

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES October 18, 2011

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

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Chris Grubbs, Secretary; Charles Seal; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Charlotte McIntosh, Regional Librarian; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator;

AGENDA: The October agenda was previously emailed to Board members. Greta Southard asked that the Audit Report be removed from the agenda because it was not completed.

- ✓ **MOTION TO APPROVE THE AGENDA AS AMMENDED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

MINUTES: Minutes of the August meeting were emailed to Board members. Charles Seal mentioned that in a few places his last name had been spelled as "Seals." He asked that the minutes be changed to the correct spelling

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

BUSINESS:

Land Use Master Plan-Report: The Board received the final draft of the Land Use Master Plan. The Preliminary report was presented at the September Board Meeting. Community meetings to present the final plan are scheduled for Wednesday, November 9th, 7:00 p.m. at the Main Library and Tuesday, November 15th, 7:00 p.m. at the Lents Branch. This plan can be referred to by the Library Board when planning the new Hebron Library. Currently there is not a timeline in place for the building project. The Board may choose to adopt any or all portions of the plan. This plan and a cover letter written by Pam Goetting will be posted on the library website for the community to view.

Strategic Planning-Discussion: In consultation with our planning consultant, Sandra Nelson, the meeting dates of the Planning Committee have been moved up and finalized. The first meeting will be Friday, February 24th and the second meeting will be Thursday, March 22nd. These dates are within the budget development period, so the two processes should be in synch with one another. The work of the committee will be facilitated by the planning consultant. Charles Seal volunteered to represent the Library Board on the Planning Committee. The November Board meeting will include a discussion of community members to invite to participate on the Planning Committee.

Refund Authorization Statement-Vote: This item is a follow-up to last month's discussion of Refund Authorization Request from the Sheriff's Department and motion to receive quarterly reports detailing this activity. The Chief Financial Officer at the Sheriff's Department sent the Library the following information:

KRS 134.590 allows the County Sheriff to refund taxes from current collections only if proper authorization is given. If the Sheriff does not have a sufficient amount of funds on hand to make the refund or if authorization is not given, then the taxpayer can make a refund application to each taxing district.

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The statement that was recently sent to you for signature was to authorize the Boone County Sheriff's Department to issue refunds up to but not exceeding \$1,000.00. If an individual refund request exceeds \$1,000.00 a separate authorization will be sent for each refund request.

This process has been in place for years. The authorization statement currently on file was signed in 2009 so we were simply requesting updated statements. I hope that this helps explain the process. If you still have questions, please feel free to give me a call.

Rebecca T. Beach, C.P.A, Chief Financial Officer

Based on this clarification of the process, Greta Southard recommends that the Board makes a motion to approve the refund authorization statement.

- ✓ **MOTION TO APPROVE THE REFUND AUTHORIZATION STATEMENT GIVING THE SHERIFF'S DEPARTMENT THE AUTHORITY TO AUTOMATICALLY PROCESS TAX REFUND REQUESTS UNDER \$1,000, CHARLES SEAL. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

Kentucky Public Employees' Joinder Agreement and Resolution-Vote: The Joinder Agreement has been reviewed by Legal Counsel. The Joinder Agreement is required for compliance with federal tax law and for continued qualification of the Kentucky Public Employees' 401(k) Deferred Compensation Plan. The Resolution is required for proper adoption of the Joinder Agreement.

- ✓ **MOTION FOR PAM GOETTING TO SIGN THE KENTUCKY PUBLIC EMPLOYEES' JOINDER AGREEMENT AND RESOLUTION AS RECEIVED, CHRIS GRUBBS. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley reported on the July and August statements. Questions were raised about the large increase in utilities at the Scheben Branch. These bills will be reviewed for possible errors.

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 that she and Becky Kempf, Public Relations Coordinator for the system, had conducted a signage audit. All interior directional and informational signs will be branded and will have a consistent feel/look/theme. The signage audit led to a closer look at promotional materials. The marketing team is reviewing these materials to simplify and streamline yet be informational. Hopefully, this will lead to a lower printing cost. Greta also highlighted the Quarterly statistical report. September showed a drop in circulation statistics. Greta believes this is because the library stopped purchasing new materials in June and did not begin purchasing materials again until July. We will watch to see if these numbers increase. The 1st Quarter showed a 1.9% increase in circulation. We are now doing an expanded statistical sheet in order to track more of our services. This first quarter did show a large jump in the attendance at youth programs. 20,517 people participated in youth programs this quarter compared to 16,149 people in the same quarter of the last fiscal year. With the cut in the collection budget the Library has increased the holds to copies ratio; so we wait longer to purchase additional copies of materials with customer hold requests. The Library began Text a Librarian service as a replacement for using AskWhyKy.org. AskWhy was a global queue that required dedicated staff to

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monitor the electronic questions. Text a Librarian is a local service only and staff may answer questions while working the desk or preparing other services.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the fact that Kindle's are now compatible with library download materials. She also mentioned the Kentucky has the largest bookmobile fleet in the nation. March 7th is Library Legislative Day in Frankfort. The trustee tip for this month is "How to run a Great Meeting."

NEXT MEETING: Tuesday, November 15, 2011, 4:00 p.m. at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:44 p.m. BARBARA BARDES. SECOND, CHRIS SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President