

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES MAY 21, 2013

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

**PRESENT:** Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Chris Grubbs, Secretary; Chuck Seal; Sharon Elliston, Attorney Ziegler & Schneider; Stephanie Huhn, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator.

**PUBLIC COMMENT:** No public comment.

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

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

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

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

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

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

**BUSINESS:**

**FY2014 Budget:** Greta Southard distributed a proposed Capital Projects Budget. The Facilities Manager has been researching how BCPL can reduce ongoing facility operating expenses in the future. Two capital proposals are presented.

Proposal #1 is to replace the 2004 delivery vehicle which has over 100,000 miles, is not fuel efficient, and is requiring more maintenance due to age. The recommendation is to purchase a new fuel efficient vehicle. A lease vs. purchase analysis was conducted; based on that analysis, the staff recommendation is to purchase a vehicle.

Proposal #2 addresses lighting and HVAC issues at three locations, a total of eight possible projects were identified, and an Energy Study. The Lents Branch currently uses florescent lighting that is now obsolete. The Facilities Manager recommends replacing this lighting with something that is more energy efficient. Both Lents and Florence have issues with outdoor lighting. Florence and Scheben both have HVAC issues. Florence's HVAC system is older and inefficient. The utility bill at Florence (13,000 square feet) is 2/3 the cost of the utility bill at Scheben (35,000 square feet). Scheben has issues with moderating the temperature in the building. A monitoring system needs to be installed. The projects are divided into recommended to proceed now and recommended at a later time with more research. Staff recommends funding three of the eight projects identified as "proceed". Total capital budget requested at this time is \$61,264. The capital budget could be funded through the projected \$133,000 interest income from the Capital Projects Investment Fund.

- ✓ **MOTION TO APPROVE THE CAPITAL PROJECTS BUGDET AS PRESENTED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Greta Southard presented a proposed operating budget. Revenue projections for FY2014 are based on actual receipts as of April 2013. Most increases in FY2014 budget compared to FY2013 budget occurred

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in personnel and attorney fees for pending litigation. Discussion ensued regarding actual spent funds versus budgeted amount.

- ✓ **MOTION TO APPROVE A FLAT OPERATING BUDGET COMPARED TO FY213 OF \$7,875,279, REDUCING THE PROPOSED BUDGET BY \$181,577, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Insurance: Correspondence was received from the insurance carrier informing BCPL that the policy does not provide defense or indemnity coverage for the current actions. The plaintiffs do not seek relief for which the Policy provides coverage.

Policy Review: The Kentucky Public Library Association Standards recommends periodic reviews of Library Board Policies. The policies will be reviewed over the next year. Policies for Audit, Budget, Fiscal Responsibility and Fund Balance were distributed for Library Board Members to review and revise, as needed, at the June Board Meeting.

ACCOUNTANT'S REPORT: Accountant reported on the April 2013 financial statements. Compared to the same time period in FY2012, FY2013 has increased revenue of \$390,000 and interest is down \$46,000.

ATTORNEY'S REPORT: Campbell and Kenton County Public Libraries have filed motions to appeal litigation decision with the Kentucky Supreme Court. This bypasses the Court of Appeals due to the statewide implications. Both libraries have requested immediate relief to not roll back tax rate until a final decision is made.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted the presentation given by Holocaust Survivor, Werner Coppel. At least 650 people attended the presentation. One person protested the speaker; however, there was no disruption to the event. Local History staff has been coordinating with the Rabbit Hash Historical Society to add a QR tag walking tour to the Rabbit Hash Historic District. The QR tags and the corresponding "Chronicles of Boone County" pages for each of the tags have been created.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. The need to adopt Boone County's Ethics Code by December 31, 2013 was highlighted. This is mandated by HB1.

**NEXT MEETING:** Tuesday, June 18, 2013, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:17 p.m. JIM HENNING. SECOND, CHARLES SEAL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Chris Grubbs, Secretary

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Pam Goetting, President