

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES FEBRUARY 18, 2014

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

**PUBLIC COMMENT:** No public comment.

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

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

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

- ✓ **MOTION** TO APPROVE THE MINUTES AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

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

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

**BUSINESS:**

**Trustee Recruitment:** One Trustee appointment expires June 2014. Two names must be submitted for the position. The Kentucky Department for Libraries and Archives (KDLA) has requested that names of potential Trustee appointments be sent to them 90 days prior to the expiration of the incumbent's term of service. The Board reviewed the applications.

- ✓ **MOTION** TO SEND 2 APPLICANT NAMES TO THE KENTUCKY DEPARTMENT OF LIBRARIES AND ARCHIVES FOR CONSIDERATION, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

**Surplus Equipment:** A list was submitted to the Library Board of computer equipment that is no longer in service. The equipment has been replaced in accordance with the equipment replacement schedule or due to breakage. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Every attempt will be made to donate or recycle all usable surplus equipment.

- ✓ **MOTION** TO DECLARE THE ITEMS ON THE LIST AS SURPLUS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

**Request for Tax Refund:** Taxpayer refunds in excess of \$1,000 are approved by the Library Board.

- ✓ **MOTION** TO APPROVE SFK SEALING SOLUTIONS REQUESTED REFUND OF \$11,727.64 FOR THE 2010 TAX YEAR, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE SFK SEALING SOLUTIONS REQUESTED REFUND OF \$12,388.66 FOR THE 2011 TAX YEAR, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

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**ACCOUNTANT'S REPORT:** Carlyle Ackley distributed copies of the financial statements for January 2014. 48% of the budget remains to be spent. Interest is down. Revenue is up 1% from the same time last fiscal year.

**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. The Governor's Budget calls for a fee to be paid by taxing districts to the PVA. This could affect the Library. Watching HB192.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Greta Southard highlighted Boone County Success by 6. There is no new information on the status of the realignment of the United Way Success by 6 efforts. United Way had previously advised the Boone County Success by 6 Board of their intent to fold all of the region's SB6 initiatives into a Center of Excellence. Issues related to governance and funding have not been clarified. There has not been any movement forward on the Center of Excellence concept. BCPL is a funding partner in BCSB6 and retains a seat on the board.

BCPL has submitted a grant proposal for the Will Eisner Innovative Graphic Novel Grant. The grant is for \$4,000. A funding decision will be made later this spring. BCPL has been invited to apply for a Smart Investing @ Your Library expansion grant. Both ALA and the FINRA Foundation were impressed with our Earn Spend Save program. Once again, a staff team is working with the Brighton Center to pull together a grant proposal by the February 21 deadline.

The organization that controls e-rate (USAC) is running low on funds. As a result, they have recommended that all priority two organizations go unfunded. BCPL is on the cusp of being a priority two institution so it is possible that we will not receive e-rate funding for FY2015. Typically, BCPL receives \$31,000 in e-rate funding.

The Community Center on Wheels was involved in a minor accident. A police report was filed indicating that the speed of the other vehicle and ice contributed to the accident. The report was turned over to BCPL's insurance carrier. No one was injured. The CCOW was unscathed; however the other vehicle sustained a broken mirror.

A new kid's version of Kentucky Libraries Unbound is available now. You can search in standard ways, but also by reading level, Lexile level, and ATOS. The site can be viewed in English or Spanish.

Local History staff completed the revision of the Mound Builders Teacher Kit. It is currently being reviewed by a few key community members. Bridget Striker researched the genealogy/history of the Utz-Rouse Cemetery. The cemetery is in the impact zone for industrial development and the project archeologists needed to know who was buried in the cemetery based on historic record. There are no grave stones on the site. This particular cemetery was originally pointed out through a neighbor informant, but was not documented. Bridget Striker's research entailed a deed search going back to the original property owner and genealogically tracing all owner descendants and figuring out where they are all buried—200 years' worth of individuals. Staff was able to account for all adults and any children located in the historic record. None of whom were buried on the property. We believe the neighbor informant was mistaken. The next step is for the archaeologists to remove the soil of where the cemetery location was identified and see if there are any visible grave shafts.

Adult programming began to map against 21<sup>st</sup> century skills in January. These address the lifelong learning needs of our community, by highlighting the knowledge and skills necessary for life in the 21<sup>st</sup> century. Both adult and youth services are offering more family oriented programming. Both groups are also tracking the full cost of a program, including staff time and supplies, to assess the cost per attendee.

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**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh, Regional Librarian, was not in attendance. Greta Southard highlighted the Public Library Chart Marker mentioned in the report. These charts compare a county with a similarly-sized county in the state and the country, with all Kentucky libraries, and with all U.S. public libraries. Greta handed out copies of six of the available forty-three charts. Over the next few months she will supply copies of the other charts for review and discussion.

**NEXT MEETING:** Tuesday, March 18, 2014, 4:00 p.m. at the Main Library

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:50 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