

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

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

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

PUBLIC COMMENT: No public comment.

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

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

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

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

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

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

BUSINESS:

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

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

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

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

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Surplus Equipment: A list of computer equipment that is no longer in service was previously emailed to Board Members. The equipment has been replaced in accordance with the library's equipment replacement schedule or due to breakage. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Every attempt will be made to donate or recycle all usable surplus equipment.

- ✓ **MOTION TO DECLARE ALL THE ITEMS ON THE LIST AS PRESENTED AS SURPLUS, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

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

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

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

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

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

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

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

There are no changes recommended for the Credit Card Policy.

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

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

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

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

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

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

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

ACCOUNTANT'S REPORT: No report

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

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

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

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

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

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President