

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.

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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