

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES July 26, 2011

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

PRESENT: Pam Goetting, President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Barbara Bardes; Sharon Elliston, Attorney; Carlyle Ackley, CPA; Brock Mackay, Viox and Viox; Megan Disolva, Viox and Viox; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh, Regional Librarian, KDLA

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

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

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

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

BUSINESS:

Update from Viox and Viox: Megan deSola and Brock MacKay handed out summary of workshop #2 Survey responses. At the time of the meeting they had tabulated 136 responses with more still to be added. Concepts that include green space scored the highest with retail/home development scoring lowest on the survey. Viox and Viox asked two companies to provide a quote to appraise the land and to provide recommendations for the highest and best use of the land. Viox and Viox recommended that due to the size of the parcel, one of these companies should be retained to add this information to the report for the Library Board. After discussion the Board felt that due to the shelf life of these valuation reports, they would like to wait until after they receive the report from Viox and Viox. The final presentation of the report will be made at the September board meeting. At that time a date will be set to present the information to the public.

Board Meeting Schedule: At the June Board meeting the Board decided to move the regularly monthly meeting to the third Tuesday of the month. A schedule was previously emailed to Board members reflecting the new dates.

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

Election of officer: According to board bylaws, officers are elected every two years. This year, due to relocation the office of Vice President is now vacant.

- ✓ **MOTION** TO NOMINATE BARBARA BARDES TO FILL THE REMAINING TERM OF VICE-PRESIDENT WHICH WILL EXPIRE JUNE 30, 2012, CHRIS GRUBBS. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

VOTING COMMENCED. BARBARA BARDES WAS ELECTED TO FILL THE REMAINING TERM OF THE OFFICE OF VICE-PRESIDENT.

2011 tax rate: A historical look at tax rates (compensating, 4%, and the adopted rate) covering 2000-2010 was previously emailed to the Board. Greta Southard distributed the document from KDLA for

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2011-2012 showing the current rate of 5 cents, the compensating rate, and a 4% increase. Charlotte McIntosh recommended that when the board sets the tax rate, they should look at the long range plan to know what services the library wants to offer in the future.

ACCOUNTANT'S REPORT: No report. The books are held open until late in July to account for all expenditures for FY2011.

ATTORNEY'S REPORT: No report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard reported that she received a letter from a member of the public requesting a meeting with her to ask questions about budget, services, and how the Board works. She met with the meeting requestor and 3 additional community members to discuss the library's program of work and to answer any questions they had.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh added that KLA did receive enough signatures and money to receive a license plate.

NEXT MEETING: Tuesday, August 16, 2011, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:37 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
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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; Chris Grubbs, Secretary; Sharon Elliston, Attorney; Stephanie Huhn, CPA;; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh, Regional Librarian, KDLA

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

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

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

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

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

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

BUSINESS:

2011 Tax Rate: Stephanie Huhn distributed a packet showing anticipated revenue at the current tax rate according to the accountant's calculation, anticipated revenue at the current tax rate according to KDLA, anticipated revenue at the compensating rate of 5.1, and the 4% rate at 5.3. This packet also included 5 year history comparing revenue and expenditures and the amounts assigned to the reserve accounts. A discussion ensued over how long the library can continue to operate at a deficit, how expenditures have been cut, and the economic outlook for the future.

- ✓ **MOTION TO ADOPT THE COMPENSATING TAX RATE OF 5.1 FOR REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

2011 Auto/Watercraft Rate: This is a separate tax rate from the property tax rates. This rate was established in 1983 and, by statute, may not be increased. The rate is 3 cents per \$100 valuation.

- ✓ **MOTION TO ADOPT THE AUTO/WATERCRAFT RATE OF 3 CENTS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

Review of Success by Six Memorandum of Understanding: Greta Southard reviewed the function, make up and funding of Success by Six. Sb6 operates under the United Way with Boone County agencies contributing \$25,000 each year. A new contract has been drawn up removing the specified amount. According to the new contract, each agency contributes an amount determined by the respective governing boards. As part of this agreement BCPL supplies the Community Center on Wheels.

- ✓ **MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING AS RECEIVED, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Review Annual Report: Greta Southard distributed a draft copy of the annual report that will be filed with the state library. She stressed that this is a snapshot on June 30, 2011 and will not reconcile with the auditor's report. This report compares fiscal years 2010 and 2011. She highlighted total operating revenue, collection expenditures, staff expenditures, collection size, circulation, library visits, computer usage, number of programs and number of people who attended the programs.

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- ✓ **MOTION** TO ACCEPT THE ANNUAL REPORT, BARBARA BARDES. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: No report. The books are held open until late in July to account for all expenditures for FY2011.

ATTORNEY'S REPORT: Sharon Elliston will file the report required by KRS 65.070 that lists, among other things, the official name of the organization, names of the current trustees and changes since the last report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted that the library has received two grants: a \$2,000 grant from Target for the 2012 Summer Reading Program to serve homeless children in Boone County and a \$750 grant for programming connected to hosting the Lincoln: The Constitution and the Civil War exhibit. BCPL was selected as one of 200 locations to host this exhibit. The HVAC system at Main has been operating inefficiently. Several sensors were not working properly. With the problem identified, this should lead to a reduction in energy costs in the future. The Community Center on Wheels was under repair the entire month of July. Staff continued to visit sites and offer storytimes.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Kentucky Library Conference in September and the Trustee Certification Program. The trustee tip of the month was on dealing with the press.

NEXT MEETING: Tuesday, September 27, 2011, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:47 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

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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; Chris Grubbs, Secretary; Charles Seal; Sharon Elliston, Attorney; Carlyle Ackley, CPA; Brock Mackay, Viox and Viox; Megan de Sola, Viox and Viox; Carter Dickerson, Viox and Viox; Emmet Hayes, Architect; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator;

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

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

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

- ✓ **MOTION TO APPROVE THE MINUTES OF THE AUGUST MEETING AS RECEIVED, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

Update from Viox & Viox: Viox & Viox received 26 surveys from the first workshop. Based on the surveys and comments made at the first public meeting, Viox & Viox drafted 8 possible responses for land use at the Hebron site. More than thirty people attended the second public meeting and 131 people returned the survey. Four of the responses received very high marks from the public. These responses revolved around keeping green space in the area. Viox & Viox also spoke with real estate experts. There is a high level of industrial vacancy. The experts also remarked that at peak, the property would have been worth \$100,000 per acre. Today they estimate the value at \$30,000 per acre. Viox & Viox also met with Boone County Planning Commission and County Administrators to discuss the Hebron land. Viox & Viox handed out a Master Land Use Plan for the Hebron property based on public response and the discussions with real estate experts and county people. Preliminary recommendations include: 10 acres for the library; 10 acres for a passive park to include a trail system, shelters, seating areas, and a fishing pond; .5 acres for a play ground; .5 acres for community gardens; 1 acre for a dog park; .5 acres for an outdoor community gathering space or a senior assisted living center; and 2.1 acres for single family residential. They viewed this as a cultural/family center—one large space to stimulate the mind and the body. This will be a destination for the family. Viox & Viox do not recommend an amphitheater for this site. A final plan/recommendation will be sent to the board by mid-October. A final public meeting will take place to present the plan in early November.

Strategic Planning: Greta Southard handed out a document that suggested a process and timeline for updating the strategic plan. BCPL last engaged in strategic planning in 2004 with periodic updates. We did meet identified major initiatives of that plan. It is now time to look at the strategic plan again. She recommends using a community based planning approach called Planning for Results. Under this approach a planning committee will convene comprised of representatives from community stakeholders. This committee will also have one representative from the Board and one staff representative. The Planning For Results process is used by KDLA to determine grant eligibility and as a data gathering tool as part of the annual report. Greta also recommends using a consultant to facilitate the various meetings. She does not believe that the vision and mission will significantly change. However, she believes we will have fewer goals with milestones identified as a way to measure progress toward the goals but yet retain flexibility to make adjustments and take advantage of strategic partnership opportunities. The timeline will

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be finalized in November with the consultant. The community based planning group will convene in February with a final plan submitted to the Library Board in late May or early June.

- ✓ **MOTION** TO APPROVE THE STRATEGIC PLANNING PROCESS AS PRESENTED, ACCELERATING THE TIMELINE TO SYNC UP WITH THE BUDGET PROCESS, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Refund Due Sheriff: The audit for the Settlement of the 2009 Tax collection has been conducted. The 2009 Sheriff's Settlement financial report indicates that BCPL owes the Sheriff's Department a refund of \$221.00.

- ✓ **MOTION** TO REFUND \$221.00 TO THE SHERIFF'S DEPARTMENT AS INDICATED BY THE AUDIT FOR THE SETTLEMENT OF THE 2009 TAX COLLECTION, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Refund Authorization Statement: BCPL has received a request from the Sheriff's Department to authorize the Boone County Sheriff to issue refunds for the Boone County Public Library of amounts up to but not exceeding \$1,000.00 out of the current collections. Any refund above \$1,000.00 must be reviewed by the appropriate official of the Boone County Public Library.

- ✓ **MOTION** TO ALLOW THE BOONE COUNTY SHERIFF'S DEPARTMENT TO ISSUE REFUNDS FOR BOONE COUNTY PUBLIC LIBRARY OF AMOUNTS UP TO BUT NOT EXCEEDING \$1,000.00 AND THAT THE SHERIFF'S DEPARTMENT WILL PROVIDE QUARTERLY REPORTS DETAILING THIS ACTIVITY, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: The auditors have begun their work. Carlyle Ackley handed out a modified accrual report for FY2011. At the October meeting, he will present the auditor's report and the report for the first quarter of FY2012.

ATTORNEY'S REPORT: No report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted the Fact Sheet for FY2010-2011. She also spoke about the School-Library partnerships report. This document was shared with Commissioner Charlie Walton and Judge Executive Gary Moore at a recent meeting. This report has also been shared with staff at the Boone County School District. Putting this report together has helped staff determine what data we need to collect and keep in the future. Greta spoke briefly about bed bugs and that the approach the library has taken is the best one according to experts in the field to minimize the potential exposure to bugs. This issue has made staff reevaluate facilities and furniture. Greta also highlighted the Leadership Northern Kentucky Camp Joy experience.

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

NEXT MEETING: Tuesday, October 18, 2011, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:37 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Chris Grubbs, Secretary; Charles Seal; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Charlotte McIntosh, Regional Librarian; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator;

AGENDA: The October agenda was previously emailed to Board members. Greta Southard asked that the Audit Report be removed from the agenda because it was not completed.

- ✓ **MOTION TO APPROVE THE AGENDA AS AMMENDED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

MINUTES: Minutes of the August meeting were emailed to Board members. Charles Seal mentioned that in a few places his last name had been spelled as "Seals." He asked that the minutes be changed to the correct spelling

- ✓ **MOTION TO APPROVE THE MINUTES AS CORRECTED, BARBARA BARDES. SECOND, CHRIS GRUBBS. 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, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

BUSINESS:

Land Use Master Plan-Report: The Board received the final draft of the Land Use Master Plan. The Preliminary report was presented at the September Board Meeting. Community meetings to present the final plan are scheduled for Wednesday, November 9th, 7:00 p.m. at the Main Library and Tuesday, November 15th, 7:00 p.m. at the Lents Branch. This plan can be referred to by the Library Board when planning the new Hebron Library. Currently there is not a timeline in place for the building project. The Board may choose to adopt any or all portions of the plan. This plan and a cover letter written by Pam Goetting will be posted on the library website for the community to view.

Strategic Planning-Discussion: In consultation with our planning consultant, Sandra Nelson, the meeting dates of the Planning Committee have been moved up and finalized. The first meeting will be Friday, February 24th and the second meeting will be Thursday, March 22nd. These dates are within the budget development period, so the two processes should be in synch with one another. The work of the committee will be facilitated by the planning consultant. Charles Seal volunteered to represent the Library Board on the Planning Committee. The November Board meeting will include a discussion of community members to invite to participate on the Planning Committee.

Refund Authorization Statement-Vote: This item is a follow-up to last month's discussion of Refund Authorization Request from the Sheriff's Department and motion to receive quarterly reports detailing this activity. The Chief Financial Officer at the Sheriff's Department sent the Library the following information:

KRS 134.590 allows the County Sheriff to refund taxes from current collections only if proper authorization is given. If the Sheriff does not have a sufficient amount of funds on hand to make the refund or if authorization is not given, then the taxpayer can make a refund application to each taxing district.

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The statement that was recently sent to you for signature was to authorize the Boone County Sheriff's Department to issue refunds up to but not exceeding \$1,000.00. If an individual refund request exceeds \$1,000.00 a separate authorization will be sent for each refund request.

This process has been in place for years. The authorization statement currently on file was signed in 2009 so we were simply requesting updated statements. I hope that this helps explain the process. If you still have questions, please feel free to give me a call.

Rebecca T. Beach, C.P.A, Chief Financial Officer

Based on this clarification of the process, Greta Southard recommends that the Board makes a motion to approve the refund authorization statement.

- ✓ **MOTION TO APPROVE THE REFUND AUTHORIZATION STATEMENT GIVING THE SHERIFF'S DEPARTMENT THE AUTHORITY TO AUTOMATICALLY PROCESS TAX REFUND REQUESTS UNDER \$1,000, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Kentucky Public Employees' Joinder Agreement and Resolution-Vote: The Joinder Agreement has been reviewed by Legal Counsel. The Joinder Agreement is required for compliance with federal tax law and for continued qualification of the Kentucky Public Employees' 401(k) Deferred Compensation Plan. The Resolution is required for proper adoption of the Joinder Agreement.

- ✓ **MOTION FOR PAM GOETTING TO SIGN THE KENTUCKY PUBLIC EMPLOYEES' JOINDER AGREEMENT AND RESOLUTION AS RECEIVED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the July and August statements. Questions were raised about the large increase in utilities at the Scheben Branch. These bills will be reviewed for possible errors.

ATTORNEY'S REPORT: No report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted that she and Becky Kempf, Public Relations Coordinator for the system, had conducted a signage audit. All interior directional and informational signs will be branded and will have a consistent feel/look/theme. The signage audit led to a closer look at promotional materials. The marketing team is reviewing these materials to simplify and streamline yet be informational. Hopefully, this will lead to a lower printing cost. Greta also highlighted the Quarterly statistical report. September showed a drop in circulation statistics. Greta believes this is because the library stopped purchasing new materials in June and did not begin purchasing materials again until July. We will watch to see if these numbers increase. The 1st Quarter showed a 1.9% increase in circulation. We are now doing an expanded statistical sheet in order to track more of our services. This first quarter did show a large jump in the attendance at youth programs. 20,517 people participated in youth programs this quarter compared to 16,149 people in the same quarter of the last fiscal year. With the cut in the collection budget the Library has increased the holds to copies ratio; so we wait longer to purchase additional copies of materials with customer hold requests. The Library began Text a Librarian service as a replacement for using AskWhyKy.org. AskWhy was a global queue that required dedicated staff to

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monitor the electronic questions. Text a Librarian is a local service only and staff may answer questions while working the desk or preparing other services.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the fact that Kindle's are now compatible with library download materials. She also mentioned the Kentucky has the largest bookmobile fleet in the nation. March 7th is Library Legislative Day in Frankfort. The trustee tip for this month is "How to run a Great Meeting."

NEXT MEETING: Tuesday, November 15, 2011, 4:00 p.m. at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:44 p.m. BARBARA BARDES. SECOND, CHRIS SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

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

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Charles Seal; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; George Sparks, Bertke & Sparks, Inc; Charlotte McIntosh, Regional Librarian; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Amy Beckham, Scheben Branch Manager

PUBLIC COMMENT: Emily Shelton, Grass Roots Tea Party of Boone County expressed concern about the Hebron Land Use Study, as well as transparency.

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

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

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

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

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

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

BUSINESS:

Audit Report: The audited financial statements were presented by George Sparks of Bertke, Sparks & Kramer, Inc. An unqualified opinion was given on our financial statements. Likewise, no exceptions were noted in the report on internal controls. The Board approved acceptance of the auditor's reports.

Surplus Equipment: The board was previously emailed a list of equipment slated for surplus. This is computer equipment that is no longer in service. The equipment has been replaced in accordance with our equipment replacement schedule. Once declared surplus, the equipment will be offered to local Boone County agencies and nonprofits before being recycled.

- ✓ **MOTION** TO APPROVE THE ITEMS LISTED AS SURPLUS, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY

Bank Resolution: A resolution from Heritage Bank was presented to the board for signatures. This resolution removes Nancy Grayson's name and adds Charles Seal's name to the list of individuals on the account.

- ✓ **MOTION** TO APPROVE AND SIGN THE BANK RESOLUTION FROM HERITAGE BANK, CHARLES SEAL. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the September and October statements. The September report included a look at the first quarter. At the October meeting questions were raised about the large increase in utilities at the Scheben Branch. These bills were reviewed for possible errors. In 2010 there had been a billing error which was credited which made the month to month fiscal year comparison look out of balance. The Board received a condensed statement of revenues, expenses and

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fund balances. The report distributed covered July through October. This new report will now be provided monthly.

ATTORNEY'S REPORT: No report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted that inventory is underway. This is the second year that BCPL has conducted an inventory. Lents and Chapin are finished. Florence and Walton will begin their inventory as soon as possible.

BCPL participated in the IMPACT Survey for the first time. This survey gave us information on how the public is using library computers. Greta distributed a copy of the survey results. The two biggest uses of the computers are education and finding a job. 33% of people using our computers to find a job received an interview and 19% of those people were offered a job. People, ages 14-24, using the computers are education focused. 92% of people said they were very happy with the library's technology. This survey will be part of the information given to the community planning group as part of the strategic planning process.

The fire department will be using the house on the 237 property for a training burn down exercise. We are currently seeking quotes for the back fill that will be needed after this is completed.

The Walton Branch reports that wifi use is up. They have to open the meeting room most days to accommodate customers with laptops.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the trustee tip for the month—Trustee Orientation. KDLA will offer a training to cover general state information that trustees should know. Please contact Charlotte McIntosh to schedule this training.

NEXT MEETING: Tuesday, December 20, 2011, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:04 p.m. JIM HENNING. SECOND, CHUCK SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

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

CALL TO ORDER: Pam Goetting called the meeting to order at 4:09 p.m

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Charles Seal; 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, CHARLES SEAL. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE MINUTES ADJUSTING CHRIS SEAL TO CHARLES SEAL AS THE SECOND ON THE ADJOURNMENT, JIM HENNING. SECOND, CHRIS GRUBBS. 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, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

BUSINESS:

Trustee Recruitment: The Kentucky Department for Libraries and Archives has asked the Trustee recruitment begins earlier than in previous years. Two names for each open position should be sent to KDLA 90 days before the term(s) expire. The application will be made available in early January. Information about the opening will be posted on BCPL's website, the county website, facebook, and twitter. A press release will also be sent to local media. A public information meeting will be held on January 31th. Charlotte MacIntosh, Regional Librarian, will lead the public meeting. Applications will be due by January 31st. The Board will choose names to send to KDLA at the February Board Meeting. Greta will contact individuals who applied for the unexpired term to determine if they are still interested in being considered for the two open seats.

Strategic Planning: Greta Southard distributed a list of possible stakeholder organizations/groups in Boone County to serve on the community planning group. The planning committee will develop vision, mission, goals and community impact. Staff will develop the activities to meet the direction given to the library by the planning committee. Discussion ensued about whom to add and delete from the list. Suggestion was made to invite people who are interested in participating in the process to answer a series of open ended questions. Community representatives could be chosen from the pool of interested residents. Greta Southard would like to be able to extend an invitation to participate in the two committee meetings by mid-January. Discussed what resources/information the planning committee will need to make informed decisions. In addition to library and county statistics, this information should include what other groups in Boone County have identified as goals/concerns for the community. This will help to create a more cohesive look at the county.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the November statements. Also, BCPL has been notified by the Kentucky Department of Revenue that beginning in January we BCPL will receive 2% less in telecommunications tax. This will be a reduction of about \$2,000.00 in revenue.

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

ATTORNEY'S REPORT: Sharon Elliston reported on three bills currently being considered by the Kentucky Legislature:

1. BR347/SB49: Prefiled by Senator John Schickel to amend KRS 173.490, relating to public library districts, to allow a county judge executive with the approval of the fiscal court to appoint members or fill vacancies of the library board when any of the prospective appointees presented to the judge, in the judge's opinion, are not suitable.
2. BR46/HB48: Prefiled by Representatives Joseph Fischer and Addia Wuchner to amend KRS 132.010 to change the definition of "compensating tax rate", and to add definitions for "Four (4%) rate", and "Taxing district"; to amend KRS 132.023 to require all taxing districts to calculate separate real and personal property tax rates; and to create a new section of KRS Chapter 173 to require the Department of Libraries and Archives to calculate tax rates for library taxing districts.
3. BR48/HB31: Prefiled by Representative Ron Crimm to create a new section of KRS Chapter 2 to set forth the criteria for the naming of public property owned, maintained, operated, utilized, or leased by the state or any of its political subdivisions, including school districts.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard handed out a copy of a letter to the editor in Cincinnati.com, "Hebron needs a new Library." This letter can be found at <http://communitypress.cincinnati.com/article/C2/20111211/EDIT/312110014/Column-Hebron-needs-new-library>

Greta Southard reported that she is working on handouts for the strategic planning committee. Greta also highlighted that BCPL has been awarded a \$100,000 grant from ALA and the FINRA Foundation. This is contingent upon the successful negotiation of a grant agreement from FINRA. The project includes monies for collection development and 12 months of programmatic activities geared to family financial literacy. Once the agreement is finalized a press release will be issued. Expect the PR to begin in mid to late January.

- ✓ **MOTION TO COMMEND THE PROJECT TEAM THAT WROTE THE SMART INVESTING @ YOUR LIBRARY GRANT, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

She also highlighted the system wide signage audit that has resulted in collapsing several print pieces into fewer pieces. This will create less visual noise for customers and result in lower printing costs for the library.

The Care to Share program was a huge success in the number of partnerships created, the number of people served and the PR generated. Over 270 children benefitted from the resources generated by this program.

Local History staff is continuing to collect 1937 flood interviews and to digitize memorabilia. Staff will be conducting audio interviews at the 1937 Flood River Cruise (sponsored by BB Riverboats) on January 21st.

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

NEXT MEETING: Tuesday, January 17, 2012, 4:00 p.m. at the Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:18 p.m. JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

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

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES January 17, 2012

CALL TO ORDER: Pam Goetting called the meeting to order at 4:09 p.m

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Charles Seal; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator

PUBLIC COMMENT: Emily Shelton spoke about the citizens committee for the strategic plan and asked that the Board consider including a Tea Party member on the committee.

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

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

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

- ✓ **MOTION TO APPROVE THE MINUTES ADJUSTING THE FOLLOWING ITEMS: UNDER AGENDA THE MONTH SHOULD BE DECEMBER AND UNDER MINUTES THE MONTH SHOULD BE NOVEMBER, JIM HENNING. SECOND, BARBARA BARDES. 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, CHARLES SEAL. APPROVED UNANIMOUSLY.**

BUSINESS:

Mid-Year Budget Adjustment: Typically at this time the library board reviews the revenue received and the expenditures. Greta Southard handed out mid-year budget adjustment requests and explained each individual request. Most revisions are primarily due to increase in prices or unanticipated repairs. Ethnographic Observation study was a new budget item. The Ethnographic study includes both observational data and an overlay of demographic data relative to each facility to assess the existing customer service model we use. The study includes an assessment of facility set-up, staff interaction, and messaging. Each location will be ranked on a seven-point scale in dominate behaviors, customer service, way finding, building appearance, brand identity, design, and merchandising. This will provide BCPL with an outside point of view to identify how customers use our facilities and staffing patterns relative to peak usage. This study will help us as we look at alternate models for service to make sure the models match usage patterns. She then answered questions for the board about all budget adjustment requests.

- ✓ **MOTION TO APPROVE THE MID-YEAR BUDGET ADJUSTMENTS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the December statements. At this point we have completed the first 6 months of our fiscal year. 56% of the budget remains. Tax revenue is down 2% as compared to last year.

ATTORNEY'S REPORT: Sharon Elliston reported that there has been no movement on the three bills she is watching for the library.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES January 17, 2012

1. BR347/SB49: Prefiled by Senator John Schickel to amend KRS 173.490, relating to public library districts, to allow a county judge executive with the approval of the fiscal court to appoint members or fill vacancies of the library board when any of the prospective appointees presented to the judge, in the judge's opinion, are not suitable.
2. BR46/HB48: Prefiled by Representatives Joseph Fischer and Addia Wuchner to amend KRS 132.010 to change the definition of "compensating tax rate", and to add definitions for "Four (4%) rate", and "Taxing district"; to amend KRS 132.023 to require all taxing districts to calculate separate real and personal property tax rates; and to create a new section of KRS Chapter 173 to require the Department of Libraries and Archives to calculate tax rates for library taxing districts.
3. BR48/HB31: Prefiled by Representative Ron Crimm to create a new section of KRS Chapter 2 to set forth the criteria for the naming of public property owned, maintained, operated, utilized, or leased by the state or any of its political subdivisions, including school districts.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard handed out a copy of a form given to presenters that details the types of publicity the program received. She also handed out the 2nd quarter statistics. Staff is currently watching trends for print circulation verses downloadable circulation. Inventory is ahead of schedule. Greta Southard reported that BCPL is one of 16 libraries across the nation to receive the Smart Investing @Your library FINRA grant. We will be receiving \$100,000 to do 1 year of programming related to financial literacy education. We have partnered with the Brighton Center on this grant. Carrie Herrmann will act as the project coordinator. We replaced the replacement generator on the Community Center on Wheels. This one seems to be working correctly. The Walton Branch participated in the community wide Christmas on Main event. They had a record attendance of 539. Staffs have begun to use CollectionHQ to help make better decisions with the way we use the collection monies. Greta Southard handed out a copy of the newly redesigned and renamed library newsletter. It is now called "Discover." It is organized chronologically rather than by branch. This larger newsletter replaces several smaller pieces. It was a budget neutral change—longer newsletter consolidating several separately printed pieces. This is a more efficient way to promote services and programs.

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

NEXT MEETING: Tuesday, February 21, 2012, 4:00 p.m. at the Lents Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:03 p.m. JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES February 28, 2012

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

PRESENT: Pam Goetting, President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Charles Seal; 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 February agenda was previously emailed to Board members.

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

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

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

BUSINESS:

Select Trustee Candidate: The board reviewed nine applications received for two positions beginning July 1, 2012.

- ✓ **MOTION** TO SEND NAMES "D" AND "G" AND TO THANK THE INCOMBENTS FOR BEING WILLING TO SERVE A SECOND TERM SHOULD THE JUDGE APPOINT THEM, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Policy Review: Greta Southard handed out Boone County Public Library Standards of Public Conduct. In 2010, the Board approved a Teen Scene Code of Conduct. Staffs feel that BCPL should have a policy that is applicable to all members of the community. After discussion, two changes were made to the policy handed out.

- ✓ **MOTION** TO APPROVE THE POLICY AS AMENDED TO REPLACE THE TEEN SCENE CODE OF CONDUCT, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the modified accrual statements for January. At this point we should have 42% of the budget remaining.

ATTORNEY'S REPORT: Sharon Elliston reported that there has been no movement on two of the bills she is watching for the library.

1. BR46/HB48: Prefiled by Representatives Joseph Fischer and Addia Wuchner to amend KRS 132.010 to change the definition of "compensating tax rate", and to add definitions for "Four (4%) rate", and "Taxing district"; to amend KRS 132.023 to require all taxing districts to calculate separate real and personal property tax rates; and to create a new section of KRS Chapter 173 to require the Department of Libraries and Archives to calculate tax rates for library taxing districts.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES February 28, 2012

2. BR48/HB31: Prefiled by Representative Ron Crimm to create a new section of KRS Chapter 2 to set forth the criteria for the naming of public property owned, maintained, operated, utilized, or leased by the state or any of its political subdivisions, including school districts.

BR347/SB49: Prefiled by Senator John Schickel to amend KRS 173.490, relating to public library districts, to allow a county judge executive with the approval of the fiscal court to appoint members or fill vacancies of the library board when any of the prospective appointees presented to the judge, in the judge's opinion, are not suitable. This bill passed the Senate and has gone to the House for review by the Local Government Committee.

Attorney Brandon Voelker has filed a suit against Campbell and Kenton County Public Libraries. He has sent a copy of a similar suit against Boone County Public Library to our attorney and has asked if we would be willing to reach a settlement. Our attorneys stated that we are always willing to discuss a settlement, but would need some guidance on what he is proposing. Mr. Voelker was going to send us a letter or e-mail setting forth some ideas we could present to the Board for consideration. He also requested information about any NC17 rated DVDs the library may own. BCPL does not own any DVDs with this rating.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard handed out a Strategic Planning Document. Every group identified as a stakeholder group to be invited to participate has accepted. An open call has gone out to the community asking people to apply to serve on the strategic planning committee. This call is on the website and has been pushed out via facebook, twitter and uploaded to NKY.com. Staff will review the applications and select the community members for the strategic planning committee. She highlighted that BCPL has received a \$1,000 YALSA grant. The Library has submitted a Dollar General Literacy Grant proposal partnering with Boone County Schools for a \$15,000 grant. Greta Southard has started looking at a facility plan for the new Lents Branch. She had originally planned to update a plan started 5 years ago. However, she is looking at assumptions of size of facility, physical collections and usage of the building; the original plan may have to be totally changed. The information gleaned from the Ethnographic Study will also impact the facility planning assumptions.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the importance of attending Legislative Day on March 7th in Frankfort. She encouraged BCPL to attend with staff, trustees, and community supporters. She also highlighted the Trustee Certification program that will take place at the Kentucky Public Library Association Conference on April 12, 2012 in Bowling Green.

NEXT MEETING: Tuesday, March 20, 2012, 4:00 p.m. at the Main Library.

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

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES MARCH 20, 2012

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Chris Grubbs, Secretary; Charles Seal; 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 March agenda was previously emailed to Board members.

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

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

- ✓ **MOTION** TO APPROVE THE MINUTES AS RECEIVED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

TREASURER'S REPORT: The Treasurer's Report for February was previously mailed to Board Members. BCPL was notified that a duplicate automobile tax payment was received and the payment was refunded.

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

BUSINESS:

Hebron property (Information): Greta Southard received a call inquiring about the land next to the 2.1 acre triangular piece of property across the road from the larger piece of property. Community member is interested in purchasing this property. It is adjacent to property he owns. The triangular property is currently valued in excess of \$200,000 on the tax rolls. BCPL will hire an appraiser to supply a current market value of the land so that an asking price can be determined and communicated to the inquirer.

The burn down of the old house on the larger piece of property may happen in April. The fire department will set the date.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the modified accrual statements for February. At this point we should have 33% of the budget remaining. As of the February 29, 2012, statements 39% of the budget remained.

ATTORNEY'S REPORT: Sharon Elliston reported that there has been no movement on two of the bills she is watching for the library.

1. BR46/HB48: Prefiled by Representatives Joseph Fischer and Addia Wuchner to amend KRS 132.010 to change the definition of "compensating tax rate", and to add definitions for "Four (4%) rate", and "Taxing district"; to amend KRS 132.023 to require all taxing districts to calculate separate real and personal property tax rates; and to create a new section of KRS Chapter 173 to require the Department of Libraries and Archives to calculate tax rates for library taxing districts.
2. BR48/HB31: Prefiled by Representative Ron Crimm to create a new section of KRS Chapter 2 to set forth the criteria for the naming of public property owned, maintained, operated, utilized, or leased by the state or any of its political subdivisions, including school districts.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
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BR347/SB49: Prefiled by Senator John Schickel to amend KRS 173.490, relating to public library districts, to allow a county judge executive with the approval of the fiscal court to appoint members or fill vacancies of the library board when any of the prospective appointees presented to the judge, in the judge's opinion, are not suitable. This bill is still under review by the House Local Government Committee.

Attorney Brandon Voelker has filed a suit against Campbell and Kenton County Public Libraries. There has been no movement to file a similar suit against BCPL.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted that KDLA has approved the slate of candidates to fill the 2 positions that will open at the end of June 2012. The library has been nominated as a 2012 B.E.S.T. Partner of the Year by Longbranch Elementary and for the SWON Library of the Year Award. Greta Southard wrote a letter of support for 4C for Children to aid them in securing funding from the University of Kentucky. Boone and Kenton County Public Libraries and Public Library of Cincinnati and Hamilton County were invited to participate in a discussion with CVG regarding partnering for a "Book Nook" at the airport. BCPL has partnered with Boone County Schools and Boone County Adult Education to apply for a \$15,000 grant from Dollar General Family Literacy Foundation to extend our literacy activities. The Strategic Planning Committee will meet March 21, 2012. It consists of three community members, representatives from invited community groups, Charles Seal as the Library Board representative, a Reference Librarian as a staff representative and a member of TAG. The Freestore Foodbank will bring its mobile food pantry to the Florence Branch on April 12th. Greta will email "Boone County Public Library Working to Support Education" to members of the Board. This document shows July-December 2011, activities of the library that support education in Boone County Public Library. She handed out "Snapshot of Boone County—25 years of Library Trends." This was put together by KDLA highlighting total expenditures, number of borrowers, total circulation, library visits, and total square feet. Greta was invited to participate in the education initiative "All American City Award" which will hopefully translate into a grant application. Geoff Davis' office sent a letter acknowledging and congratulating BCPL on the Exemplary Status awards by KPLA.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the trustee tip of the month.

NEXT MEETING: Tuesday, April 17, 2012, 4:00 p.m. at the Walton Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:52 p.m. CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES APRIL 17, 2012

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; Chris Grubbs, Secretary; Charles Seal; Sharon Elliston, Attorney Ziegler & Schneider; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator

PUBLIC COMMENT: No public comment.

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

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

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

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

TREASURER'S REPORT: The Treasurer's Report for March was previously mailed to Board Members. There was a question about the deposit from the telecommunications tax. Discussion ensued about the E-rate tax on monthly phone bills. It helps libraries underwrite public internet access.

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

BUSINESS:

Strategic Planning update (Discussion): Issues that staff identified facing Boone County and the Library were the same issues the community planning group identified. The community planning group identified four strategic directions on which the library should concentrate:

1. Enriching People's Lives: Read, View, and Listen
2. Providing Welcoming Spaces: Boone County Community Center
3. Building Boone County Connections: Past, Present, and Future
4. Helping Our Young People Succeed: Formal Learning Support

With the way the world changes, these are designed to be revisited every 3-5 years. Each direction was discussed so that a definition could be developed. The definitions will be written and presented to the Board at the May meeting. Once these are approved, staff will develop a more detailed internal document showing desired outcomes and evaluation tools to measure the outcomes using the logic model outcome based evaluations. This model is used by funders and granting organizations. In the end BCPL would like to develop a graphical representation of the directions, inputs, and outcomes we want for the public.

There are implications for the four directions:

- **Collection Development:** Philosophy will change from a "just in case" to a "just in time" model. Our current collection was built in accordance with the goals of the prior strategic plan; that the library would provide information that the community might need. In a time of limited resources it is prudent to re-evaluate this strategy and build the collection based upon what does circulate.
- **Purposeful use of Space:** Repurposing internal space to more accurately reflect usage patterns in each facility.
- **Staffing Patterns:** Positions are not automatically filled. Jobs are being rethought and retasked. Staff is being retasked and in some cases transferred.

First Draft FY13 Budget (Discussion): This is a flat budget with the exception of facilities, health care and retirement. KY retirement is rising to 19.55% as compared to 18.96% in FY12 budget and health care is expected to increase by approximately 12%. BCPL is working on changing the renewal date for health insurance to July rather than January. This

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES APRIL 17, 2012

will help with future budget planning. Facility increases are due to the rising cost of utilities and maintenance. The Board wished to let Greta Southard know they appreciated her attempt to keep a flat budget for FY13.

ACCOUNTANT'S REPORT: No report

ATTORNEY'S REPORT: Sharon Elliston reported that the three bills she was watching did not pass this legislative session.

1. BR46/HB48: Prefiled by Representatives Joseph Fischer and Addia Wuchner to amend KRS 132.010 to change the definition of "compensating tax rate", and to add definitions for "Four (4%) rate", and "Taxing district"; to amend KRS 132.023 to require all taxing districts to calculate separate real and personal property tax rates; and to create a new section of KRS Chapter 173 to require the Department of Libraries and Archives to calculate tax rates for library taxing districts.
2. BR48/HB31: Prefiled by Representative Ron Crimm to create a new section of KRS Chapter 2 to set forth the criteria for the naming of public property owned, maintained, operated, utilized, or leased by the state or any of its political subdivisions, including school districts.
3. BR347/SB49: Prefiled by Senator John Schickel to amend KRS 173.490, relating to public library districts, to allow a county judge executive with the approval of the fiscal court to appoint members or fill vacancies of the library board when any of the prospective appointees presented to the judge, in the judge's opinion, are not suitable.

All of these bills could be filed again at the next session.

Attorney Brandon Voelker has filed a suit against Campbell and Kenton County Public Libraries. There has been no movement to file a similar suit against BCPL.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard handed out third quarter statistics for the system. Web circulation (ebooks, eaudiobooks, streaming video, and downloadable music) currently account for 6% of BCPL's total circulation. Therefore the FY13 collection budget allocates 6% to downloadable items.

The appraisal for the small piece of Hebron property is due the week of April 16th. The library board feels it would be fiscally irresponsible to sell the property for less than the appraised value.

A RFP is being put together for a coffee shop/café at the Main Library. Proposal is to test for one year. The contract would specify that the vendor pays \$50 per month in rent or 1% of the profits, whichever is larger.

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

NEXT MEETING: Tuesday, May 15, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:26 p.m. JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES May 15, 2012

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; Chris Grubbs, Secretary; Charles Seal; Carlyle Ackley, CPA Bramel & Ackley; Sharon Elliston, Attorney Ziegler & Schneider; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator

PUBLIC COMMENT: No public comment.

AGENDA: The May 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 April meeting were emailed to Board members.

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

TREASURER'S REPORT: The Treasurer's Report for April was previously mailed to Board Members. There was a question about the deposit from the telecommunications tax.

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

BUSINESS:

Budget (Vote): Greta Southard presented a budget to the board taking into account the discussion regarding the first draft of the FY13 budget at last month's meeting. The budget presented to the board has combined the Audio Visual and the Book Funds into one Fund now called Collection Materials. The Funds for purchasing eBooks have been moved from the Electronic Resources Fund to the newly created Collection Materials Fund. This will allow staff to reallocate collection spending priorities within the Fund as needed. The budget has total projected revenue of \$6,907,500 and projected expenses of \$7,886,460. This is an increase of \$56,650 over the FY12 budget. Most of the increase had to do with facility maintenance, health insurance, and KY retirement and revised lower revenue projections. Discussion ensued. Greta was directed to cut an additional \$56,650 in expenses to reduce expenses to the FY12 level.

- ✓ **MOTION TO APPROVE THE FY2013 BUDGET AS A FLAT BUDGET COMPARED TO FY2012, NOT TO EXCEED \$7,829,926, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Hebron Land (Discussion): The appraisal was received from Nickerson & Tranter Appraisal Services, Inc., for the 2.30 acre site in Hebron. They assessed the land at \$172,500. The appraised value was shared with an interested buyer. This property is currently zoned as Rural Suburban Estates. The appraiser's opinion is that the land is best suited for a church or daycare. The library will not actively market the land at this time, but will keep the appraisal for future inquirers.

Policies (Discussion): The Kentucky Department for Libraries and Archives has suggested 10 policies they feel Libraries should have in place to ensure good governance and appropriate oversight mechanisms. Currently, BCPL has 3 of the recommended policies: Investment, Purchasing and Fraud. Additionally, BCPL has an existing Trustee Orientation practice which the state recommends be codified in policy. Over the course of the summer, Greta Southard will bring forward the remaining policies for review and approval. At May's meeting the board reviewed and discussed Fiscal Responsibility, Conflict

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of Interest, Board Reimbursement of Expenses, and Trustee Orientation. These will be revised to reflect the discussion and voted on at the June Board meeting.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the modified accrual statements for March and April.

ATTORNEY'S REPORT: Sharon Elliston reported that Attorney Brandon Voelker has proposed that BCPL to enter into an agreement and his clients will drop their threat to file suit against BCPL. Mr. Voelker has filed a suit against Campbell and Kenton County Public Libraries. The Board has requested more information.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard mentioned that the KDLA Summer Reading/Summer Feeding grant has been amended and approved. The Florence Branch will host meals for children for 8 weeks this summer on four days. A fifth day of food service will occur at one of our community stops.

Café proposals are being received currently and several individuals have toured the facility and space.

The Youth Services Department in conjunction with Public Relations is crafting a monthly newsletter for schools detailing services BCPL can offer to the schools and matching our materials to curriculum.

This summer, we are partnering with the Parks Department to offer concerts. The Live@Your Library concerts will be performed at various parks throughout Boone County with the Main Library acting as the rain location.

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

NEXT MEETING: Tuesday, June 19, 2012, 4:00 p.m. at the Main Library.

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

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

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CALL TO ORDER: Pam Goetting called the meeting to order at 4:09 p.m

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

PUBLIC COMMENT: Doug Bivens, speaking on behalf of Blue Star, expressed his concern over Blue Star's tax bill and the amount of taxes Blue Star was paying for the Library. He thought that the Library's tax rate was close to 18 cents and it initially appeared from the copy of his tax bill provided to Board Members that it was 18 cents. The Board expressed their concern as the Library's rate is only 0.051 cents. The Board assured Mr. Bivens that they would look into the issue as it appeared the rate was wrong on the tax bill. After Mr. Bivens left the meeting, it was discovered that the way the tax bill was printed was misleading. The various columns on the tax bill used different font sizes and the rate did not appear directly across from the taxing entity's name. The Library's rate was correct at 0.051 cents. The fire district's rate (which appeared across from the Library's name) was 18 cents. Greta Southard will follow up with Mr. Bivens.

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

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

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

- ✓ **MOTION** TO APPROVE THE MINUTES AS AMENDED TO CORRECT TYPOGRAPHICAL ERROR, BARBARA BARDES. SECOND, CHARLES SEAL. 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, CHARLES SEAL. APPROVED UNANIMOUSLY.

BUSINESS:

Fiscal Responsibility: Reviewed and discussed the revised draft of the Fiscal Responsibility Policy. Document revisions were based on the prior discussion at the May meeting.

- ✓ **MOTION** TO APPROVE THE FISCAL RESPONSIBILITY POLICY AS RECEIVED, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Board Reimbursement of Expense Policy: Reviewed and discussed the revised draft of the Board Reimbursement of Expense Policy. Document revisions were based on the prior discussion at the May meeting. Discussion ensued regarding the language used in the third paragraph of the policy.

- ✓ **MOTION** TO APPROVE THE BOARD REIMBURSEMENT OF EXPENSE POLICY AS AMENDED, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Trustee Orientation Policy: Reviewed and discussed the revised draft of the Trustee Orientation Policy. Document revisions were based on the prior discussion at the May meeting. Discussion ensued regarding whether or not to say "New Board" or "Board" throughout the policy. The "New Board" language was added where appropriate.

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

FY2013 Meeting Calendar: Greta Southard presented the schedule of Library Board Meetings for FY2013. Discussion ensued. The meetings will continue to be held on the third Tuesday of the month at 4:00 p.m.

- ✓ **MOTION** TO APPROVE THE FY2013 MEETING CALENDAR AS PRESENTED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the modified accrual statements for May. This completed 11 months of FY2012. BCPL is under budget at this point. Based on this information the Board asked Greta Southard to estimate how much it would cost to operate a new Hebron Branch. They asked her to compare the estimate to current operation costs at the Lents Branch. This will help the Board to determine if we have the funds to operate a larger, newer facility.

ATTORNEY'S REPORT: Sharon Elliston reported that there has been no movement to file a suit against BCPL by Attorney Brandon Voelker. Mr. Voelker has filed a suit against Campbell and Kenton County Public Libraries.

Regarding questions asked about the Library's Meeting Room Policy, we cannot discriminate against groups wanting to use the meeting rooms. The Library followed the policy.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard added a meeting on June 19th with the Community Needs Assessment Committee as well as a meeting on June 18th that the KY State Auditor convened with special taxing districts. BCPL has completed the requested survey by the State Auditor prior to the June 26th deadline. The Library follows all laws and meets all deadlines and requirements. Greta Southard handed out a final copy of the budget.

She handed out school/library partnership talking points to the Board. This information will help the board respond to questions about how the library supports education and the schools. In addition, the library will continue to send all members of the Fiscal Court a copy of the Library's newsletter.

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

NEXT MEETING: Tuesday, July 17, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:42 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President