

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES June 17, 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; Paul Wischer, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator.

PUBLIC COMMENT: No public comment.

AGENDA: The June agenda was previously emailed to Board members.

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

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

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

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

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

BUSINESS:

Policy Review: The Paid and Unpaid Leave Policy was previously emailed to Board Members. The policy included suggested revisions made during the discussion at the May Board Meeting. The language was changed for clarity.

- ✓ **MOTION** TO APPROVE THE PAID AND UNPAID LEAVE POLICY WITH SUGGESTED EDITS TO CLARIFY LANGUAGE, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Surplus Equipment: Board approval is needed to surplus equipment. A list was previously emailed to Board Members. The surplus list includes component parts that were removed as part of the self-check upgrade. This includes 16 touch screen monitors and 16 computers. Because each self-check was priced as a unit, it is difficult to determine the value of individual components. A unit includes a RFID pad, computer, connecting cables, receipt printer, monitor, and barcode scanner as well as user interface and communication software. Staff proposes donating the surplus equipment to the Public Library of Cincinnati and Hamilton County to use as replacement parts in their facilities. Some of the newer computers are already in use at BCPL as catalog workstations and will be saved for use in other low overhead applications.

- ✓ **MOTION** TO SURPLUS EQUIPMENT ON THE LIST, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Accountant's Letter of Engagement: The accountant's letter of engagement was previously emailed to the Board for review and approval. The fees and scope of work have stayed the same for FY2015.

- ✓ **MOTION** TO APPROVE THE ACCOUNTANT'S LETTER OF ENGAGEMENT AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

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FY2014-2015 Board Meeting Schedule: A proposed meeting schedule was previously emailed to Board Members. The proposed schedule reflected the current meeting pattern and time.

- ✓ **MOTION** TO APPROVE THE FY2014-2015 BOARD MEETING SCHEDULE, CHANGING THE MEETING TO THE THIRD MONDAY OF EVERY MONTH BEGINNING WITH THE JULY 2014 BOARD MEETING. A CALENDAR REFLECTING THE DATES, TIME, AND PLACE OF THE MEETING WILL BE POSTED FOR THE PUBLIC, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Election of Officers: In accordance with bylaws, the Board elects officers at the annual meeting (June) in even numbered years. The Board has not been notified by the Fiscal Court of its composition for FY2015. This item was tabled until the July meeting.

ACCOUNTANT'S REPORT: Accountant reported on the May 2014 financial statements. This covers eleven months of the fiscal year. The revenue received up to this point is less than budgeted. Expenses look to be slightly less than budgeted.

ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that she attended the Special Purpose Governmental Entities (SPGE) Financial Disclosure training. At this training they were informed that all SPGEs must file financial information with the Auditor's office and continue to file the UFIR. The UFIR is used by another governmental agency in data collection efforts. Initially, SPGEs had been told that the UFIR would not need to be filed.

The library has been awarded a \$1,400 grant from the National Center for Families Learning to implement Camp Wonderopolis. This grant provides funding for inter-generational programing focused on science programming and includes funding for family meals at the events. This is the second year we have been awarded the grant. These programs will be held at the Scheben Branch.

The library has submitted a grant application for \$2,500 to SWON for makerspace funding. If awarded the funds would be used to implement makerspace programming at the Florence Branch.

Boone County Success by 6 (BCSB6) is exploring options prior to renegotiating the memorandum of understanding with United Way. United Way serves as the fiscal agent for BCSB6 as well as a financial partner. Other financial partners include Boone County Extension Office, Northern Kentucky Health District, Boone County Fiscal Court and BCPL.

A laptop was stolen from the Youth Services Department at the Main Library. Because it has geolocation software staff were able to give the location to the Boone County Sheriff's Office. We are waiting for word on this matter.

Amy Foster, Branch Manager at Scheben, has been accepted into the Leadership Northern Kentucky program.

Greta Southard attended the Walton Community Meeting. Walton Verona Schools will be moving to all day kindergarten in the fall of 2014. School officials are interested in sending staff to speak with BCPL Youth Services staff regarding our picture book classification system.

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REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip about the benefits of Summer Reading programs.

NEXT MEETING: Monday, July 21, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 p.m. JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President