

## **BOARD OF TRUSTEES REGULAR MEETING**

**February 21, 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: Donald Grosenbach, Paul Johnson, Rebecca Kelm, Angela Siddall, Steven Trumbo. Also present were Robert Jennings, Library Attorney; JC Morgan, Library Director; Charlotte McIntosh, Regional Librarian; Ehmet Hayes and Joe Hayes of Robert Ehmet Hayes and Associates; Scott Lubansky, Professional FundRaising Concepts; Bill Donlin and Sara Bin of Donlin and Associates; Dawna Haupt, Library Accountant; and Darci Gressick, Human Resources Manager.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** The following individuals made public comments:

- Patricia Fann of Newport
- John Deering of Highland Heights
- R. McKinnie of Newport
- Joe Powers of Fort Thomas
- Carol Rich of Bellevue
- Bill Dosch of Bellevue

**ARCHITECT'S REPORT:** Ehmet Hayes gave a brief presentation of the South Branch plans.

**CAPITAL CAMPAIGN FEASIBILITY STUDY REPORT:** Scott Lubansky of Professional FundRaising Concepts provided an update on the progress of the feasibility study. Seventy-five percent of the target interviews have been completed and the study will be extended by one week at no additional expense to the Library.

**AUDITOR'S REPORT:** Bill Donlin reviewed the annual financial statements and audit report. Two new pieces of the report address the potential impact of the lawsuit on the Library. At the Board's request, the audit includes a review of the Library Director's expenses, which show no irregularities. Don Grosenbach moved to accept the auditor's report, Paul Johnson seconded the motion, all were in favor and the motion carried.

**ATTORNEY'S REPORT:** None.

**PRESIDENT'S REPORT:** Rebecca Kelm discussed the "Love Your Library" campaign and what a positive message it is to have all of the paper hearts completed by the patrons in the branches.

**REGIONAL LIBRARIAN'S REPORT:** Charlotte McIntosh encouraged everyone to attend Library Legislative Day on March 7, 2012. The new trustee certification program will have training available on April 12, 2012; this one-day training will fulfill the certification requirements for trustees.

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

- The Friends' of Campbell County Public Library will supply a van for transportation to Library Legislative Day.
- Senate Bill 49 has gone through the state senate.
- February is Love Your Library Month and he shared a sampling of the hearts completed by patrons during the campaign.

**COMMITTEE REPORTS:** Scott Lubansky's report will stand for the committee report.

**UNFINISHED BUSINESS:**

- Personnel Policies – Steven Trumbo made a motion to approve the amended policies, Don Grosenbach seconded the motion, all were in favor and the motion carried.
- Disposal of Surplus Materials Form – Steven Trumbo moved to approve the request as submitted, Angela Siddall seconded the motion, all were in favor and the motion carried.
- The board completed the forms for temporary trustee certification.
- Rebecca Kelm will attend KLTRT.

**NEW BUSINESS:** Dawna Haupt announced that the Library will do a search for a new auditor based on recommendations from Crit Luellen, Auditor of Public Accounts for the state of Kentucky. A Request for Proposal has been drafted and is attached. Five firms have been selected to receive the RFP.

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

**MINUTES:** Steven Trumbo motioned to approve the minutes for the January regular meeting and February special meeting with a correction to the date of the next meeting, Angela Siddall seconded the motion, all were in favor and the motion carried.

**NEXT MEETING:** Tuesday, March 20, 2012, 4:30 p.m. at the Carrico/Fort Thomas Branch.

**ADJOURNMENT:** Rebecca Kelm called the meeting to end at 5:25 p.m.

Respectfully Submitted,  
Darci Gressick, Human Resources Manager

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President

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Secretary