

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

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:01 p.m

PRESENT: 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

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION** TO CHANGE THE AGENDA TO DEFER BOARD CERTIFICATION DISCUSSION TO A LATER MEETING, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE AGENDA AS AMENDED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

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

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

BUSINESS:

Auditor Engagement : Three years ago Boone County Public Library hired Bertke, Sparks & Kremer, Inc. for multi-year contract to conduct the annual audit. At the time, they quoted a third year price of \$6,600. The engagement letter for the third year charges a lower price of \$6,500. This letter is to engage Bertke, Sparks & Kremer, Inc. to conduct the FY2012 audit.

- ✓ **MOTION** TO ENGAGE BERTKE, SPARKS & KREMER, INC. TO CONDUCT THE FY2012 AUDIT AT THE PRICE OF \$6,500, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Surplus Equipment: Twice a year the library surpluses equipment. This equipment is either removed due to breakage or age as related to the replacement schedule. Any equipment still usable is scrubbed and then every attempt is made to donate it to another agency in the community.

- ✓ **MOTION** TO ACCEPT THE MATERIALS LIST AND TO DECLARE IT AS SURPLUS, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.

Open Records Policy: The Open Records Policy is a policy recommended by KDLA that all library boards adopt. The library has an open records policy approved in 1976. This policy mixes policy and procedure and does not meet the needs and laws of the current time.

- ✓ **MOTION** TO REPEAL THE 1976 OPEN RECORDS POLICY AND TO APPROVE THE NEW OPEN RECORDS POLICY PRESENTED TO THE BOARD, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

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Partnership/Sponsorship Policy: The Partnership/Sponsorship Policy is a policy recommended by KDLA that all library boards adopt. The Director had previously emailed a draft of a Partnership/Sponsorship Policy for the Board to consider. After some discussion, the Board added the statement to section 4 "Partnerships and sponsorships with a cash contribution in excess of \$2,500 require Board Approval."

- ✓ **MOTION TO AMEND THE POLICY PRESENTED TO THE BOARD BY ADDING THE STATEMENT ABOVE TO SECTION 4, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE PARTNERSHIP/SPONSORSHIP POLICY AS AMENDED, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Conflict of Interest Policy: The Conflict of Interest Policy is a policy recommended by KDLA that all library boards adopt. This Policy was presented to the Board at the June meeting. The edits recommended by the Board were made to the policy defining the meaning of "immediate family." The definition used is the same definition used in the employee handbook. After further discussion section four was edited to replace "grandparents" with "grandchildren."

- ✓ **MOTION TO APPROVE THE CONFLICT OF INTEREST POLICY AS AMENDED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley had no report for July. The books are held open late than normal for year-end work.

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.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted the FINRA grant, handing out a short document with talking points about the Earn Spend Save program the FINRA grant is supporting. She also reported that work has begun on the annual report to KDLA. The annual report will be presented at the next Board meeting. She answered questions regarding service animals in the library.

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

NEXT MEETING: Tuesday, August 21, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:05 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 August 21, 2012

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

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

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

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

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

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

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

BUSINESS:

2012 Tax Rate: The tax rates and the PVA information provided by the Kentucky Department for Libraries and Archives were reviewed. Board Members also looked at an historical document showing tax rates, estimated revenue and actual revenue for FY2001-FY2012. Carlyle Ackley presented budget projections based on the information received from KDLA and the PVA. Discussion ensued regarding the difference in rates, assessed values of property in Boone County is dropping and the foreclosure rate in the county.

- ✓ **MOTION TO ADOPT THE COMPENSATING RATE, CERTIFYING A TAX RATE OF 5.2 CENTS PER \$100 ASSESSED VALUE ON REAL PROPERTY AND 5.2 CENTS PER \$100 ASSESSED VALUE ON PERSONAL PROPERTY, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

2012 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 ADOPT THE RATE OF 3 CENTS PER \$100 VALUATION FOR THE AUTO/WATERCRAFT TAX RATE, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Board of Trustees Ethics Policy: This policy provides the ethical framework for Library governance and decision making. Discussion ensued as to when and how often the conflict of interest statement should be signed—every year, or as board members are sworn into office. Also discussed separating the policy as presented to the board so that the policy is a stand-alone document with a separate acknowledgement of the policy.

- ✓ **MOTION TO ACCEPT THE BOARD OF TRUSTEES ETHICS POLICY AS AMENDED TO BE SIGNED BY ALL BOARD MEMBERS AT THE FIRST MEETING OF EACH FISCAL YEAR, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

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BCPL Values Statement and Core Values: This functions as the code of ethics for the staff and will be included in the Employee Manual. These statements provide a framework to guide staff about organizational values and were crafted in part by a staff work group.

- ✓ **MOTION TO APPROVE THE BCPL VALUES STATEMENT AND CORE VAVLUES AS PRESENTED, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Review Annual Report: The annual report was shared with the board comparing FY12 and FY11. This report is due to KDLA August, 27, 2012. Key highlights included public computer usage, the number of registered borrowers; the number of reference transactions, size of the collection, circulation, Interlibrary loans are up and borrows are down (indicating our collection is better meeting the needs of Boone County), and program attendance is up.

- ✓ **MOTION TO ACCEPT THE ANNUAL REPORT AS RECEIVED, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

Trustee Certification: Trustee Certification is voluntary. Charles Seal has completed the certification process. There are 5 required courses: Board Organization; Policy; Library Trustee & Director Roles; Library Budgets; and Advocacy. Trustees can take the 5 courses online at their leisure or can attend the Kentucky Public Library Association Conference to take all five courses at once. Board members present decided to become temporarily certified for two years and work towards the permanent four year certification.

ACCOUNTANT'S REPORT: Carlyle Ackley had no report. The books are held open later than normal for year-end work.

ATTORNEY'S REPORT: Sharon Elliston had no report.

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 calculation based on the annual report that shows the value of library service received by Boone County residents. For every \$1 in tax money received, Boone Countians received \$6.22 in value in the use of materials, programs and services. She also highlighted that a café vendor has been chosen for the Main Library, and that staff are creating a resource guide on "constructive ways communities can respond to hate groups and free speech issues." The Library recently began using Better World Books to sell some of BCPL's donations and withdrawn items online. Money from these sales is deposited with Ingram, a book vendor the library uses, and we receive a credit to purchase more collection materials. Greta Southard shared a copy of the American Library Association magazine where BCPL was profiled for our use of the American Dream Grant.

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

NEXT MEETING: Tuesday, September 18, 2012, 4:00 p.m. at the Main Library.

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

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES SEPTEMBER 18, 2012
REVISED

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:06 p.m.

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

PUBLIC COMMENT: No public comment.

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

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

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

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

BUSINESS:

Distribution/Collection of Acknowledgement and Disclosure Statement (Discussion): At the August meeting the Library Board approved an Ethics Policy. They did ask that the policy and the acknowledgement and disclosure statement be separated from the policy. Greta Southard handed out the form to be signed every year by all board members at the July meeting (or when a new board member is installed). The form was signed by all board members and collected by Greta Southard to be kept on file.

ACCOUNTANT'S REPORT: The audit is in progress.

ATTORNEY'S REPORT: Sharon Elliston reported that Brandon Voelker [inquired about the Board's willingness to enter into a settlement regarding the tax rate.](#)

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard distributed a new insert for the Board Manual that includes all policies approved over the last two months. The Library received a rebate due to the Affordable Health Care Act. This will offset some FY13 expenditure. Greta Southard handed out the Equality, Diversity and Tolerance Guide, a new resource created by BCPL staff to give to community members concerned with this subject. She also handed out the Douglas County Library (Co) report showing the New York Times bestsellers list comparing pricing of physical books for libraries and consumers; and the pricing of eBooks for libraries and consumers. This report also shows the number of titles not available to libraries for purchase. Earn Spend Save adult programming kicks off September 19th. Regional librarians will be visiting BCPL to look at the youth services portion of Earn Spend Save. They believe that this can be duplicated at other libraries across Kentucky. Greta Southard and other Northern Kentucky Library

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Directors from Campbell, Grant and Kenton presented to the Northern Kentucky City and County Management Association. They spoke about current library usage regarding statewide, local and national trends; current library services; current issues facing libraries on the federal, state and local level; and the future of libraries--changes in use and the developments we are monitoring.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh answered questions regarding the Meet and Greet for Northern Kentucky. The purpose of these events is to have legislators come to the library and to have library users talk to legislators. There is no date set for the Northern Kentucky Meet and Greet.

NEXT MEETING: Tuesday, October 16, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:50 p.m. CHRIS GRUBBS. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES OCTOBER 16, 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; 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 October agenda was previously emailed to Board members.

- ✓ **MOTION** TO APPROVE THE AGENDA AMENDED TO INCLUDE PERSONNEL MATTER UNDER BUSINESS, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

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

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

BUSINESS:

Accountant Letter of Engagement (Discussion/Vote): Carlyle Ackley, CPA, presented the FY2012 and FY2013 letter of engagement to the Library Board. There is no change in services or price from FY2011. Each letter is for a term of one fiscal year. This is a standard letter in the industry.

- ✓ **MOTION** TO ENGAGE CARLYLE ACKLEY OF BRAQMEL & ACKLEY, PSC. FOR FY2012 AND FY2013 UNDER THE TERMS OF THE ENGAGEMENT LETTERS, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Establishment of a library foundation (Discussion): Greta Southard distributed an informational packet about library foundations that are 501(c) (3) entities. A foundation can be as simple or as complex as you wish. Greta's vision is to use the foundation to accept large donations and as a vehicle to enable us to apply for grants. Many private funders only make grants to 501 (c) (3) entities. This would allow BCPL to leverage funds. A community member would like to donate \$5,000 to support the collection. This has brought the idea of a foundation to the attention of the administrative staff. Donations are currently deposited into the general fund and used for operational costs. There is not a mechanism to extend the life of a donation beyond the fiscal year in which it is donated. BCPL cannot use public monies to pay the legal fees and the document filing fees to set up a foundation. Bylaws, policies, vision and mission need to be developed for the foundation. Discussion included ways to recognize donors, how to choose board members for the foundation, investing donations and using interest or a percentage of the investment towards activities, and how to pay for initial filing fees which are estimated to cost between \$2,000 and \$2,500. The foundation would be part of the annual audit. The Board asked Greta to continue research on library foundations.

Personnel Matter (Discussion):

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES OCTOBER 16, 2012

- ✓ **MOTION TO ENTER IN AN EMPLOYMENT CONTRACT WITH CURRENT DIRECTOR FOR ANOTHER THREE YEARS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley reported on June 30, 2012 financial statements. For FY2012, the revenue was 5% greater than budgeted. Carlyle Ackley reported on the July 2012 and August 2012 financial statements. The audit will be available at the November 2012 meeting.

ATTORNEY'S REPORT: Sharon Elliston reported that she received an audit letter from Bertke & Sparks asking about pending or threatened litigation. She responded with information about threatened litigation by Mr. Brandon Voelker. Sharon Elliston also reported that the suits against Kenton and Campbell County Public Libraries have been moved from federal court to their respective county courts.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted a meeting with Trish Rayner, YMCA, exploring the idea of collaborating on programming in the southern end of the county. Plumbing in the staff lounge at the Main Library would not meet building code if the sink for the café was added. Instead staff is exploring locating the three compartment prep sink in the mechanical room. The café should open in November. The Main Library will hold a used book sale October 19-21. The One Book Author, Rick Robinson will talk at the Main Library on October 24th. Greta Southard is doing research for Boone County School staffer interested in creating an in-office collection of HR books and web resources for Boone County School staff. Jim Henning requested that at the November 2012, meeting the new Lents Branch project be revisited. He asked for projected operating costs and building costs.

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

NEXT MEETING: Tuesday, November 20, 2012, 4:00 p.m. at the Scheben Branch.

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

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES NOVEMBER 20, 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; 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 November agenda was previously emailed to Board members.

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

BUSINESS:

Aircraft Tax Abatement Request (Discussion): Judge Moore presented a request to the Board to repeal or phase out the tangible personal property tax on non-commercial aircraft as a means of increasing the airport's competitive position. Discussions are being held with all taxing districts. Tri-Ed and Boone County believe that this will be good for economic development. Currently, businesses are housing their aircraft at Lunken Airport. With the opening of Aero, Boone County could develop land to house aircraft with direct access to the airfield. The county needs to know by December 31, 2012, what BCPL will do about this issue. The accountant and the attorney were asked to compile relevant information regarding this issue and the Board will revisit at the December Board Meeting.

Audit Report (Discussion/Vote): George Sparks, CPA, Bertke & Sparks, Inc., presented the FY2011-2012 Audit Report to the Board. The library received an unqualified opinion, meaning that the financial statements presented fairly the financial position of the BCPL. This is a third party confirmation of financials and internal controls.

- ✓ **MOTION** TO ACCEPT THE REPORT AS PRESENTED, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Friendly Market Request (Discussion): Pam Goetting presented a request from the Developer of the Friendly Market Project asking the Library District to join with the county in creating a tax increment financing (TIF) district.

Lents Update (Discussion): Discussion of activities year-to-date on the Hebron land—removal of house burned to the basement floor and the removal of the basement floor, garage slab, concrete foundation, footer, etc.. Staff have looked technology and service changes that will be recommended for the new building. Examples include express check out, automated check-in, sorting system, drive through, 24/7 access through pick up lockers. The building will be built with the idea of adding space as needed later. Viox & Viox and Ehmet Hayes, the architect of record, will be at the December meeting to discuss possible next steps.

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

Personnel Matter(Discussion):

- ✓ **MOTION** TO ADJUST THE SALARY OF THE EXECUTIVE DIRECTOR, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the September 2012 and October 2012 financial statements. 77% of the revenue is still to be collected. In early November several CDs came due. All have been renewed for 2 years.

ATTORNEY'S REPORT: No report

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard handed out "Used Book Sale" business card for 2013, the statistics FAQ for FY2012 compiled from the Annual Report submitted to KDLA, and the "Boone County Public Library: Working to Support Education—January 2012 to August 2012" document. The Working to Support Education document is shared with community and school officials. Library will do a report to the community in the January "What's Happening." This information will be taken from the statistics FAQ for FY2012. Greta is currently working on creating a surplus list and an inventory control system for the Walton basement. The Café at Main is still a work in progress. Main was planned with the addition of a café at a later date. However, the codes have changed so we must do some updating in order for all inspectors to sign off on the café. The State Auditor's Special Taxing Districts Database shows that BCPL is 100% in compliance. The database is still being updated as there were several errors when it went live. The report released by the state auditor identified the Kentucky Department for Libraries and Archives and the Kentucky Public Library Association as a Best Practice Case Study. There will probably be a mid-year budget discussion based on facility repair needs. The HVAC system at Main seemed to be comprised of equipment that was new factory design and not field tested at the time. The Main Library has had premature failure based on the mechanical company's failure to properly install the system. Walton programming has taken off after shifting staff to make better use of their talents and skills.

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

NEXT MEETING: Tuesday, December 18, 2012, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:55 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 18, 2012

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; Chris Grubbs, Secretary; Charles Seal; David Schneider, Attorney Ziegler & Schneider; Jim Thelen, CPA Bramel & Ackley; 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, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

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

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

BUSINESS:

Lents: Megan DeSola and team, Viox & Viox, and Ehmet Hayes, Architect, spoke to the Library Board regarding the Hebron land purchased to replace the current Lents Branch. They reviewed the public input, current zoning for land, and presented several options for size and placement of the library facility. They recommended the following steps be taken: identify the size and location of parcel needed for the library, create building program defining the zone and use needs within the library, engineering study of the site, and zoning update from the county planning commission.

Air Craft Tax Abatement Request: The Board tabled this discussion at the November meeting with the intention of revisiting at the December meeting. In November the Board President and the Director met with Jeff Earlywine, County Administrator, regarding the prospect of repealing or phasing out the tangible personal property tax on non-commercial aircraft as a means of increasing the airport's competitive position. Discussions were held with all taxing districts in Boone County.

- ✓ **MOTION** TO APPROVE THE AIR CRAFT TAX ABATEMENT REQUEST FOR 2013, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Trustee Recruitment: Two positions on the Library Board will expire on June 30, 2013 currently held by Charles Seal and Chris Grubbs. Two names must be submitted to the Kentucky Department for Libraries and Archives for each open position 90 days prior to the expiration of the incumbents' terms of service. A banner on the website and a press release will be sent out announcing application opportunity. Applications will be accepted January 2 - 31, 2013. An information meeting convened by the regional librarian will take place on January 29th. The Library Board will review application and select names to forward to KDLA in February. The names will be submitted after the February Board Meeting. In March, KDLA will send the names to the County Judge Executive. The Fiscal Court will make the appointment in June 2013.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES DECEMBER 18, 2012

ACCOUNTANT'S REPORT: Accountant reported on the November 2012 financial statements.

ATTORNEY'S REPORT: Senator Schickel has prefiled BR373, giving the Fiscal County the ability to appoint who they want to the Library Board.

State Auditor is pushing to have special taxing district reform as House Bill 1.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard handed out a copy of the insert that will appear in January's "What's Happening." This is a report to the community on library's services, funds and use. She highlighted the blog that will begin in January called "BCPL: Undiscovered: Things you never knew about your library." Staff will post to the blog twice a month on the 1st and the 15th. Greta highlighted the Local History Location Based Digital Collection Project. QR tags now link historic roadside markers and various Burlington historic buildings to the Chronicles of Boone County. The Local History Department is also working on "What Was There." This is a new site that allows individuals to overlay historic photographs onto the Google Map street view of the current location. LH has been adding images from the Digital Collection and linking back to the Chronicles of Boone County. Greta highlighted a children's program at the Florence Branch that used and LCD projector to show the story they were reading so all the children could easily see and follow along. To do this, staff scanned the pages and put them into a PowerPoint presentation and controlled them using software call Unified Remote which was downloaded to a personal laptop/person phones and allowed the phone to control what happens on the computer screen. The Library has decided to pull out of Northern Kentucky One Book One Community. Staff looked at a ROI for the last several years of the program and determined that the cost per person was too expensive. We will replace this annual event with other reading programs. Café work at the Main Library is progressing.

REGIONAL LIBRARIAN'S REPORT: No Regional Librarian's report

NEXT MEETING: Tuesday, January 15, 2012, 4:00 p.m. at the Florence branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:52 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES JANUARY 15, 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 January agenda was previously emailed to Board members.

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

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

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

BUSINESS:

Mid-Year Budget Adjustments: Greta Southard proposed \$45,469 in operating fund adjustments and the creation of Capital Projects Budget of \$25,000. Of the proposed \$45,469 operating fund adjustments, \$29,000 are to addresses facility issues that have been identified since the FY2013 budget was passed. Additionally, several of the requested adjustments were to reallocate monies from one fund to another to reflect the actual expenses in those funds. As invoices have been paid staff has identified areas that have excess funds versus areas where invoices were more than anticipated during the initial budget planning process. The proposed Capital Projects Budget allocates interest income to support expenses for planning of the new Lents Branch.

- ✓ **MOTION TO APPROVE THE MID-YEAR BUDGET ADJUSTMENT REQUEST FOR FY2013, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Lents: Greta Southard met with Kevin Costello, Planning and Zoning Commission. Currently the Lents site is zoned as Rural/Suburban. In order to build a library on that property he recommended that the library request a zone change to either Recreational or Public Facility. The Library should submit a letter to Planning and Zoning requesting a change in zoning to build a library. Once the zone change is approved by Planning and Zoning, the request is sent to the Fiscal Court for a vote of approval. Greta Southard has scheduled a meeting with Rob Hans, Kentucky Transportation Cabinet, to discuss better access to the library property from 237.

- ✓ **MOTION TO PURSUE ZONING CHANGE FOR THE LENTS PROPERTY FROM RURAL-SUBURBAN TO PUBLIC FACILITY TO BUILD A LIBRARY THROUGH COUNTY APPROVED PROCEDURE, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Accountant reported on the December 2012 financial statements. The library has 55% of the budget left to spend. Expenses have exceeded revenue by \$2,348,000. Carlyle

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

Ackley is projecting that the Library will have approximately a \$600,000 deficit. We are ahead 2% over last fiscal year.

ATTORNEY'S REPORT: Sharon Elliston is tracking SB21, giving the Fiscal Court the ability to appoint who they want to the Library Board. It is currently in committee. The Legislature has convened until February. Sharon Elliston has been researching some of the questions asked regarding setting up a Library Foundation. She has learned that the IRS can take up to one year to approve 501c3 organizations.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that BCPL is in the process of filling out and submitting the necessary documents for e-Rate funding. The funding takes into consideration the participation in the school district's free and reduced lunch program. Last year, BC School District had 19,984 students and 6,238 (31.2%) of them qualified for free or reduced lunches. This year, the District had fewer students, 19,492, but more qualified for the free or reduced lunch program, 6,918 (35%). As a result of this change, BCPL will receive more money from the e-Rate program. This is, however, bad news for children in BC. Greta Southard also highlighted that the Kentucky Retirement System contribution for FY2013-2014 will be 18.89%. This is a slight decrease from the existing 19.55%. Trustee recruitment is under way. Applications are due January 31, 2013. Legislative Day will be February 20, 2013, if you are interested in attending please contact Greta. She also passed out a copy of the first Library blog post. Posts will be made the first and fifteenth of the month.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh encouraged the Board to attend Library Legislative Day on February 20, 2013. She explained that Greta Southard sets up one-on-one appointments to speak with Legislators regarding library issues. These appointments are followed by a rally in the Rotunda where legislators speak about supporting libraries. Charlotte McIntosh also reported that State Auditor Edelen says that libraries are an example of a best practice for taxing districts and noted that Susan Hildreth, Institute of Museum and Library Service (IMLS) Director, says that Kentucky's funding system for libraries is the best in the nation.

NEXT MEETING: Tuesday, February 19, 2012, 4:00 p.m. at the Lents Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:55 p.m. CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES FEBRUARY 19, 2013

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; Debbie Pleatman, 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, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

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

- ✓ **MOTION** TO APPROVE THE MINUTES CORRECTING SB21 TO SB20 UNDER THE ATTORNEY'S REPORT, BARBARA BARDES. SECOND, CHARLES SEAL. 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, CHARLES SEAL. APPROVED UNANIMOUSLY.

BUSINESS:

Trustee Recruitment: Two Trustee appointments are due to expire June 2013. Two names must be submitted for each Trustee position. Nine applications were reviewed.

- ✓ **MOTION** TO SEND CANDIDATES H. AND F. TO THE KENTUCKY DEPARTMENT OF LIBRARIES AND ARCHIVES AS POTENTIAL TRUSTEE APPOINTMENTS, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO SEND CANDIDATES I. AND A. TO THE KENTUCKY DEPARTMENT OF LIBRARIES AND ARCHIVES AS POTENTIAL TRUSTEE APPOINTMENTS, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Accountant reported on the January 2013 financial statements. BCPL is 7 months through the fiscal year. The expenditures in fiscal year 2013 are within 1% of the expenditures in fiscal year 2012.

ATTORNEY'S REPORT: HB1 passed through the House and is sitting in the Senate. SB20 is still in committee. The tax payer law suit in Kenton and Campbell Counties had oral arguments. Both a Kenton and a Campbell County Judge heard the oral arguments at the same time.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted the following items from the report. She sent a letter to Boone County Planning and Zoning formally requesting a zoning change for the land in Hebron. The training process for new hires

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES FEBRUARY 19, 2013

has been updated. The Library blog has had three posts and 2,000 visits so far. Staff is in the process of changing the confirmation email for booking the meeting rooms. The Youth Services Department submitted an IMLS planning grant proposal. Greta Southard handed out information about HB1. This bill is endorsed by the State Auditor. Libraries have no problem with this bill as written. Greta Southard attended a community meeting convened by Kathy Reutman, Boone County Schools. Boone County has been invited to apply for a planning grant regarding healthy community initiatives. If accepted, the planning grant could lead to a grant funded project in the county. February 20, 2013, is Library Legislative Day in Frankfort. Greta has appointments with Senator Schickel and Representative Santoro.

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

NEXT MEETING: Tuesday, March 19, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:59 p.m. BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES March 19, 2013

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:33 p.m

PRESENT: Barbara Bardes, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh, Regional Librarian, KDLA;

ABSENT: Pam Goetting, President listened via conference call.

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, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

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

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

BUSINESS: No new business

ACCOUNTANT'S REPORT: Accountant reported on the February 2013 financial statements. BCPL is 8 months through the fiscal year. The expenditures in fiscal year 2013 is within 1% of the expenditures in fiscal year 2012. The fiscal year 2013 revenue is up slightly from revenue in fiscal year 2012.

- ✓ **MOTION TO APPROVE THE ACCOUNTANT'S REPORT AS RECEIVED, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: SB20 is still in committee. HB1 passed both the House and the Senate. We are waiting to see how this will affect BCPL. The Library will need to pay a filing fee to place the budget on the open web site being created by the State Auditor's office. BCPL will need to add this annual fee to the budget.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that the 2010 Virtual Reference Sub Grant is now closed. She reported that the Trustee candidates have been forwarded from KDLA to the Fiscal Court. As the result of an electrical power outage at the Main Library everything with a motor running was knocked out. It bypassed our existing surge protection. This seems to have been an issue with several businesses near the Main Library. More surge protection is now being added. On February 20, 2013, BCPL had a site visit from the FINRA grant rep. We are still waiting for a copy of the report she filed, but she seemed very pleased with our progress. The Frederick Douglas program received good press coverage and as a result has 125 attendees. Greta Southard is currently serving on the review team for the state public library standards. BCPL is one of 5 libraries in Kentucky to be named Exemplary, which is the highest level. Greta will

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES March 19, 2013

forward an email from the state library to the Library Board regarding webinars trustees may be interested in attending. Greta Southard reported at the February meeting that she is working with a Boone County coalition on a grant. Boone County's grant application has moved on to the next phase. Greta reported on a discussion she had with a Cincinnati Bell representative regarding high speed internet access. 25.1% of Boone County homes do not have access to high speed internet. The number of homes in Boone County without high speed internet access has increased with the economic downturn. This led to a discussion of how BCPL will provide access to our online collection if ¼ of the community does not have internet.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh answered what questions she could about the impact of HB1 on libraries. There is a lot that still needs to be determined. She reminded trustees about the KPLA Conference April 7-10, 2013. On the 7th, classes leading to trustee certification will be offered. Charlotte also reminded the board that in the future, we must use the Constitutional Oath to swear in new trustees.

NEXT MEETING: Tuesday, April 23, 2013, 4:00 p.m. at the Lents Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:56 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 April 23, 2013 Special Meeting

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; Charles Seal; Debra Pleatman, Attorney Ziegler & Schneider; Dave Schneider, 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 April 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 March 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 March was previously mailed to Board Members.

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

BUSINESS:

Pending Litigation:

- ✓ **MOTION TO MOVE THE BOONE COUNTY PUBLIC LIBRARY BOARD INTO CLOSED SESSION UNDER KENTUCKY REVISED STATUTES 61.810, SECTION 1, SUBSECTION C (KRS 61.810(1) (C) TO HOLD DISCUSSIONS INVOLVING THE LIBRARY LITIGATION. THE REASON IS TO DISCUSS STRATEGY FOR THE PENDING LITIGATION, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY. THE BOARD ENTERED CLOSED SESSION AT 4:08 P.M. THE BOARD RECONVENED THE OPEN MEETING AT 4:41 P.M.**
- ✓ **MOTION TO AUTHORIZE BOONE COUNTY PUBLIC LIBRARY ATTORNEY AND THEIR LAW FIRM, ZIEGLER & SCHNEIDER, TO DEFEND BCPL IN THE MATTER OF PENDING LITIGATION, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

Draft Budget: The first draft was put together using fiscal statements as of February 2013 as the basis of next year's revenue projections. Money will need to be added to professional services to pay additional attorney's fees due to the lawsuit. A Capital Projects budget has not been created at this point in time. The Facilities Manager is investigating some possible projects. Board asked Greta Southard to create an ideal budget and a flat budget compared to FY 2012-2013.

ACCOUNTANT'S REPORT: Accountant reported on the March 2013 financial statements. BCPL is 9 months through the fiscal year; 75% of our budget year is complete. Compared to FY2012, FY2013 has increased revenue and decreased expenses.

ATTORNEY'S REPORT: No report

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES April 23, 2013 Special Meeting

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that BCPL received notification from KDLA that our grant application, Preventing Summer Reading Loss-Fueling the Mind, totaling \$11,055 has been approved. Staff are in the process of writing a companion grant through Wal-Mart that would provide funding to feed the adults as part of the Fueling the Mind project. Staff are writing a grant through Better World Books called LEAP (Literacy in Education and Action Project) to incorporate a Technology Boot camp and after school activities at the Chapin location. The Walton Branch hosted the Walton Community Meeting which is a convening of city and county agencies updating each other on their work. BCPL is looking at ways to work more closely with the Walton-Verona School System. They will be observing our Fueling the Mind Project in hopes of being added into the grant for summer 2014. The Café at the Main Library is open. They will have their official grand opening in June.

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

NEXT MEETING: Tuesday, May 21, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:34 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES MAY 21, 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; Chris Grubbs, Secretary; Chuck Seal; Sharon Elliston, Attorney Ziegler & Schneider; Stephanie Huhn, CPA; 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, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

FY2014 Budget: Greta Southard distributed a proposed Capital Projects Budget. The Facilities Manager has been researching how BCPL can reduce ongoing facility operating expenses in the future. Two capital proposals are presented.

Proposal #1 is to replace the 2004 delivery vehicle which has over 100,000 miles, is not fuel efficient, and is requiring more maintenance due to age. The recommendation is to purchase a new fuel efficient vehicle. A lease vs. purchase analysis was conducted; based on that analysis, the staff recommendation is to purchase a vehicle.

Proposal #2 addresses lighting and HVAC issues at three locations, a total of eight possible projects were identified, and an Energy Study. The Lents Branch currently uses florescent lighting that is now obsolete. The Facilities Manager recommends replacing this lighting with something that is more energy efficient. Both Lents and Florence have issues with outdoor lighting. Florence and Scheben both have HVAC issues. Florence's HVAC system is older and inefficient. The utility bill at Florence (13,000 square feet) is 2/3 the cost of the utility bill at Scheben (35,000 square feet). Scheben has issues with moderating the temperature in the building. A monitoring system needs to be installed. The projects are divided into recommended to proceed now and recommended at a later time with more research. Staff recommends funding three of the eight projects identified as "proceed". Total capital budget requested at this time is \$61,264. The capital budget could be funded through the projected \$133,000 interest income from the Capital Projects Investment Fund.

- ✓ **MOTION TO APPROVE THE CAPITAL PROJECTS BUGDET AS PRESENTED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Greta Southard presented a proposed operating budget. Revenue projections for FY2014 are based on actual receipts as of April 2013. Most increases in FY2014 budget compared to FY2013 budget occurred

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES MAY 21, 2013

in personnel and attorney fees for pending litigation. Discussion ensued regarding actual spent funds versus budgeted amount.

- ✓ **MOTION TO APPROVE A FLAT OPERATING BUDGET COMPARED TO FY213 OF \$7,875,279, REDUCING THE PROPOSED BUDGET BY \$181,577, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Insurance: Correspondence was received from the insurance carrier informing BCPL that the policy does not provide defense or indemnity coverage for the current actions. The plaintiffs do not seek relief for which the Policy provides coverage.

Policy Review: The Kentucky Public Library Association Standards recommends periodic reviews of Library Board Policies. The policies will be reviewed over the next year. Policies for Audit, Budget, Fiscal Responsibility and Fund Balance were distributed for Library Board Members to review and revise, as needed, at the June Board Meeting.

ACCOUNTANT'S REPORT: Accountant reported on the April 2013 financial statements. Compared to the same time period in FY2012, FY2013 has increased revenue of \$390,000 and interest is down \$46,000.

ATTORNEY'S REPORT: Campbell and Kenton County Public Libraries have filed motions to appeal litigation decision with the Kentucky Supreme Court. This bypasses the Court of Appeals due to the statewide implications. Both libraries have requested immediate relief to not roll back tax rate until a final decision is made.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted the presentation given by Holocaust Survivor, Werner Coppel. At least 650 people attended the presentation. One person protested the speaker; however, there was no disruption to the event. Local History staff has been coordinating with the Rabbit Hash Historical Society to add a QR tag walking tour to the Rabbit Hash Historic District. The QR tags and the corresponding "Chronicles of Boone County" pages for each of the tags have been created.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. The need to adopt Boone County's Ethics Code by December 31, 2013 was highlighted. This is mandated by HB1.

NEXT MEETING: Tuesday, June 18, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:17 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 JUNE 18, 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; Chris Grubbs, Secretary; Charles Seal; 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 June 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 May 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 May was previously mailed to Board Members.

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

BUSINESS:

Pam Goetting took a moment to publicly thank outgoing Library Board Members, Chris Grubbs and Charles Seal for their service on the Library Board.

City of Walton Representative: Matt Brown, Walton City Council, tentatively requested time at the Board meeting to discuss the concept of joint use facilities. Mr. Brown is exploring various avenues for locating a community recreation center in the City. Judge Moore referred Mr. Brown to BCPL based on the success of the partnership in Petersburg. Due to a conflict Mr. Brown was not able to attend.

Policy Review: All board policies are recommended to be reviewed yearly to meet KPLA standards. At the May meeting Greta Southard distributed copies of the Audit, Budget, Fiscal Responsibility, and Fund Balance policies. At the May meeting there was a brief discussion about language in the Budget Policy. Greta Southard recommends that the Library Board postpone changing the language until the Department for Local Government releases the new forms, dates, and process that will be implemented as a result of the passage of HB1. No

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES JUNE 18, 2013

recommended changes to the other policies. The review date will be updated to reflect that the Library Board looked at each policy.

Greta Southard distributed the Board Expense Reimbursement, Fixed Asset Management, Fraud, and Investment(s) policies to review at the July meeting. Discussion occurred with regards to the Fraud Policy. Language needs to be added to include technology. Carlyle Ackley had several suggestions for updating the Investment(s) Policy.

2014 Board Meeting Calendar: Two draft calendars for FY 2014 Library Board meetings were presented. Option A follows the current pattern of meeting on the third Tuesday of each month at 4:00 p.m. Option B sets the meetings on the third Thursday of the month at 4:00 p.m.

- ✓ **MOTION TO APPROVE OPTION A AS THE MEETING SCHEDULE FOR FY2014, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Accountant reported on the May 2013 financial statements. Compared to the same time period in FY2012, FY2013 has increased revenue, and lower interest and expenses. June 30, 2013 is the end of the current fiscal year. Two CDs will mature in July. Carlyle Ackley will talk to local banks to find the best terms. Typically the library uses 2 year CDs when obtainable. Carlyle Ackley will contact the auditors asking for an engagement letter for Board action. He also presented the Board with his engagement letter. His terms are the same as last year. The Board requested a statement be added to the engagement letter about the accountant acting as Investment Officer in accordance with the Investment(s) Policy. The letter will be resubmitted with the added statement at a later meeting.

ATTORNEY'S REPORT: The lawsuit against BCPL has been staid until August. Campbell and Kenton County Public Libraries have filed motions to appeal litigation decision with the Kentucky Supreme Court. This bypasses the Court of Appeals due to the statewide implications. KPLA has hired an attorney to file an amicus brief in the Kentucky Supreme Court agrees to hear the case.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that KPLA/KDLA convened a statewide meeting in Elizabethtown to apprise Directors and Trustees of the litigation. Greta shared a handout from this meeting that shows potential impact to public libraries in Kentucky. At this meeting they handed out talking points that were developed by BCPL.

Greta attended the Boone County Planning Commission's Long Range Planning/Comprehensive Plan Committee meeting to answer any questions regarding the Hebron property zoning change request the Library submitted. The committee approved the request. The committee will submit their recommendations to the Planning Commission. Once the Planning Commission reviews and approves the Comprehensive Plan, it will be submitted to the Fiscal Court for approval. Kevin Wall, Director Zoning Services, anticipates that this will be finalized by the end of the calendar year.

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES JUNE 18, 2013

Clean up of the catalog is ongoing. This project will span two fiscal years in terms of execution and payment. Earn Spend Save has received national recognition. This program was featured in the Smart Investing @ Your Library newsletter. Besides the article, the newsletter linked to many of our radio and TV commercials as an example of effective marketing. Carrie Herrmann has been asked to serve on a panel at the American Library Association Conference in June 2014 to talk about Earn Spend Save.

An analysis of circulation and usage patterns has been shared with the Branch Managers. The Walton Branch Manager wants to change the hours at that location based on the information in this report. Currently Walton is open Monday and Tuesday 9:00 a.m. to 9:00 p.m., Wednesday through Friday 9:00a a.m. to 6:00 p.m and Saturdays 9:00 a.m. to 5:00 p.m. The Branch Manager would like to change to 10:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturdays, open during the school year 1:00-5:00 on Sundays. Further analysis of this potential change will be ongoing.

Greta Southard handed out a copy of the final FY2014 budget as approved at the May meeting.

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, "Records Management, Retention Schedules and Transparency." According to this information the Library Director serves as the Records Manager.

NEXT MEETING: Tuesday, July 16, 2013, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:02 p.m. BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President