

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES OCTOBER 22, 2013 SPECIAL MEETING

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

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

PUBLIC COMMENT: No public comment.

AGENDA: The October 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 September meeting were emailed to Board members. Three spelling errors were identified and corrected.

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

TREASURER'S REPORT: The Treasurer's Report for September was previously mailed to Board Members. There was a question regarding a \$25,000 payment to United Way. This is BCPL's annual contribution for membership in Boone County Success by Six. BCPL is one of the founding partners for Boone County Success by Six. Along with United Way, Boone County agencies fund Boone County Success by Six. United Way is the fiscal agent for this program.

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

BUSINESS:

Audit Report: Jeffrey Kremer, CPA from Bertke, Sparks, & Kremer, Inc., presented the audit report. As noted in the report, the internal controls of BCPL were tested. They did not identify any deficiencies in internal controls. No recommendations were made for changing the internal controls. The auditor presented the Library with an unmodified opinion. An unmodified opinion is issued when the independent auditor believes that the company's financial statements are free from material misstatements. The Board requested a pdf file of the audit.

ACCOUNTANT'S REPORT: Carlyle Ackley discussed the audit more in depth and noted that financial reports would resume next month now that the annual audit has been completed.

ATTORNEY'S REPORT: Kenton County Public Library and Campbell County Public Library are both writing briefs due to the Court of Appeals in three weeks. The Kentucky Library Association and the Kentucky Friends of Libraries are both filing amicus briefs with the Court of Appeals in support of public libraries. The Court of Appeals did rule that the tax rate should stay as is while the cases are working their way through the system. A timeline for these cases has not been released. The case against BCPL has been stayed.

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LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard distributed the first quarter statistics. Print circulation is down everywhere except Main, the CCoW and the Digital Branch. Non-print circulation is down at Scheben, Lents and the Digital Branch. Interlibrary Loan (ILL) borrowing has increased. We realized that implementing ILL requests in the catalog made this service easier and more accessible to our customers. This move has generated more ILL borrowing requests. The Youth Services department offered fewer programs but saw 3,000 more attendees. The YS department has begun to offering more family-style programs and these are very successful. The Adult programmers offered fewer programs and also saw fewer attendees. During the first quarter, BCPL was committed to offering Earn Spend Save programs as part of a grant. These were not as popular as other programs.

Greta Southard was unable to attend the Good Governance Summit due to pre-existing travel plans. Two staff members attended for BCPL. The recommendations distributed at the meeting are the same ones crafted in 2010. KDLA reviewed those when they were first distributed and developed 13 recommended policies for public libraries. BCPL has implemented policies on the subject areas KDLA recommended.

More detailed reports for PCI compliance will be submitted when the mid-year budget adjustments are made. Complying with the new credit card standards has incurred unplanned expenses.

Greta Southard plans to attend the Planning Commission Public Hearing on October 30 for discussion of zoning changes. BCPL has requested a change in zoning for the Hebron property.

The book sale at the Main Library earned \$3,432.75 in cash and \$1,226.00 in Library Bucks.

The Board will review and vote on the Trustee Orientation and Recruitment policies at the November meeting.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members.

NEXT MEETING: Tuesday, November 19, 2013, 4:00 p.m. at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:08 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President