

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES NOVEMBER 19, 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; Eric Richardson, Secretary; Sheree Breitholle; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA; Greta Southard, Director; Carrie Herrmann, Public Service Coordinator; Charlotte McIntosh, Regional Librarian, KDLA.

**PUBLIC COMMENT:** No public comment.

**AGENDA:** The November 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 October meeting were emailed to Board members.

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

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

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

**BUSINESS:**

**Surplus Equipment:** The Board reviewed an equipment list of items obsolete and no longer needed. Because BCPL has digitized the local history collection, microfilm/microfiche machines and the microfilm cabinets are no longer needed. This equipment must be declared surplus before the Library can dispose of it. Every effort will be made to donate the surplus items to local non-profit agencies and institutions.

- ✓ **MOTION** TO DECLARE THE ITEMS ON THE EQUIPMENT LIST AS SURPLUS, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

**Trustee Policy Review:** The Trustee Recruitment and Selection Policy and the Trustee Orientation Policy had been previously emailed to the Board for review. Edits were recommended in the Trustee Recruitment and Selection Policy, clarifying the process.

- ✓ **MOTION** TO APPROVE THE TRUSTEE RECRUITMENT AND SELECTION POLICY AS AMENDED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Edits were recommended in the Trustee Orientation Policy. Newer Board members recommended more in depth training in reading and understanding Library financial documents.

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

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**Fines and Fees:** Staff are currently reviewing all policy language related to fines and fees, as well as the actual amount(s) charged by BCPL to the public. With the implementation of 2013 House Bill 1, after December 31, 2013, Special Purpose Government Entities must notify the Fiscal Court prior to raising or instituting any fees. Third party fees are not covered by House Bill 1. A spreadsheet will be provided at the next meeting comparing BCPL fines and fees to other library fines and fees in the region.

**Boone County Success by 6:** BCPL is one of the founding and funding institutions for Boone County Success by 6 (BCSB6). The Success by 6 brand is owned by United Way. However, in Boone County we have a local project that is funded by community partners, governed by a local board, and focused on Boone County activities. The Library Director sits on the BCSB6 Board representing the Library as a funding partner. United Way is looking at all SB6 initiatives across the region to determine how to better leverage the work. BCSB6 is set up differently from other SB6 initiatives in the region. United Way has set a goal that 85% of kids will be ready for kindergarten by 2020. Due to the efforts of BCSB6, Boone County is at 66% of kids are ready for kindergarten. Ohio is at 33% of kids are ready for kindergarten. While Boone County has been successful in early literacy/childhood initiatives, United Way wants to take a more regional approach. United Way is proposing a regional council which would include members from the BCSB6. From the initial presentation it is unclear what the role would be of the existing BCSB6 Board. There is concern that moving to a regional emphasis would affect local involvement and impact in Boone County in a negative manner. This is a work in progress and questions regarding the possible impact have been sent to United Way. More information will be shared with the Board as it becomes available.

**ACCOUNTANT'S REPORT:** With the conclusion of the FY2012-2013 audit, Carlyle Ackley handed out copies of the financial statements for FY2013-2014: June 2013, July 2013, August 2013, September 2013 and October 2013. As of 31 October 2013, 70% of the budget is left to spend. Four months into the fiscal year, BCPL should have 67%, or more, of the budget remaining.

**ATTORNEY'S REPORT:** Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. The Campbell County brief suggests that the two statutes KRS 173.470 (3) and House Bill 44 are not in conflict. They complement each other. A timeline for these cases has not been released. The case against BCPL is stayed.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Greta Southard highlighted the attendance at Main, Scheben and Florence on Halloween night. At the last minute, staff arranged for those locations to be alternate Trick or Treat sites in case of bad weather. She also highlighted a story about a customer who uses Kentucky Libraries Unbound to check out eBooks on her tablet. The woman uses a software called Dungle to display the books on her TV in large type. Greta also reported that she received notification from Boone County Planning and Zoning regarding a public hearing on December 14. There has been a request to change the zoning for the field next to the Scheben Branch. At this time, the Library has no problem with the request to rezone the property. The Board offered kudos to Carrie Herrmann for the quick thinking in orchestrating the alternate Trick or Treat venue.

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**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted that an archived version of the Good Government Summit is available on the Kentucky Auditor's website.

**NEXT MEETING:** Tuesday, December 17, 2013, 4:00 p.m. at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:29 p.m. JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann.

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Eric Richardson, Secretary

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Pam Goetting, President