

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES SEPTEMBER 17, 2013

**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; Eric Richardson, Secretary; Sheree Breitholle; Sharon Elliston, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh, Regional Librarian, KDLA.

**PUBLIC COMMENT:** No public comment.

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

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

**MINUTES:** Minutes of the August 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, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

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

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

**BUSINESS:**

Policy Review: At the August meeting the Legal Council Policy, the Open Records Policy and Procedure, the Partnership/Sponsorship Policy, and the Purchasing Policy were distributed for review at the September Board Meeting. The Trustee Orientation Policy and the Trustee Recruitment and Selection Policy were distributed at the September meeting for review at the October meeting.

One change was recommended to the Legal Council Policy. Staff recommends making language in paragraph five gender neutral.

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

There are no changes recommended for the Open Records Policy and Procedure. These two pieces follow policy and procedure as outlined by state law.

- ✓ **MOTION** TO APPROVE BOTH THE OPEN RECORDS POLICY AND PROCEDURE, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

There are no changes recommended for the Partnership/Sponsorship Policy.

- ✓ **MOTION** TO APPROVE THE PARTNERSHIP/SPONSORSHIP POLICY, BARBARA BARDES. SECOND, JIM HENNING.

One change was recommended for the Purchasing Policy. Staff recommends eliminating the date of the prior board action referenced in the third to last paragraph. Staff also recommended that a glossary of abbreviations used in the document be added.

- ✓ **MOTION** TO APPROVE BOTH THE PURCHASING POLICY AS AMENDED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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**ACCOUNTANT'S REPORT:** The accountant is waiting for the auditor's report for FY2013. Carlyle reported that revenue increased slightly over the previous fiscal year. Expenses increased by approximately 2%.

**ATTORNEY'S REPORT:** Kenton County Public Library and Campbell County Public Library have both filed documents with the Appeals Court. There has been no movement on the appeals.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Greta Southard highlighted three different parking lot altercations at various BCPL locations. There have been complaints about community groups using BCPL meeting rooms. BCPL cannot discriminate against groups using the room. As long as a group or individual meets all the requirements of BCPL's Meeting Room Policy, the room may be booked. The Library cannot endorse or censor groups or individuals. Greta Southard handed out the "Fact Sheet: Fiscal Year 2012-2012," "Boone County Public Library Working to Support Education" document, and an updated summary of the law suit filed against BCPL.

PCI Compliance will have budgetary implications. BCPL must be compliant with these regulations in order to continue accepting credit cards. All credit card internet traffic must be segregated from the rest of the network. We will need to install new credit card readers, upgrade Polaris, install new software and train staff. Several operational policies and procedures need to be updated or created. BCPL does not store credit card numbers so our liability is minimal with regards to theft.

Greta Southard has been asked to participate as a guest speaker at *Library Journal's* "Lead the Change" program at Lexington Public Library on October 8. "Lead the Change" is designed to provide leadership development and education opportunity for library staff. *Library Journal* has taken "Lead the Change" to 24 cities/regions across the United States. This is the first time it has been offered in Kentucky.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip on e-rate discounts. This is based on the number of students enrolled in the free and reduced school lunch program. Last year BCPL received a \$31,000 e-rate discount.

**NEXT MEETING:** Tuesday, October 22, 2013, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:40 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Eric Richardson, Secretary

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Pam Goetting, President