

CAMPBELL COUNTY PUBLIC LIBRARY

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BOARD OF TRUSTEES REGULAR MEETING

May 18, 2010

NEWPORT BRANCH

MINUTES

CALL TO ORDER: President Dr. Ann Painter called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were Dr. Ann Painter, Rebecca Kelm, Donald E. Grosenbach, Judy Voelker and Angela Siddall. Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Dave Anderson, Cold Spring Branch Manager; Darci Gressick, Human Resource Manager; Dawna Haupt, Library Accountant; Linda Black, Business Office Assistant.

REVIEW OF AGENDA: No questions.

INVITATION OF PUBLIC COMMENT: No comment.

COLD SPRING BRANCH MANAGERS REPORT: Dave Anderson reported that Election Day held at the Cold Spring Branch was busy. Dave Anderson also reported on the renovations that were taking place at the Cold Spring Branch. They include shifting of books, moving a table closer to the window, and enlarging the adult casual reading area. The children's section will be getting some new furniture for its casual reading area as well. Also work will be done on the circulation desk over the summer to improve accessibility. Dave Anderson told the Board that a granite bench had been installed in front of the branch in honor of Frank Stallings's a long time supporter of the library. Janet Arno's Adult Book Club dedicated the bench to Frank Stallings at their last meeting. Janet Arno's Adult Book club has become so popular she is trying to split it into two different meeting times. She had nearly 25 people attend the last meeting. Dave Anderson reported that CJ Connor, Children's Librarian at Cold Spring assisted with the Literacy Fair at the Newport Branch and would like to do El Dia at the Newport Branch next year. Dave Anderson reported to the Board that CJ Connor and Clara Gerner, Young Adult Librarian, gave a presentation on tween programming at KPLA and also at the region three conference. Dave Anderson also reported that Bob Small the courier had been out sick. Jerry

Fields the Facility Coordinator has been covering for him. Dave Anderson ended his report by telling the Board that the Branch is gearing up for Summer Reading. Judy Voelker asked if there were any problems with the bill drop boxes in the parking lot. Dave Anderson said there were none.

HUMAN RESOURCE MANAGERS REPORT: Darci Gressick reported that she is getting familiar with policies and procedures of the library. Darci Gressick told the Board that all employees had been informed about salary caps. Darci Gressick reported that Dawna Haupt was working on the employee accruals. Darci Gressick told the Board that current employee I-9's had been taken care of and Linda Black, was working on compiling the I-9 information for terminated employees. Linda is also confirming the date of hire and termination date for past employees. Darci Gressick has reviewed the payroll information and found that one employee was paying local taxes to the wrong jurisdiction. She is correcting that and ensuring that no other problems exist.

Dawna Haupt, Library Accountant, reported that she had completed audits of sick, vacation, compensatory, and work time for twenty-two employees. Twenty of them had needed adjustments. Dawna Haupt will be reporting to the Managers monthly to keep employees updated on their sick leave, vacation time and comp time totals. Dawna Haupt reported she has been working on the Polaris upgrade Committee gathering information on using credit cards to pay for fines. Dawna Haupt informed the Board that the May 1st shredding paid by the Fiscal Court had been helpful in creating space for library documents. Rebecca Kelm had a question on the Events Report. JC Morgan explained what the problem was.

PRESIDENTS REPORT: Dr. Ann Painter had nothing to report.

CORRESPONDENCE: JC Morgan reported that he had received thank you notes from volunteers for their gift cards and a thank you note from Kiki Dryer Burke for the flowers sent to her family for her step mother-in-laws funeral.

ATTORNEY'S REPORT: Bob Jennings had nothing to report.

REGIONAL LIBRARIANS REPORT: Charlotte McIntosh's report is attached.

LIBRARY DIRECTOR'S REPORT: JC Morgan reported that he and Cindy Brown were still meeting and working on ideas for the South Branch. JC Morgan told the Board that his trip to Washington, DC, was successful. KLA representatives met with eight legislators or their assistants. JC Morgan talked about the upcoming parades. The theme is "Make a Splash" to go with the Summer Reading program them this year. JC Morgan explained the E-rate process which is one of the items discussed with the federal legislators.

COMMITTEE REPORTS: JC Morgan reported that five people had applied for the Board position. Judy Voelker and Angela Siddall will be on the committee.

JC Morgan will e-mail Judy Voelker and Angela Siddall information on the applicants.

UNFINISHED BUSINESS: Darci Gressick and Dawna Haupt are working on a leave accruals format to send to the Managers each month. Darci Gressick reported she is working on getting payment information from the Kentucky Retirement Systems for one employee. Dawna Haupt reported making corrections for employees paying to the wrong local taxing jurisdiction could be done in house. She can complete the required paperwork along with our auditor Bill Donlin or Bramel and Ackley.

NEW BUSINESS: Rebecca Kelm and Judy Voelker volunteered to work on the Board Officer Nomination Committee. The results will be reported at the August Board meeting. September 30th is the deadline. New officers will be sworn at the October Board meeting. A motion to approve the revised circulation policies policies was made by Donald E. Grosenbach, Rebecca Kelm seconded. Motion carries. Judy Voelker asked about collection and development policies and practices regarding VHS and DVD items. JC Morgan explained that the Library purchases copies to fill holds based on a ratio. There is, however, a limit to the number of copies that the Library will purchase of a particular title. JC Morgan explained the FY-2010-11 Budget. Rebecca Kelm moved to pass the budget. Angela Siddall seconded. Motion carried

TRANSACTION REPORTS: Judy Voelker moved and Angela Siddall seconded the motion to approve the transaction reports for April 20th meeting. Motion carried.

MINUTES: Rebecca Kelm moved and Judy Voelker seconded to approve the Minutes of the April 20th meeting. Motion carried.

NEXT MEETING: The next meeting will be held on June 15th at 4:30 p.m. at the Newport Branch.

ADJOURNMENT: Rebecca Kelm moved and Angela Siddall seconded the motion to adjourn. Motion carried. The meeting adjourned at 6:30 p.m.

PRESIDENT

SECRETARY