

**BOARD OF TRUSTEES REGULAR MEETING
December 18th, 2012
Newport Branch**

MINUTES

CALL TO ORDER: President Rebecca Kelm called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Rebecca Kelm, Angela Siddall, and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Charlotte McIntosh, Regional Librarian; Dawna Haupt, Library Accountant; Glen Horton, Digital Services Manager; Doug Williams, Technical Services Manager; and Chantelle Bentley, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: Larry Robinson of Cold Spring

Auditor's Report: Stephanie Huhn and Tatiana Salava, of Bramel & Ackley, P.S.C., presented a draft of their independent auditors' report of the library's financial statements and reported on their audit of Library Director's expenses and reimbursements. Paul Johnson moved to approve the draft of the auditors' report, Angela Siddall seconded the motion, all were in favor and the motion carried.

Managers' Reports:

Chantelle Bentley reported on her first month as Assistant Director; long-term library staff member Linda Rogers retiring after 24 years; open positions in the system; new sturdier chairs being ordered for the computer stations at Newport; and the success of the restructured positions of Adult/Teen librarian and programmer.

Glen Horton reported on our social media efforts over the past 10 months, 500 followers on Facebook; newly installed large screen at Newport as well as the purchase of a stronger projector for use at large events; our new website is currently being tested by staff; text message notifications now possible with upgrade to Polaris 4.1; security cameras have been installed at all three locations; e-mail migration to open source system with more functions like group calendars.

Doug Williams reported on Keyth Sokol's efforts with the holds process and shortening the time that patrons wait for their held items; music CDs purchased from Midwest Tape are out in the collection within 24 hours of receipt due to processing being provided by Midwest; our collection budget spending for the year; additional funds going to purchase titles for Kentucky Libraries Unbound.

ATTORNEY'S REPORT:

- Louis Kelly reported on pending litigation.
- Steven Trumbo moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss litigation involving the Library, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 5:08 p.m. to discuss litigation involving the Library.
- Steven Trumbo moved that the Board of Trustees of the Campbell County Public Library end the closed session, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President announced that the Board of Trustees of the Campbell County Public Library would return to open session at 5:33 p.m.

PRESIDENT'S REPORT: No report.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached.

LIBRARY DIRECTOR'S REPORT: There were no questions regarding JC Morgan's written report.

COMMITTEE REPORTS: Steven Trumbo and Paul Johnson reported that the Capital Campaign Committee had met last week and are still in process of contacting those individuals who have expressed interest in contributing to the campaign.

UNFINISHED BUSINESS: No further discussion about the four branch system.

NEW BUSINESS:

- Board Policies: Steven Trumbo moved to table the discussion of the Board Policies until the January meeting, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Income and Disbursement Policies: Cathy Howard moved to approve the Income and Disbursement Policies, Steven Trumbo seconded the motion, all were in favor and the motion carried.
- Investment Policies: Steven Trumbo moved to approve the Investment Policies, Angela Siddall seconded the motion, all were in favor and the motion carried.
- Meeting Room Policy: Cathy Howard moved to approve the Meeting Room Policy, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Study Room Reservation Policy: Steven Trumbo moved to approve the Study Room Reservation Policy, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Volunteer Policies: Angela Siddall moved to approve the Volunteer Policies, Paul Johnson seconded the motion, all were in favor and the motion carried.

FINANCIAL REPORT: Paul Johnson moved to approve the financial report, Steven Trumbo seconded the motion, all were in favor and the motion carried.

MINUTES: Steven Trumbo moved to approve the minutes for the November meeting, Cathy Howard seconded the motion, all were in favor and the motion carried.

NEXT MEETING: Tuesday, January 15th, 4:30 p.m. at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Rebecca Kelm called the meeting to end at 5:45 p.m.

Respectfully Submitted,
Chantelle Bentley, Assistant Director

President

Secretary