

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:00pm at the Main Library on 20 July, 2015

PRESENT: Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director

PUBLIC COMMENT: No public comment.

AGENDA:

- ✓ **MOTION TO APPROVE THE AGENDA AS AMMENDED PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

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

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

TREASURER'S REPORT: Treasurer's report for June will be presented at the August meeting. Books are in the process of closing for fiscal year end.

BUSINESS:

Distribution/Collection of Annual Acknowledgement and Disclosure Statement: In accordance with Board Conflict of Interest and Trustee Ethic's Policy, said policies were distributed to the Board and receipt acknowledged and disclosures made if applicable.

Approve Meeting Schedule: Meeting schedule for Fiscal Year 2016 was reviewed.

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

CDs Maturing: Two CDs matured and have been reinvested. Signatures were required from Board Members to complete the process.

- ✓ **MOTION RESOLUTION TO APPROVE CD's TO TRANSFER TO BB & T TO REINVEST, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

Lents Branch closing update: The ability to choose Lents as a pick-up location via the online catalog was turned off on July 1st. Carrie Herrmann held 2 Coffee with a Director meetings at the Lents Branch to discuss the relocation project. We advertised these meetings via a Constant Contact email and a paid Facebook ad. We are working to add a stop in Hebron to the Community Center on Wheels schedule.

Surplus Equipment: A list of phone and network equipment that is no longer in service was previously emailed. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of.

MOTION TO SURPLUS THE ITEMS ON THE PHONE AND NETWORK EQUIPMENT LISTS AND TO ACCEPT BIDS TO SELL THE EQUIPMENT, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Records Management Policy: In accordance with Kentucky's new information security law, BCPL must approve a Records Retention Policy. This was the first review of the policy.

Display and Distribution of Materials by Outside Organizations Policy: This policy was approved in 2010 and was reviewed with recommended changes.

Accountant Engagement: The accountant's letter of engagement was presented for the Board's review. The engagement letter for FY2016 maintains the same rate as FY2015.

- ✓ **MOTION TO ACCEPT THE ACCOUNTANT'S LETTER OF ENGAGEMENT, JIM HENNING. SECOND PAM GOETTING APPROVED UNANIMOUSLY.**

Auditor Engagement: Per KY Statute, BCPL must conduct an audit annually. An RFP was issued and responses were presented to the Board. The Audit conducted in 2014 was \$7,200.

- ✓ **MOTION TO ENGAGE VAN GORDER AND WALKER TO CONDUCT THE AUDIT, JIM HENNING. SECOND PAM GOETTING APPROVED UNANIMOUSLY.**

KPLA Institutional Membership: The Library received an invoice for a KPLA Institutional Membership. Carrie Herrmann recommends that BCPL continue with individual memberships and not add an Institutional Membership.

ACCOUNTANT'S REPORT: No accountants report. FY2015 is still being closed.

ATTORNEY REPORT: Debra Pleatman, Attorney Ziegler & Schneider provided an update on the Kentucky Supreme Court, which is in recess.

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

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

Carrie Herrmann attended the ALA Annual Conference. There she was trained on Project Outcomes, the new PLA initiative to measure the impact of public libraries in their community. BCPL is one of 29 libraries chosen from national candidates to participate. We are working to identify which 2 or 3 areas we will measure. PLA highly recommends we do not test all 7 measures as part of this pilot project.

We are partnering with NKU and the Cincinnati Museum Center on a NEH Landmarks of American History and Culture: Workshops for School Teachers grant (due in February 2016). The program is a week-long in-residence workshop for 32 educators and would be offered twice—once in late June 2016 and once in July 2016. The curriculum will focus on the history and cultural impacts of the Underground Railroad in the Ohio River Valley. BCPL would be the lead organization and the host for the event. NKU and the Cincinnati Museum Center will contribute scholars to help deliver the curriculum. Most awards through this grant are around \$175,000 and all costs, except an opening reception are covered with awarded funds. Many past recipients receive the grant awards for multiple years in a row. Vanessa Van Zant with the Cincinnati Museum Center will be writing the majority of the grant. You can read more information <http://www.neh.gov/grants/education/landmarks-american-history-and-cultureworkshops-school-teachers>

Public Libraries across Kentucky have received an Open Records Request from SmartProcure. We have not received a request, however KDLA expects that all libraries in Kentucky will receive one. This is a

company that aggregates purchase order records from local, state, and federal government agencies to "validate pricing, find additional vendors and communicate with other government agencies." The Open Records Request asks for all purchase orders from 2011 to the present.

The Café, now known as Battaglia Deli, had a soft opening July 20th with a grand opening in mid-August. Lents Branch:

BCPL acquired the Noel and David Walton Collection on June 18th with the assistance of the Boone County work crews and Tim and Danny coordinating the move of the materials. The collection, consisting of aerial photographs, survey maps and notes, and subdivision layouts, is the accumulation of 50 years-worth of work by County Surveyors Noel and David Walton. The materials filled a U-Haul truck and are now being stored on the Garden level of Main. Stored in file cabinets, map cases and boxes of various sizes, the collection will take years to fully process. The end goal is to have the collection fully digitized and accessible online to the public- much like the family file collection. Boone County GIS will partner with BCPL to make the aerial photographs and survey maps available as layers in Boone Map.

In June we held several family programs:

1. Family Fun Night at the Walton Branch had 115 in attendance. This is a large program for the Walton Branch.
2. ComicFest at the Main Library: This was a midsummer program to rejuvenate summer reading. 440 people attended this program. 94 people participated in the Costume Contest.
3. All Star Read On at the Main Library had 350 in attendance.

NEXT MEETING: Monday, August 17, 2015 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.

Sheree Breitholle, Secretary

Eric Richardson, President

