

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 recommend 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.

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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