

BOONE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MINUTES May 20, 2014

CALL TO ORDER: Pam Goetting called the meeting to order at 4:05 p.m

PRESENT: Pam Goetting, President; Barbara Bardes, Vice-President; Jim Henning, Treasurer; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Sherri Slavey, Human Resources Manager.

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION** TO AMEND THE AGENDA TO ADD A TAX REFUND REQUEST TO NEW BUSINESS AND TO MOVE THE ACCOUNTANT'S REPORT TO BEFORE NEW BUSINESS, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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

- ✓ **MOTION** TO APPROVE THE MINUTES AS RECEIVED, JIM HENNING. SECOND, BARBARA BARDES. 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, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Accountant reported on the March and April 2014 financial statements. During April the Library purchased a new delivery vehicle. This was a budgeted expense. The Library has received about \$110,000 less in revenue this year compared to the same time period in the previous fiscal year. Expenditures are up slightly compared to the last fiscal year.

BUSINESS:

FY2015 Draft Budget: The FY2015 General Fund operating budget includes estimated revenues of \$7,263,045 and estimated expenses totaling \$7,904,518. The budget includes a transfer from reserves. Expenses are flat relative to FY2014. The FY2015 Capital Projects budget includes estimated revenue of \$133,000 in interest income. Projects include the refurbishment of the Florence restrooms, installation of a non-water based fire suppression system in Main's server room, repurposing Scheben's computer lab into a small meeting room space for the public, and refurbishing Scheben's Conference room. These projects have an estimated expense of \$95,270.

- ✓ **MOTION** TO APPROVE THE FY2015 GENERAL FUND OPERATING BUDGET AND THE CAPITAL PROJECTS BUDGET AS RECEIVED, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Policy Review: BCPL's Sick Leave Policy was given to the Board in April to review. The Board suggested revisions at the April meeting. The suggestions were incorporated into the policy and emailed to Board members. Further recommendations were made. Changes will be made and the policy will be put before the Board in June.

Tax Refund: Meijer requested a refund of \$1,882.01 for the 2012 tax year.

- ✓ **MOTION** TO APPROVE THE TAX REFUND TO MEIJER FOR THE AMOUNT REQUESTED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

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ATTORNEY'S REPORT: There has been little movement on the law suits against the Campbell and Kenton County Public Libraries. Campbell County Public Library received a notice of "No Oral Argument" from the Appeals Court. This was appealed and denied. Kenton County Public Library has not received any notice at this time. The case against BCPL is stayed.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Greta Southard highlighted that BCPL is now considered a Special Purpose Governmental Entity. All Special Purpose Governmental Entities have been invited to attend House Bill 1 Financial Disclosure Training. Greta will be attending this meeting on June 11.

The delivery vehicle has been replaced.

BCPL has partnered with Boone County Public Schools to offer One Book One Summer. A book was chosen for each elementary grade. Ten elementary schools are participating. Five schools are purchasing books and giving them to each student. BCPL will host programs throughout the summer centered on the books.

Local History staff have completed the second Teacher Kit—Civil War in Boone County. Work has begun on the third kit based on the Underground Railroad tour.

Early Literacy staff facilitate two play trainings in the community, one at Walton Verona and the other at North Pointe. These Parent Cafes are sponsored by the Boone County Early Childhood Council grant. Early Literacy staff are in the beginning stages of creating and sharing "Early Literacy tips" with our public. These tips will be shared via Facebook, Twitter and email (for our storytime families). These tips will provide parents with everyday activities they can do with their child at home and on the go to help promote Kindergarten readiness. Our goal is to launch these tips by this summer.

At the Kentucky Public Library Association (KPLA) Spring Conference, staff gave presentations on the QR Code Project, the Teacher Kits Project, Chronicles of Boone County, Digitizing Local History project, the classification scheme we use to identify books for beginning readers, youth services programming, informational books for preschoolers, and youth services outreach activities (how we work with the schools). The presentations were well received and everyone came away from the conference with new friendships and potential collaborations.

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

NEXT MEETING: Tuesday, June 17, 2014, 4:00 p.m. at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:25 p.m. JIM HENNING.
SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

Eric Richardson, Secretary

Pam Goetting, President