

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

CALL TO ORDER: Pam Goetting called the meeting to order at 4:04 p.m

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

PUBLIC COMMENT: No public comment.

AGENDA: The December 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 November meeting were emailed to Board members.

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

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

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

BUSINESS:

Trustee Recruitment Equipment: Barbara Bardes' Trustee appointment is due to expire June 30, 2014. Two names must be submitted for the position. The Kentucky Department of Libraries and Archives (KDLA) has requested that the names of potential Trustee appointments be sent to them 90 days prior to the expiration of the incumbents' term of service. Recruitment process and timeline were reviewed. Applications will be solicited January 2-31, 2014; candidate informational meeting convened January 28; with an application deadline January 31. Board review and selection process ensues; names forwarded to KDLA. KDLA sends names to County Judge Executive. The Fiscal Court then makes the appointment.

Interact For Health Grant: BCPL has been awarded a \$30,000 grant from Interact for Health (formerly Cincinnati Health Foundation) for our project proposal, *Check It Out: Active Lifestyles*. We will be partnering with multiple agencies in the community to organize quarterly community-wide fun-filled sports and recreation activities and develop activity kits available for check out from the library. The purpose of the grant is to break the physical, social, and economic barriers and get more residents of our county participating in active and healthy lifestyles. Members of the Board completed the Interact for Health Disclosure Form. Determined that there were no conflict of interest to prevent us from being awarded the grant funds.

Meeting Room Policy Review: A copy of the current policy and suggested changes was emailed to the Board previously. Based on review by legal counsel, staff is recommending the following revisions to the Meeting Room Policy:

- Changing "may" to "shall" throughout the document

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- Correcting minor capitalization issues throughout the document
 - Deleting the first paragraph that quotes the old mission statement
 - Adding the following language:
 - All flyers, notices, signs, advertising and/or postings of meeting shall not in any way state or imply that the Library endorses or supports the meeting or the subject being discussed at the meeting.
 - The Library reserves the right to approve flyers, notices, signs, advertising or postings of meetings for conformity with paragraph 15, above.
 - A violation of this policy may result in the ability to use the Library meeting rooms in the future. This decision shall be left to a determination by the Director of the Boone County Public Library.
 - Changing the cleaning fine from \$50 to \$75
 - Changing the damage fine from \$50 to \$75
- ✓ **MOTION TO APPROVE THE MEETING ROOM POLICY WITH THE SUGGESTED CHANGES, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Fines and Fees: The Board was previously emailed the Fines and Fees document providing a comparison between our fees and the fee structure imposed by Kenton, Campbell, and Cincinnati libraries as well as Lexington, Louisville, and Warren libraries. This is a comprehensive list of all charges for fines, fees and replacement items. After some discussion the Board decided not to change any of our fines and fees beyond the two changed in the Meeting Room Policy in the previous vote.

ACCOUNTANT'S REPORT: Carlyle Ackley handed out copies of the financial statements for November 2013. At the end of 5 months into the fiscal year, BCPL should have 58% or more of the budget remaining to spend. As of November 30, 2013, BCPL has 58% of the budget left to spend. 20% of the projected revenue is yet to be collected.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted the 2014 Reading Challenge. She handed out the bookmark being distributed to customers. Greta Southard also handed out updated policies to be inserted into the Board Manual. She also highlighted the Interact for Health Grant.

- ✓ **MOTION TO CREATE A NEW AGENDA ITEM TO REVIEW THE LIBRARY'S MISSION STATEMENT, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

BCPL's mission statement was written ten years ago and we are not the same library we were back then. The current mission statement is "Working to connect you with the books you love, the information you need, and the world you live in." BCPL has evolved from being a passive repository of books and information to a place of active engagement. Through focus groups and interviews we realized that it is important for us to be a place that helps facilitate the learning process. From cradle to grave we want people to be able to find lifelong learning opportunities at our Library system. Staff recommends we

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adopt a new mission statement of "Discover, explore, experience a lifetime of learning." To accompany the new mission statement we will be using these themes, discover, explore, experience, in our programming by creating an event series for each.

- ✓ **MOTION** TO APPROVE A NEW MISSION STATEMENT, BARBARA BARDES. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

REGIONAL LIBRARIAN'S REPORT: No report

NEXT MEETING: Tuesday, January 21, 2014, 4:00 p.m. at the Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:52 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President