

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