

BOONE COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
MINUTES JANUARY 21, 2014

**CALL TO ORDER:** Pam Goetting called the meeting to order at 4:06 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 January agenda was previously emailed to Board members.

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

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

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

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

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

**BUSINESS:**

**Mid-Year Budget Requests:** Typically, the budget is reviewed at this time to make any necessary adjustments six months into the fiscal year. The mid-year budget requests for this fiscal year can be broken down into three types: reallocating existing funds from one line to another line (\$20,000), new funds needed to support ongoing operations (\$29,089), and capital funds needed (\$60,000). The Board reviewed each request and took action as follows:

- ✓ **MOTION** TO APPROVE THE REALLOCATION OF \$10,000 FROM PROFESSIONAL SERVICES TO THE FOLLOWING: AUTOMATED SUPPLIES SERVICE CONTRACTS; OPERATING SUPPLIES; MISCELLANEOUS EXPENSES AT MAIN; JANITORIAL WORK AT FLORENCE; INSURANCE; AND WORKER'S COMPENSATION, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE REALLOCATION OF \$5,000 FROM PROFESSIONAL DEVELOPMENT TO TRAVEL, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE USE OF \$60,000 FROM THE CAPITAL PROJECTS FUND TO UPGRADE THE SELF-CHECK MACHINES, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

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- ✓ **MOTION** TO APPROVE THE ADDITION OF \$1,500 TO THE OPERATING BUDGET TO PURCHASE THREE NEW LAPTOPS FOR MEETING ROOMS, JIM HENNING. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE ADDITION OF \$589 TO THE OPERATING BUDGET TO PURCHASE A PORTABLE LCD PROJECTOR AND SCREEN FOR CHAPIN, SHEREE BREITHOLLE. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE ADDITION OF \$3,500 TO THE OPERATING BUDGET TO PURCHASE SEVENT REPLACEMENT PC'S, SHEREE BREITHOLLE. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE REALLOCATION OF \$5,000 FROM PROFESSIONAL SERVICES TO SOFTWARE FOR AUTOMATED PATCH MANAGEMENT, ERIC RICHARDSON. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO APPROVE THE ADDITION OF \$23,500 TO THE OPERATING BUDGET TO MAINTAIN PCI COMPLIANCE, BARBARA BARDES. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** Carlyle Ackley handed out copies of the financial statements for December 2013. At the end of six months into the fiscal year, BCPL should have 50% or more of the budget remaining to spend. As of December 31, 2013, BCPL has 54% of the budget left to spend. Revenue compared to FY2013 is down. BCPL received a \$30,000 check for the Interact for Health grant.

**ATTORNEY'S REPORT:** Kenton County Public Library and Campbell County Public Library have both filed briefs with the Court of Appeals. A timeline for these cases has not been released. The case against BCPL is stayed. No legislation has been introduced in Frankfort that would affect the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Greta Southard highlighted trustee certification options. Trustees may choose to go online to watch pre-recorded webinars or to attend the Kentucky Public Library Association Conference in April for live presentations. The schedule for records retention is currently under review. Inventory in the system is ongoing. It should be completed in March.

Greta Southard handed out the second quarter statistics showing trends in usage. The number of reference questions answered has increased. Website visits have remained relatively the same when compared to the second quarter of FY2013. The number of programs BCPL offers has increased by 4%. Program attendance has increased by 24%. Outreach program attendance is a contributing factor to increased programming numbers.

Trustee recruitment is open. There was an article in the Recorder and information has been posted on the Library website. To participate in the 2014 Reading Challenge customers record titles read in the specific monthly genre. Southard distributed the 2014 Reading Challenge bookmarks to the Board. She also handed out updated policies to be inserted into the Board Manual. She also highlighted the Interact for Health Grant.

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Carrie Herrmann shared additional information about the 2014 Reading Challenge. The Library has received nice press coverage about this initiative.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was received as emailed to Board members. Charlotte McIntosh highlighted the PLA National Conference in Indianapolis, Indiana. This conference will have sessions appropriate for trustees. The trustee tip of the month is about committees. Committees are considered an arm of the Library Board. All meetings of committees are handled the same as board meetings. They are open to the public and subject to open records laws.

**NEXT MEETING:** Tuesday, February 18, 2014, 4:00 p.m. at the Lents Branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:30 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