

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES September 27, 2011

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:02 p.m

**PRESENT:** Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Charles Seal; Sharon Elliston, Attorney; Carlyle Ackley, CPA; Brock Mackay, Viox and Viox; Megan de Sola, Viox and Viox; Carter Dickerson, Viox and Viox; Emmet Hayes, Architect; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator;

**AGENDA:** The September agenda was previously emailed to Board members.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**MINUTES:** Minutes of the August meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES OF THE AUGUST MEETING AS RECEIVED, CHRIS GRUBBS. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for August was previously mailed to Board Members.

- ✓ **MOTION TO APPROVE THE JULY TREASURER'S REPORT AS RECEIVED, BARBARA BARDES. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Update from Viox & Viox:** Viox & Viox received 26 surveys from the first workshop. Based on the surveys and comments made at the first public meeting, Viox & Viox drafted 8 possible responses for land use at the Hebron site. More than thirty people attended the second public meeting and 131 people returned the survey. Four of the responses received very high marks from the public. These responses revolved around keeping green space in the area. Viox & Viox also spoke with real estate experts. There is a high level of industrial vacancy. The experts also remarked that at peak, the property would have been worth \$100,000 per acre. Today they estimate the value at \$30,000 per acre. Viox & Viox also met with Boone County Planning Commission and County Administrators to discuss the Hebron land. Viox & Viox handed out a Master Land Use Plan for the Hebron property based on public response and the discussions with real estate experts and county people. Preliminary recommendations include: 10 acres for the library; 10 acres for a passive park to include a trail system, shelters, seating areas, and a fishing pond; .5 acres for a play ground; .5 acres for community gardens; 1 acre for a dog park; .5 acres for an outdoor community gathering space or a senior assisted living center; and 2.1 acres for single family residential. They viewed this as a cultural/family center—one large space to stimulate the mind and the body. This will be a destination for the family. Viox & Viox do not recommend an amphitheater for this site. A final plan/recommendation will be sent to the board by mid-October. A final public meeting will take place to present the plan in early November.

**Strategic Planning:** Greta Southard handed out a document that suggested a process and timeline for updating the strategic plan. BCPL last engaged in strategic planning in 2004 with periodic updates. We did meet identified major initiatives of that plan. It is now time to look at the strategic plan again. She recommends using a community based planning approach called Planning for Results. Under this approach a planning committee will convene comprised of representatives from community stakeholders. This committee will also have one representative from the Board and one staff representative. The Planning For Results process is used by KDLA to determine grant eligibility and as a data gathering tool as part of the annual report. Greta also recommends using a consultant to facilitate the various meetings. She does not believe that the vision and mission will significantly change. However, she believes we will have fewer goals with milestones identified as a way to measure progress toward the goals but yet retain flexibility to make adjustments and take advantage of strategic partnership opportunities. The timeline will

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be finalized in November with the consultant. The community based planning group will convene in February with a final plan submitted to the Library Board in late May or early June.

- ✓ **MOTION** TO APPROVE THE STRATEGIC PLANNING PROCESS AS PRESENTED, ACCELERATING THE TIMELINE TO SYNC UP WITH THE BUDGET PROCESS, JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Refund Due Sheriff: The audit for the Settlement of the 2009 Tax collection has been conducted. The 2009 Sheriff's Settlement financial report indicates that BCPL owes the Sheriff's Department a refund of \$221.00.

- ✓ **MOTION** TO REFUND \$221.00 TO THE SHERIFF'S DEPARTMENT AS INDICATED BY THE AUDIT FOR THE SETTLEMENT OF THE 2009 TAX COLLECTION, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Refund Authorization Statement: BCPL has received a request from the Sheriff's Department to authorize the Boone County Sheriff to issue refunds for the Boone County Public Library of amounts up to but not exceeding \$1,000.00 out of the current collections. Any refund above \$1,000.00 must be reviewed by the appropriate official of the Boone County Public Library.

- ✓ **MOTION** TO ALLOW THE BOONE COUNTY SHERIFF'S DEPARTMENT TO ISSUE REFUNDS FOR BOONE COUNTY PUBLIC LIBRARY OF AMOUNTS UP TO BUT NOT EXCEEDING \$1,000.00 AND THAT THE SHERIFF'S DEPARTMENT WILL PROVIDE QUARTERLY REPORTS DETAILING THIS ACTIVITY, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** The auditors have begun their work. Carlyle Ackley handed out a modified accrual report for FY2011. At the October meeting, he will present the auditor's report and the report for the first quarter of FY2012.

**ATTORNEY'S REPORT:** No report.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. In addition to the emailed report, Greta Southard highlighted the Fact Sheet for FY2010-2011. She also spoke about the School-Library partnerships report. This document was shared with Commissioner Charlie Walton and Judge Executive Gary Moore at a recent meeting. This report has also been shared with staff at the Boone County School District. Putting this report together has helped staff determine what data we need to collect and keep in the future. Greta spoke briefly about bed bugs and that the approach the library has taken is the best one according to experts in the field to minimize the potential exposure to bugs. This issue has made staff reevaluate facilities and furniture. Greta also highlighted the Leadership Northern Kentucky Camp Joy experience.

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

**NEXT MEETING:** Tuesday, October 18, 2011, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:37 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President