

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.

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Chris Grubbs, Secretary

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Pam Goetting, President