

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES June 16, 2011

CALL TO ORDER: Pam Goetting called the meeting to order at 4:01 p.m

PRESENT: Pam Goetting, President; Nancy Grayson, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Barbara Bardes; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sharon Elliston, Attorney; Carlyle Ackley, CPA; Charlotte Macintosh, KDLA Regional Librarian.

AGENDA: The June 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 May meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES OF THE APRIL MEETING AS RECEIVED, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

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

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

BUSINESS:

Approval of the 2012 Meeting Calendar: Greta Southard had previously emailed a proposed meeting schedule for FY2012. After some discussion the board decided to move the meetings to the third Tuesday of the month at 4:00 p.m. The July meeting was moved to Tuesday, July 26, 2011 at 4:00 p.m. Greta Southard will email a new proposed meeting calendar to be voted on at the July board meeting.

Auditor's Engagement Letter: Greta Southard brought a letter from the auditor to the meeting. Last year's contract stipulated a discount if the library committed to a multi-year contract, contingent on the library's satisfaction of the work performed.

- ✓ **MOTION TO ENGAGE THE AUDITOR FOR A MULTI-YEAR PERIOD AT A PRICE NOT TO EXCEED \$6,000.00, CHRIS GRUBBS. SECOND, NANACY GRAYSON. APPROVED UNANIMOUSLY.**

Update on the Trustee Application Process: Boone County Public Library Board has been asked to consider and submit additional candidate names. At the May Board meeting two names of the top four candidates had been submitted to fulfill the rest of Nancy Grayson's term. This position was to begin at the July 2011 board meeting. After some discussion, the board chose to send an additional two names for consideration.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for May. Currently the report combines the general and the capital projects budget. Carlyle recommends that this information be separated out to make it more clear for auditors in the future.

- ✓ **MOTION TO SEPARATE THE \$455,000.00 INTEREST INCOME IN THE COMBINED BUDGET TO \$30,000.00 FOR THE GENERAL FUND AND \$425,000.00 FOR THE CAPITAL FUND. IN ADDITION, THE \$1,489,890.00 WALTON LAND PURCHASE BUDGETED IN THE COMBINED BUDGET BE DESIGNATED FOR THE FOR THE CAPITAL FUND, JIM HENNING. SECOND, CHRIS GRUBBS. APPROVED UNANIMOUSLY.**

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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 the fact that Northern Kentucky has decided not to renew its membership in SWON Libraries and as a result BCPL is currently negotiating a reciprocal borrowing agreement. She announced that the Local History Department has been awarded a \$3,000.00 grant from ALA and NEH for Civil War programming, the Youth Services Department has been awarded a \$3,000.00 grant from Dollar General for Summer Reading Program and that the library had submitted a grant application to the FINRA Foundation for \$100,000.00 in Financial Literacy Programming. Three branches have had air conditioning issues in the last month: Scheben, Florence, and Main. Greta Southard highlighted the statistics in her report showing the number of unique individuals checking out materials in each facility. She also highlighted the fact that Kenton and Campbell County Public Libraries have both pulled out of the yearly "Discounts with a Library Card Promotion." Boone and Grant County Public Libraries have decided to continue the program, changing its name to "Show Us Your Card." The Local History Department has partnered with the Rabbit Hash Historical Society to digitize the collection and make the material available via the library's catalog and Kentucky Libraries Unbound. After the homeless count, BCPL has partnered with Boone County Schools to reach homeless children in Boone County. This partnership and outreach programs currently under development or refinement has caught the attention of Northern Kentucky University's Social Work Department. They are very interested in working with us on these programs. The City of Florence has requested a meeting with Greta Southard and Judge Moore to discuss war memorabilia.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the Trustee Tip of the Month, "What is Required When Holding a Public Meeting?" and mentioned that there is more information at the website listed on the bottom of the report.

NEXT MEETING: Tuesday, July 26, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:44 p.m. JIM HENNING. SECOND, NANCY GRAYSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Chris Grubbs, Secretary

Pam Goetting, President