richardson accepted the nomination of Secretary.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES AUGUST 20, 2013

CALL TO ORDER: Pam Goetting called the meeting to order at 4:05 p.m.

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Eric Richardson, Secretary; Sheree Breitholle; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator.

PUBLIC COMMENT: No public comment.

AGENDA: The August agenda was previously emailed to Board members. Greta Southard requested that an item be added to the Business portion of the agenda.

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

MINUTES: Minutes of the July meeting were emailed to Board members. A spelling error was found on page two and corrected.

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA BARDES. SECOND, ERIC RICHARDSON. 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 REPORT AS RECEIVED, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

BUSINESS:

2013 Tax Rate: Carlyle Ackley handed out information received from the Kentucky Department for Libraries and Archives. KDLA sent a compensating rate of 5.3 and a 4% rate of 5.5. Greta Southard handed out BCPL tax rate history covering 2000-2012. Information was presented showing revenue projections at the 5.2, 5.3 and 5.4 rate. The state formula does not take into account new construction and growth. Barbara Bardes complimented Greta Southard on her ongoing efforts to work more efficiently and cut budget costs.

- ✓ **MOTION TO ADOPT 5.2 CENTS PER \$100 VALUATION FOR THE REAL ESTATE AND PERSONAL PROPERTY TAX RATE, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

2013 Auto/Watercraft Tax Rate: This rate was established in 1983 and, by statute, may not be increased. The rate is 3 cents per \$100 valuation.

- ✓ **MOTION TO APPROVE THE AUTO/WATERCRAFT TAX RATE AT 3 CENTS PER \$100 VALUATION, SHEREE BREITHOLLE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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Surplus Equipment: A list of computer equipment that is no longer in service was previously emailed to Board Members. The equipment has been replaced in accordance with the library's equipment replacement schedule or due to breakage. 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 DECLARE ALL THE ITEMS ON THE LIST AS PRESENTED AS SURPLUS, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Policy Review: At the July meeting the Conduct of Meetings Policy, the Conflict of Interest Policy, the Credit Card Policy and the Ethics Policy were distributed for review. The Boone County (KY) Ethics Policy was distributed to all Board Members prior to this meeting.

There are no changes recommended for the BCPL Ethics Policy. HB1 requires that BCPL adopt the Boone County (KY) Ethics Policy. The Boone County Public Library resolves it places itself under the Boone County Kentucky ethics code as now written and as it may be amended in the future, subject to periodic review by this Board. The Boone County Public Library shall also continue to abide by any statutes and administrative regulations which may be applicable to this entity both now and in the future. The Boone County Public Library further reaffirms the Boone County Public Library's commitment to hold itself to the higher standards contained in the Boone County Public Library Ethics Policy adopted on August 21, 2012.

- ✓ **MOTION TO APPROVE BOTH THE BOARD OF TRUSTEES ETHICS POLICY AND THE BOONE COUNTY KENTUCKY ETHICS POLICY, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

There are no changes recommended for the Conflict of Interest Policy.

- ✓ **MOTION TO APPROVE THE CONFLICT OF INTEREST POLICY, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

There are no changes recommended for the Conduct of Meetings Policy.

- ✓ **MOTION TO APPROVE THE CONDUCT OF MEETINGS POLICY, SHEREE BREITHOLLE. SECOND, BARBARA BARDES.**

There are no changes recommended for the Credit Card Policy.

- ✓ **MOTION TO APPROVE THE CREDIT CARD POLICY, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

One change was recommended for the Investment Policy. Carlyle Ackley recommended that Footnote 1 should be applied to brokerage firms not to banks and noted the appropriate bullets.

- ✓ **MOTION TO APPROVE AS AMENDED THE INVESTMENT POLICY, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Additional policies were distributed for review at the September Board Meeting: Legal Counsel Policy, Open Records Policy and Procedure Policy, Partnership/Sponsorship Policy, and Purchasing Policy.

Annual Report: Greta Southard distributed the annual report showing the current year and the previous year data. Review and discussion of key data points of the Boone County Public Library 2013 Kentucky

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Annual Report of Public Libraries. Key data points were provided to the Board for ready reference on the Library Fact sheet. The Annual Report is due to the state library by August 27th. It also serves as the Library's application for state aid for FY2014. The report is structured to be a snapshot in time at the end of the fiscal Year (June 2013) and does not align with auditor's report due to accruals. This report will be posted on the Library's webpage.

- ✓ **MOTION TO ACCEPT THE ANNUAL REPORT AS PRESENTED, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: No report

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed documents with the Appeals Court. Boone County Courts have stayed the Boone County Public Library case until a decision is reached on the KCPL and CCPL cases and /or either party files a Motion to Remove from Stay. Pulaski, Anderson and Montgomery counties have had similar suits filed, bringing the total number to 6.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted "BCPL: Working to Support Education" and will distribute final copy of the report at the September Board Meeting. Greta also distributed copies of the "Show us your Card" and "Chronicles of Boone County" marketing pieces. She also handed out the "BCPL Fact Sheet Fiscal Year 2012-2013" and the "Total Value of Library Service FY2013" documents; the data in these documents is derived from the Annual Report. These materials will be posted on the website.

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

NEXT MEETING: Tuesday, September 17, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:21 p.m. BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES SEPTEMBER 17, 2013

CALL TO ORDER: Pam Goetting called the meeting to order at 4:02 p.m

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; 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, JIM HENNING. APPROVED UNANIMOUSLY.

MINUTES: Minutes of the August meeting were emailed to Board members. A spelling error was found on page two and corrected.

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

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

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

BUSINESS:

Policy Review: At the August meeting the Legal Council Policy, the Open Records Policy and Procedure, the Partnership/Sponsorship Policy, and the Purchasing Policy were distributed for review at the September Board Meeting. The Trustee Orientation Policy and the Trustee Recruitment and Selection Policy were distributed at the September meeting for review at the October meeting.

One change was recommended to the Legal Council Policy. Staff recommends making language in paragraph five gender neutral.

- ✓ **MOTION** TO APPROVE THE LEGAL COUNCIL POLICY AS AMENDED, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

There are no changes recommended for the Open Records Policy and Procedure. These two pieces follow policy and procedure as outlined by state law.

- ✓ **MOTION** TO APPROVE BOTH THE OPEN RECORDS POLICY AND PROCEDURE, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

There are no changes recommended for the Partnership/Sponsorship Policy.

- ✓ **MOTION** TO APPROVE THE PARTNERSHIP/SPONSORSHIP POLICY, BARBARA BARDES. SECOND, JIM HENNING.

One change was recommended for the Purchasing Policy. Staff recommends eliminating the date of the prior board action referenced in the third to last paragraph. Staff also recommended that a glossary of abbreviations used in the document be added.

- ✓ **MOTION** TO APPROVE BOTH THE PURCHASING POLICY AS AMENDED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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ACCOUNTANT'S REPORT: The accountant is waiting for the auditor's report for FY2013. Carlyle reported that revenue increased slightly over the previous fiscal year. Expenses increased by approximately 2%.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed documents with the Appeals Court. There has been no movement on the appeals.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted three different parking lot altercations at various BCPL locations. There have been complaints about community groups using BCPL meeting rooms. BCPL cannot discriminate against groups using the room. As long as a group or individual meets all the requirements of BCPL's Meeting Room Policy, the room may be booked. The Library cannot endorse or censor groups or individuals. Greta Southard handed out the "Fact Sheet: Fiscal Year 2012-2012," "Boone County Public Library Working to Support Education" document, and an updated summary of the law suit filed against BCPL.

PCI Compliance will have budgetary implications. BCPL must be compliant with these regulations in order to continue accepting credit cards. All credit card internet traffic must be segregated from the rest of the network. We will need to install new credit card readers, upgrade Polaris, install new software and train staff. Several operational policies and procedures need to be updated or created. BCPL does not store credit card numbers so our liability is minimal with regards to theft.

Greta Southard has been asked to participate as a guest speaker at *Library Journal's* "Lead the Change" program at Lexington Public Library on October 8. "Lead the Change" is designed to provide leadership development and education opportunity for library staff. *Library Journal* has taken "Lead the Change" to 24 cities/regions across the United States. This is the first time it has been offered in Kentucky.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip on e-rate discounts. This is based on the number of students enrolled in the free and reduced school lunch program. Last year BCPL received a \$31,000 e-rate discount.

NEXT MEETING: Tuesday, October 22, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:40 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 OCTOBER 22, 2013 SPECIAL MEETING

CALL TO ORDER: Pam Goetting called the meeting to order at 4:02 p.m

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

PUBLIC COMMENT: No public comment.

AGENDA: The October 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 September meeting were emailed to Board members. Three spelling errors were identified and corrected.

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

TREASURER'S REPORT: The Treasurer's Report for September was previously mailed to Board Members. There was a question regarding a \$25,000 payment to United Way. This is BCPL's annual contribution for membership in Boone County Success by Six. BCPL is one of the founding partners for Boone County Success by Six. Along with United Way, Boone County agencies fund Boone County Success by Six. United Way is the fiscal agent for this program.

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

BUSINESS:

Audit Report: Jeffrey Kremer, CPA from Bertke, Sparks, & Kremer, Inc., presented the audit report. As noted in the report, the internal controls of BCPL were tested. They did not identify any deficiencies in internal controls. No recommendations were made for changing the internal controls. The auditor presented the Library with an unmodified opinion. An unmodified opinion is issued when the independent auditor believes that the company's financial statements are free from material misstatements. The Board requested a pdf file of the audit.

ACCOUNTANT'S REPORT: Carlyle Ackley discussed the audit more in depth and noted that financial reports would resume next month now that the annual audit has been completed.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library are both writing briefs due to the Court of Appeals in three weeks. The Kentucky Library Association and the Kentucky Friends of Libraries are both filing amicus briefs with the Court of Appeals in support of public libraries. The Court of Appeals did rule that the tax rate should stay as is while the cases are working their way through the system. A timeline for these cases has not been released. The case against BCPL has been stayed.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES OCTOBER 22, 2013 SPECIAL MEETING

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard distributed the first quarter statistics. Print circulation is down everywhere except Main, the CCoW and the Digital Branch. Non-print circulation is down at Scheben, Lents and the Digital Branch. Interlibrary Loan (ILL) borrowing has increased. We realized that implementing ILL requests in the catalog made this service easier and more accessible to our customers. This move has generated more ILL borrowing requests. The Youth Services department offered fewer programs but saw 3,000 more attendees. The YS department has begun to offering more family-style programs and these are very successful. The Adult programmers offered fewer programs and also saw fewer attendees. During the first quarter, BCPL was committed to offering Earn Spend Save programs as part of a grant. These were not as popular as other programs.

Greta Southard was unable to attend the Good Governance Summit due to pre-existing travel plans. Two staff members attended for BCPL. The recommendations distributed at the meeting are the same ones crafted in 2010. KDLA reviewed those when they were first distributed and developed 13 recommended policies for public libraries. BCPL has implemented policies on the subject areas KDLA recommended.

More detailed reports for PCI compliance will be submitted when the mid-year budget adjustments are made. Complying with the new credit card standards has incurred unplanned expenses.

Greta Southard plans to attend the Planning Commission Public Hearing on October 30 for discussion of zoning changes. BCPL has requested a change in zoning for the Hebron property.

The book sale at the Main Library earned \$3,432.75 in cash and \$1,226.00 in Library Bucks.

The Board will review and vote on the Trustee Orientation and Recruitment policies at the November meeting.

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

NEXT MEETING: Tuesday, November 19, 2013, 4:00 p.m. at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:08 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 NOVEMBER 19, 2013

CALL TO ORDER: Pam Goetting called the meeting to order at 4:02 p.m

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

PUBLIC COMMENT: No public comment.

AGENDA: The November 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 October 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 September was previously mailed to Board Members.

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

BUSINESS:

Surplus Equipment: The Board reviewed an equipment list of items obsolete and no longer needed. Because BCPL has digitized the local history collection, microfilm/microfiche machines and the microfilm cabinets are no longer needed. This equipment must be declared surplus before the Library can dispose of it. Every effort will be made to donate the surplus items to local non-profit agencies and institutions.

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

Trustee Policy Review: The Trustee Recruitment and Selection Policy and the Trustee Orientation Policy had been previously emailed to the Board for review. Edits were recommended in the Trustee Recruitment and Selection Policy, clarifying the process.

- ✓ **MOTION** TO APPROVE THE TRUSTEE RECRUITMENT AND SELECTION POLICY AS AMENDED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Edits were recommended in the Trustee Orientation Policy. Newer Board members recommended more in depth training in reading and understanding Library financial documents.

- ✓ **MOTION** TO APPROVE THE TRUSTEE ORIENTATION POLICY AS AMENDED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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Fines and Fees: Staff are currently reviewing all policy language related to fines and fees, as well as the actual amount(s) charged by BCPL to the public. With the implementation of 2013 House Bill 1, after December 31, 2013, Special Purpose Government Entities must notify the Fiscal Court prior to raising or instituting any fees. Third party fees are not covered by House Bill 1. A spreadsheet will be provided at the next meeting comparing BCPL fines and fees to other library fines and fees in the region.

Boone County Success by 6: BCPL is one of the founding and funding institutions for Boone County Success by 6 (BCSB6). The Success by 6 brand is owned by United Way. However, in Boone County we have a local project that is funded by community partners, governed by a local board, and focused on Boone County activities. The Library Director sits on the BCSB6 Board representing the Library as a funding partner. United Way is looking at all SB6 initiatives across the region to determine how to better leverage the work. BCSB6 is set up differently from other SB6 initiatives in the region. United Way has set a goal that 85% of kids will be ready for kindergarten by 2020. Due to the efforts of BCSB6, Boone County is at 66% of kids are ready for kindergarten. Ohio is at 33% of kids are ready for kindergarten. While Boone County has been successful in early literacy/childhood initiatives, United Way wants to take a more regional approach. United Way is proposing a regional council which would include members from the BCSB6. From the initial presentation it is unclear what the role would be of the existing BCSB6 Board. There is concern that moving to a regional emphasis would affect local involvement and impact in Boone County in a negative manner. This is a work in progress and questions regarding the possible impact have been sent to United Way. More information will be shared with the Board as it becomes available.

ACCOUNTANT'S REPORT: With the conclusion of the FY2012-2013 audit, Carlyle Ackley handed out copies of the financial statements for FY2013-2014: June 2013, July 2013, August 2013, September 2013 and October 2013. As of 31 October 2013, 70% of the budget is left to spend. Four months into the fiscal year, BCPL should have 67%, or more, of the budget remaining.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. The Campbell County brief suggests that the two statutes KRS 173.470 (3) and House Bill 44 are not in conflict. They complement each other. A timeline for these cases has not been released. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted the attendance at Main, Scheben and Florence on Halloween night. At the last minute, staff arranged for those locations to be alternate Trick or Treat sites in case of bad weather. She also highlighted a story about a customer who uses Kentucky Libraries Unbound to check out eBooks on her tablet. The woman uses a software called Dungle to display the books on her TV in large type. Greta also reported that she received notification from Boone County Planning and Zoning regarding a public hearing on December 14. There has been a request to change the zoning for the field next to the Scheben Branch. At this time, the Library has no problem with the request to rezone the property. The Board offered kudos to Carrie Herrmann for the quick thinking in orchestrating the alternate Trick or Treat venue.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
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MINUTES NOVEMBER 19, 2013

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted that an archived version of the Good Government Summit is available on the Kentucky Auditor's website.

NEXT MEETING: Tuesday, December 17, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:29 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 DECEMBER 17, 2013

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; Debra Pleatman, Attorney Ziegler & Schneider; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator.

PUBLIC COMMENT: No public comment.

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 AS RECEIVED, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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

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

BUSINESS:

Trustee Recruitment Equipment: Barbara Bardes' Trustee appointment is due to expire June 30, 2014. Two names must be submitted for the position. The Kentucky Department of Libraries and Archives (KDLA) has requested that the names of potential Trustee appointments be sent to them 90 days prior to the expiration of the incumbents' term of service. Recruitment process and timeline were reviewed. Applications will be solicited January 2-31, 2014; candidate informational meeting convened January 28; with an application deadline January 31. Board review and selection process ensues; names forwarded to KDLA. KDLA sends names to County Judge Executive. The Fiscal Court then makes the appointment.

Interact For Health Grant: BCPL has been awarded a \$30,000 grant from Interact for Health (formerly Cincinnati Health Foundation) for our project proposal, *Check It Out: Active Lifestyles*. We will be partnering with multiple agencies in the community to organize quarterly community-wide fun-filled sports and recreation activities and develop activity kits available for check out from the library. The purpose of the grant is to break the physical, social, and economic barriers and get more residents of our county participating in active and healthy lifestyles. Members of the Board completed the Interact for Health Disclosure Form. Determined that there were no conflict of interest to prevent us from being awarded the grant funds.

Meeting Room Policy Review: A copy of the current policy and suggested changes was emailed to the Board previously. Based on review by legal counsel, staff is recommending the following revisions to the Meeting Room Policy:

- Changing "may" to "shall" throughout the document

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- Correcting minor capitalization issues throughout the document
 - Deleting the first paragraph that quotes the old mission statement
 - Adding the following language:
 - All flyers, notices, signs, advertising and/or postings of meeting shall not in any way state or imply that the Library endorses or supports the meeting or the subject being discussed at the meeting.
 - The Library reserves the right to approve flyers, notices, signs, advertising or postings of meetings for conformity with paragraph 15, above.
 - A violation of this policy may result in the ability to use the Library meeting rooms in the future. This decision shall be left to a determination by the Director of the Boone County Public Library.
 - Changing the cleaning fine from \$50 to \$75
 - Changing the damage fine from \$50 to \$75
- ✓ **MOTION TO APPROVE THE MEETING ROOM POLICY WITH THE SUGGESTED CHANGES, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Fines and Fees: The Board was previously emailed the Fines and Fees document providing a comparison between our fees and the fee structure imposed by Kenton, Campbell, and Cincinnati libraries as well as Lexington, Louisville, and Warren libraries. This is a comprehensive list of all charges for fines, fees and replacement items. After some discussion the Board decided not to change any of our fines and fees beyond the two changed in the Meeting Room Policy in the previous vote.

ACCOUNTANT'S REPORT: Carlyle Ackley handed out copies of the financial statements for November 2013. At the end of 5 months into the fiscal year, BCPL should have 58% or more of the budget remaining to spend. As of November 30, 2013, BCPL has 58% of the budget left to spend. 20% of the projected revenue is yet to be collected.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted the 2014 Reading Challenge. She handed out the bookmark being distributed to customers. Greta Southard also handed out updated policies to be inserted into the Board Manual. She also highlighted the Interact for Health Grant.

- ✓ **MOTION TO CREATE A NEW AGENDA ITEM TO REVIEW THE LIBRARY'S MISSION STATEMENT, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

BCPL's mission statement was written ten years ago and we are not the same library we were back then. The current mission statement is "Working to connect you with the books you love, the information you need, and the world you live in." BCPL has evolved from being a passive repository of books and information to a place of active engagement. Through focus groups and interviews we realized that it is important for us to be a place that helps facilitate the learning process. From cradle to grave we want people to be able to find lifelong learning opportunities at our Library system. Staff recommends we

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adopt a new mission statement of "Discover, explore, experience a lifetime of learning." To accompany the new mission statement we will be using these themes, discover, explore, experience, in our programming by creating an event series for each.

- ✓ **MOTION TO APPROVE A NEW MISSION STATEMENT, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

REGIONAL LIBRARIAN'S REPORT: No report

NEXT MEETING: Tuesday, January 21, 2014, 4:00 p.m. at the Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:52 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 21, 2014

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

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

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, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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

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

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

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

BUSINESS:

Mid-Year Budget Requests: Typically, the budget is reviewed at this time to make any necessary adjustments six months into the fiscal year. The mid-year budget requests for this fiscal year can be broken down into three types: reallocating existing funds from one line to another line (\$20,000), new funds needed to support ongoing operations (\$29,089), and capital funds needed (\$60,000). The Board reviewed each request and took action as follows:

- ✓ **MOTION** TO APPROVE THE REALLOCATION OF \$10,000 FROM PROFESSIONAL SERVICES TO THE FOLLOWING: AUTOMATED SUPPLIES SERVICE CONTRACTS; OPERATING SUPPLIES; MISCELLANEOUS EXPENSES AT MAIN; JANITORIAL WORK AT FLORENCE; INSURANCE; AND WORKER'S COMPENSATION, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE REALLOCATION OF \$5,000 FROM PROFESSIONAL DEVELOPMENT TO TRAVEL, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE USE OF \$60,000 FROM THE CAPITAL PROJECTS FUND TO UPGRADE THE SELF-CHECK MACHINES, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

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- ✓ **MOTION** TO APPROVE THE ADDITION OF \$1,500 TO THE OPERATING BUDGET TO PURCHASE THREE NEW LAPTOPS FOR MEETING ROOMS, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE ADDITION OF \$589 TO THE OPERATING BUDGET TO PURCHASE A PORTABLE LCD PROJECTOR AND SCREEN FOR CHAPIN, SHEREE BREITHOLLE. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE ADDITION OF \$3,500 TO THE OPERATING BUDGET TO PURCHASE SEVENT REPLACEMENT PC'S, SHEREE BREITHOLLE. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE REALLOCATION OF \$5,000 FROM PROFESSIONAL SERVICES TO SOFTWARE FOR AUTOMATED PATCH MANAGEMENT, ERIC RICHARDSON. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE ADDITION OF \$23,500 TO THE OPERATING BUDGET TO MAINTAIN PCI COMPLIANCE, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Carlyle Ackley handed out copies of the financial statements for December 2013. At the end of six months into the fiscal year, BCPL should have 50% or more of the budget remaining to spend. As of December 31, 2013, BCPL has 54% of the budget left to spend. Revenue compared to FY2013 is down. BCPL received a \$30,000 check for the Interact for Health grant.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed. No legislation has been introduced in Frankfort that would affect the Library.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted trustee certification options. Trustees may choose to go online to watch pre-recorded webinars or to attend the Kentucky Public Library Association Conference in April for live presentations. The schedule for records retention is currently under review. Inventory in the system is ongoing. It should be completed in March.

Greta Southard handed out the second quarter statistics showing trends in usage. The number of reference questions answered has increased. Website visits have remained relatively the same when compared to the second quarter of FY2013. The number of programs BCPL offers has increased by 4%. Program attendance has increased by 24%. Outreach program attendance is a contributing factor to increased programming numbers.

Trustee recruitment is open. There was an article in the Recorder and information has been posted on the Library website. To participate in the 2014 Reading Challenge customers record titles read in the specific monthly genre. Southard distributed the 2014 Reading Challenge bookmarks to the Board. She also handed out updated policies to be inserted into the Board Manual. She also highlighted the Interact for Health Grant.

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Carrie Herrmann shared additional information about the 2014 Reading Challenge. The Library has received nice press coverage about this initiative.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the PLA National Conference in Indianapolis, Indiana. This conference will have sessions appropriate for trustees. The trustee tip of the month is about committees. Committees are considered an arm of the Library Board. All meetings of committees are handled the same as board meetings. They are open to the public and subject to open records laws.

NEXT MEETING: Tuesday, February 18, 2014, 4:00 p.m. at the Lents Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:30 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 FEBRUARY 18, 2014

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

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

PUBLIC COMMENT: No public comment.

AGENDA: The February 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 January 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 January was previously mailed to Board Members.

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

BUSINESS:

Trustee Recruitment: One Trustee appointment expires June 2014. Two names must be submitted for the position. The Kentucky Department for Libraries and Archives (KDLA) has requested that names of potential Trustee appointments be sent to them 90 days prior to the expiration of the incumbent's term of service. The Board reviewed the applications.

- ✓ **MOTION** TO SEND 2 APPLICANT NAMES TO THE KENTUCKY DEPARTMENT OF LIBRARIES AND ARCHIVES FOR CONSIDERATION, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Surplus Equipment: A list was submitted to the Library Board of computer equipment that is no longer in service. The equipment has been replaced in accordance with the equipment replacement schedule or due to breakage. 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 DECLARE THE ITEMS ON THE LIST AS SURPLUS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Request for Tax Refund: Taxpayer refunds in excess of \$1,000 are approved by the Library Board.

- ✓ **MOTION** TO APPROVE SFK SEALING SOLUTIONS REQUESTED REFUND OF \$11,727.64 FOR THE 2010 TAX YEAR, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE SFK SEALING SOLUTIONS REQUESTED REFUND OF \$12,388.66 FOR THE 2011 TAX YEAR, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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ACCOUNTANT'S REPORT: Carlyle Ackley distributed copies of the financial statements for January 2014. 48% of the budget remains to be spent. Interest is down. Revenue is up 1% from the same time last fiscal year.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed. The Governor's Budget calls for a fee to be paid by taxing districts to the PVA. This could affect the Library. Watching HB192.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted Boone County Success by 6. There is no new information on the status of the realignment of the United Way Success by 6 efforts. United Way had previously advised the Boone County Success by 6 Board of their intent to fold all of the region's SB6 initiatives into a Center of Excellence. Issues related to governance and funding have not been clarified. There has not been any movement forward on the Center of Excellence concept. BCPL is a funding partner in BCSB6 and retains a seat on the board.

BCPL has submitted a grant proposal for the Will Eisner Innovative Graphic Novel Grant. The grant is for \$4,000. A funding decision will be made later this spring. BCPL has been invited to apply for a Smart Investing @ Your Library expansion grant. Both ALA and the FINRA Foundation were impressed with our Earn Spend Save program. Once again, a staff team is working with the Brighton Center to pull together a grant proposal by the February 21 deadline.

The organization that controls e-rate (USAC) is running low on funds. As a result, they have recommended that all priority two organizations go unfunded. BCPL is on the cusp of being a priority two institution so it is possible that we will not receive e-rate funding for FY2015. Typically, BCPL receives \$31,000 in e-rate funding.

The Community Center on Wheels was involved in a minor accident. A police report was filed indicating that the speed of the other vehicle and ice contributed to the accident. The report was turned over to BCPL's insurance carrier. No one was injured. The CCOW was unscathed; however the other vehicle sustained a broken mirror.

A new kid's version of Kentucky Libraries Unbound is available now. You can search in standard ways, but also by reading level, Lexile level, and ATOS. The site can be viewed in English or Spanish.

Local History staff completed the revision of the Mound Builders Teacher Kit. It is currently being reviewed by a few key community members. Bridget Striker researched the genealogy/history of the Utz-Rouse Cemetery. The cemetery is in the impact zone for industrial development and the project archeologists needed to know who was buried in the cemetery based on historic record. There are no grave stones on the site. This particular cemetery was originally pointed out through a neighbor informant, but was not documented. Bridget Striker's research entailed a deed search going back to the original property owner and genealogically tracing all owner descendants and figuring out where they are all buried—200 years' worth of individuals. Staff was able to account for all adults and any children located in the historic record. None of whom were buried on the property. We believe the neighbor informant was mistaken. The next step is for the archaeologists to remove the soil of where the cemetery location was identified and see if there are any visible grave shafts.

Adult programming began to map against 21st century skills in January. These address the lifelong learning needs of our community, by highlighting the knowledge and skills necessary for life in the 21st century. Both adult and youth services are offering more family oriented programming. Both groups are also tracking the full cost of a program, including staff time and supplies, to assess the cost per attendee.

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REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh, Regional Librarian, was not in attendance. Greta Southard highlighted the Public Library Chart Marker mentioned in the report. These charts compare a county with a similarly-sized county in the state and the country, with all Kentucky libraries, and with all U.S. public libraries. Greta handed out copies of six of the available forty-three charts. Over the next few months she will supply copies of the other charts for review and discussion.

NEXT MEETING: Tuesday, March 18, 2014, 4:00 p.m. at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:50 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 MARCH 18, 2014

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

PRESENT: Pam Goetting, President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Michelle Foster, Technology Coordinator; Charlotte McIntosh, Regional Librarian, KDLA.

PUBLIC COMMENT: No public comment.

AGENDA: The March 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 February meeting were emailed to Board members.

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

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

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

BUSINESS:

Technology Department Long Range Plan: Michelle Foster, Technology Coordinator, presented the long rang plan for the Technology Department, covering FY2015 to 2017. Discussion and questions followed the presentation.

Budget Policy: A copy of the Budget Policy was previously emailed to Board members. This policy will be reviewed for future discussion.

Fixed Asset Management Policy: A copy of the Fixed Asset Management Policy was previously emailed to Board members. This policy will be reviewed for future discussion.

Fund Balance Policy: A copy of the Fund Balance Policy was previously emailed to Board members. This policy will be reviewed for future discussion.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed copies of the financial statements for February 2014. We are 2/3 through the fiscal year. The Library budget should be at 33% or higher remaining to be expended. At this time all line items are above 33%.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed. The Governor's Budget called for a fee to be paid by taxing districts to the PVA. This has been dropped from the budget. Watching HB445.

LIBRARIAN'S REPORT: The Librarian's report was distributed to Board members, along with the April Discover Newsletter and the 2014 Early Childhood Profile for Boone County. Greta Southard highlighted ~~Boone~~ the fact that staff submitted three grant proposal in February: *Preventing Summer Reading Loss—Fueling the Mind*, 2014, through the state library for \$18,181.39; *Artful Aging* for enrichment activities for older adults for \$4,800; and *Earn Spend Save* expansion through FINRA and ALA for \$100,000.

The upgrades to the self-check machines is currently in progress. Four machines on the first floor at Main have been upgraded. The upgrade is proceeding slower than anticipated because the onsite technician has to do more onsite programming. Usually, the equipment is preprogrammed. The Technology Department is in the process of installing Wi-Fi at Chapin. They are also working on installing fax lines for the public at Florence and Scheben. Main currently offers public fax service that is popular with customers.

Scheben was the last location to complete inventory.

Local History has begun digitizing the Boone County Tax List microfilm. They have also received a request from the Legislative Research Center in Frankfort that we provide them with information regarding 20 early Boone County legislators) pre-1900). The information will be added to the LRC database and publications. Bridget Striker, Local History Librarian, and Jennifer Gregory, Collection Services Coordinator, we invited to speak at the annual American Library Association conference on how we do local history. According to the chair of the Local History Group at ALA, there is not another library doing the comprehensive package like BCPL.

BCPL is retiring our READ posters. They will be replaced with posters that highlight our mission. Each poster will emphasize services/collections customers can DISCOVER, EXPLORE, or EXPERIENCE at BCPL. Sixty-five customers submitted quotes and staff have selected twenty-five to use on the new posters. They will be unveiled during National Library Week, April 13-19. Each month, the PR Department works with staff to market a research tool. During February we highlighted Local History research tools and services. The statistics for January and February show an increase in usage. In April we will be promoting Mango, our language database. We are finishing a three month long Storytime promotion in March. Walton reports that their storytime is so busy that they are adding a second storytime, but overall total storytime numbers appear to be lower than they were this time last year. Perhaps weather was a factor?

A fun impromptu event occurred at Scheben on February 16. A pink, stretch Hummer pulled up in front of the library and approximately 16 teenage girls entered the library to get their picture

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MINUTES MARCH 18, 2014

taken with our Josh Hutcherson/*Hunger Games* figure. They were doing a scavenger hunt for a birthday party and one of the tasks was to get a photo with a movie star from Union who is in the *Hunger Games*.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh, Regional Librarian, highlighted the Kentucky Public Library Association Annual Conference in April and the "Enhance Your Library" Standards Tool. BCPL has exemplary status in the state standards. The Trustee Tip of the Month is about Trustee recruitment.

NEXT MEETING: Tuesday, April 15, 2014, 4:00 p.m. at the Walton Branch

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:33 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 APRIL 15, 2014

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh, Regional Librarian, KDLA.

PUBLIC COMMENT: Matt Dedden, Boone County Commissioner introduced two high school students. They presented a plan for use of the undeveloped Hebron property. The proposed plan is a community service project organized by Connor High and Middle schoolers to create and maintain walking trails on the property. The Board asked several questions and requested that the Director gather additional information in order to evaluate the idea.

AGENDA: The April 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 March meeting were emailed to Board members. A correction was made under the Librarian's report.

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

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

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

BUSINESS:

Policy Review: Copies of the Paid and Unpaid Leave Policy were previously email to Board Members. Greta Southard recommends tightening the language within this policy. The Board requested that Greta Southard collect similar policies from Boone County agencies and local libraries for comparison. This policy will be reviewed at the May meeting.

Draft FY2015 Operating Budget: Greta Southard distributed a draft of the FY2015 operating budget currently in development. She also handed out potential capital projects not included in the draft operating budget. The FY2015 draft budget is \$70,000 more than the approved FY2014 budget. The Board requested a flat operating budget compared to FY2014 and that the Capital Projects budget be around \$125,000. A revised budget incorporating the recommendation made during the discussion will be presented at the May Board meeting.

ACCOUNTANT'S REPORT: A representative from the accounting firm could not be present at the meeting due to tax day. A report for March's financials will be delivered at the May Board meeting.

ATTORNEY'S REPORT: There has been no movement on the library law suits and there is nothing at this time in the Kentucky legislature related to libraries.

LIBRARIAN'S REPORT: The Librarian's report was distributed to Board members. The delivery van died on April 15th. Purchase of a new delivery van is in the FY2014 Capital budget. A new one will be purchased on April 16th. First Lady Beshear's visit to the Main Library was very successful. Because her visit could not coincide with an already scheduled story time a special story time with very little publicity

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was scheduled. 43 people attended the special story time. BCPL has submitted a grant to Walmart to supplement the grant submitted to KDLA for the summer Fueling the Mind project. Our new Discover, Explore, Experience posters are now on display at all locations.

The Lents location offered two programs that drew in a large number of participants for that location. The Newport Aquarium offered a Creature Feature program with 62 attendees. 106 people attended the Health Fair. Foot high red letters were painted on the side of the Lents Branch. A police report was filed and the graffiti has been removed.

Main's program on the Beverly Hills Supper Club Fire had a strong turnout of 75 people. Family Science Night at the Main Library had 268 attendees. The Local History Underground Railroad Tour has had great registration. We have added a second session to accommodate the demand. The Main Library was selected as a site to host the MYNKY traveling wall. The wall gives Northern Kentucky citizens the opportunity to take part in the MYNKY campaign and to voice their opinions on what they would like their community to become.

Staff presented several well-received programs at the Kentucky Public Library Association Annual Conference. Wi-Fi has been installed at Chapin. The 3M self-checks upgrade has been completed at Main and Scheben. The upgrade is in process at Florence. New optical scanners have been installed at service desks and on the self-check machines. The new scanners can scan a library card from a smart phone. A public fax machine was installed at Florence. The Scheben public fax machine had to be returned to the manufacturer. It was received broken. They are waiting for a replacement.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh, Regional Librarian, highlighted the Kentucky Public Library News Digest. Instructions on how to subscribe were in her report. The Trustee Tip of the Month is about open meetings.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:12 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 May 20, 2014

CALL TO ORDER: Pam Goetting called the meeting to order at 4:05 p.m

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

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION** TO AMEND THE AGENDA TO ADD A TAX REFUND REQUEST TO NEW BUSINESS AND TO MOVE THE ACCOUNTANT'S REPORT TO BEFORE NEW BUSINESS, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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

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

ACCOUNTANT'S REPORT: Accountant reported on the March and April 2014 financial statements. During April the Library purchased a new delivery vehicle. This was a budgeted expense. The Library has received about \$110,000 less in revenue this year compared to the same time period in the previous fiscal year. Expenditures are up slightly compared to the last fiscal year.

BUSINESS:

FY2015 Draft Budget: The FY2015 General Fund operating budget includes estimated revenues of \$7,263,045 and estimated expenses totaling \$7,904,518. The budget includes a transfer from reserves. Expenses are flat relative to FY2014. The FY2015 Capital Projects budget includes estimated revenue of \$133,000 in interest income. Projects include the refurbishment of the Florence restrooms, installation of a non-water based fire suppression system in Main's server room, repurposing Scheben's computer lab into a small meeting room space for the public, and refurbishing Scheben's Conference room. These projects have an estimated expense of \$95,270.

- ✓ **MOTION** TO APPROVE THE FY2015 GENERAL FUND OPERATING BUDGET AND THE CAPITAL PROJECTS BUDGET AS RECEIVED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Policy Review: BCPL's Sick Leave Policy was given to the Board in April to review. The Board suggested revisions at the April meeting. The suggestions were incorporated into the policy and emailed to Board members. Further recommendations were made. Changes will be made and the policy will be put before the Board in June.

Tax Refund: Meijer requested a refund of \$1,882.01 for the 2012 tax year.

- ✓ **MOTION** TO APPROVE THE TAX REFUND TO MEIJER FOR THE AMOUNT REQUESTED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. Campbell County Public Library received a notice of "No Oral Argument" from the Appeals Court. This was appealed and denied. Kenton County Public Library has not received any notice at this time. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that BCPL is now considered a Special Purpose Governmental Entity. All Special Purpose Governmental Entities have been invited to attend House Bill 1 Financial Disclosure Training. Greta will be attending this meeting on June 11.

The delivery vehicle has been replaced.

BCPL has partnered with Boone County Public Schools to offer One Book One Summer. A book was chosen for each elementary grade. Ten elementary schools are participating. Five schools are purchasing books and giving them to each student. BCPL will host programs throughout the summer centered on the books.

Local History staff have completed the second Teacher Kit—Civil War in Boone County. Work has begun on the third kit based on the Underground Railroad tour.

Early Literacy staff facilitate two play trainings in the community, one at Walton Verona and the other at North Pointe. These Parent Cafes are sponsored by the Boone County Early Childhood Council grant. Early Literacy staff are in the beginning stages of creating and sharing "Early Literacy tips" with our public. These tips will be shared via Facebook, Twitter and email (for our storytime families). These tips will provide parents with everyday activities they can do with their child at home and on the go to help promote Kindergarten readiness. Our goal is to launch these tips by this summer.

At the Kentucky Public Library Association (KPLA) Spring Conference, staff gave presentations on the QR Code Project, the Teacher Kits Project, Chronicles of Boone County, Digitizing Local History project, the classification scheme we use to identify books for beginning readers, youth services programming, informational books for preschoolers, and youth services outreach activities (how we work with the schools). The presentations were well received and everyone came away from the conference with new friendships and potential collaborations.

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

NEXT MEETING: Tuesday, June 17, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:25 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 June 17, 2014

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

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

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, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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

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

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

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

BUSINESS:

Policy Review: The Paid and Unpaid Leave Policy was previously emailed to Board Members. The policy included suggested revisions made during the discussion at the May Board Meeting. The language was changed for clarity.

- ✓ **MOTION** TO APPROVE THE PAID AND UNPAID LEAVE POLICY WITH SUGGESTED EDITS TO CLARIFY LANGUAGE, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Surplus Equipment: Board approval is needed to surplus equipment. A list was previously emailed to Board Members. The surplus list includes component parts that were removed as part of the self-check upgrade. This includes 16 touch screen monitors and 16 computers. Because each self-check was priced as a unit, it is difficult to determine the value of individual components. A unit includes a RFID pad, computer, connecting cables, receipt printer, monitor, and barcode scanner as well as user interface and communication software. Staff proposes donating the surplus equipment to the Public Library of Cincinnati and Hamilton County to use as replacement parts in their facilities. Some of the newer computers are already in use at BCPL as catalog workstations and will be saved for use in other low overhead applications.

- ✓ **MOTION** TO SURPLUS EQUIPMENT ON THE LIST, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Accountant's Letter of Engagement: The accountant's letter of engagement was previously emailed to the Board for review and approval. The fees and scope of work have stayed the same for FY2015.

- ✓ **MOTION** TO APPROVE THE ACCOUNTANT'S LETTER OF ENGAGEMENT AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

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FY2014-2015 Board Meeting Schedule: A proposed meeting schedule was previously emailed to Board Members. The proposed schedule reflected the current meeting pattern and time.

- ✓ **MOTION** TO APPROVE THE FY2014-2015 BOARD MEETING SCHEDULE, CHANGING THE MEETING TO THE THIRD MONDAY OF EVERY MONTH BEGINNING WITH THE JULY 2014 BOARD MEETING. A CALENDAR REFLECTING THE DATES, TIME, AND PLACE OF THE MEETING WILL BE POSTED FOR THE PUBLIC, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Election of Officers: In accordance with bylaws, the Board elects officers at the annual meeting (June) in even numbered years. The Board has not been notified by the Fiscal Court of its composition for FY2015. This item was tabled until the July meeting.

ACCOUNTANT'S REPORT: Accountant reported on the May 2014 financial statements. This covers eleven months of the fiscal year. The revenue received up to this point is less than budgeted. Expenses look to be slightly less than budgeted.

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.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that she attended the Special Purpose Governmental Entities (SPGE) Financial Disclosure training. At this training they were informed that all SPGEs must file financial information with the Auditor's office and continue to file the UFIR. The UFIR is used by another governmental agency in data collection efforts. Initially, SPGEs had been told that the UFIR would not need to be filed.

The library has been awarded a \$1,400 grant from the National Center for Families Learning to implement Camp Wonderopolis. This grant provides funding for inter-generational programing focused on science programming and includes funding for family meals at the events. This is the second year we have been awarded the grant. These programs will be held at the Scheben Branch.

The library has submitted a grant application for \$2,500 to SWON for makerspace funding. If awarded the funds would be used to implement makerspace programming at the Florence Branch.

Boone County Success by 6 (BCSB6) is exploring options prior to renegotiating the memorandum of understanding with United Way. United Way serves as the fiscal agent for BCSB6 as well as a financial partner. Other financial partners include Boone County Extension Office, Northern Kentucky Health District, Boone County Fiscal Court and BCPL.

A laptop was stolen from the Youth Services Department at the Main Library. Because it has geolocation software staff were able to give the location to the Boone County Sheriff's Office. We are waiting for word on this matter.

Amy Foster, Branch Manager at Scheben, has been accepted into the Leadership Northern Kentucky program.

Greta Southard attended the Walton Community Meeting. Walton Verona Schools will be moving to all day kindergarten in the fall of 2014. School officials are interested in sending staff to speak with BCPL Youth Services staff regarding our picture book classification system.

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

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip about the benefits of Summer Reading programs.

NEXT MEETING: Monday, July 21, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President