

BOARD OF TRUSTEES REGULAR MEETING
March 15, 2011
COLD SPRING BRANCH

MINUTES

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

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

REVIEW OF AGENDA: No questions.

INVITATION OF PUBLIC COMMENT: No comment.

MANAGERS REPORTS:

Dave Anderson reported that Janet Arno, Cold Spring Adult Librarian had been nominated for Librarian of the Year thru SWON. The Award will be announced on April 14th. Dave Anderson also reported that Hedi Scheidel had accepted the position of Children's Outreach Services Coordinator at the Cold Spring Branch. Hedi Scheidel will share the new van with Diane Katz, the Adult Outreach Services Librarian. Dave Anderson told the Board that the Eisen Marketing Group is re-doing the library web page. Dave Anderson reported that the Leadership Training will be at the Cold Spring Branch for the next two weeks. Dave Anderson reported that the Cold Spring Branch will be used as a polling place for the May 17th and November 8th elections

Darci Gressick reported that the new Fort Thomas/Carrico Branch Manager Sandy Prell will start her position on April 18th. Darci Gressick also reported that Fort Thomas/Carrico part time reference position and Joanne Rentschler's Collection Development position has been posted. Darci Gressick informed the board that she was on the SWON Executive Director Search Committee. Darci Gressick is also working on National Library Workers Day recognition for volunteers and staff, Half Staff Day on May 13th, and a Benefit Fair for employees on May 26th. Darci Gressick also reported that she is looking into different options for health insurance including a Health Savings Account (HSA).

Dawna Haupt reported that she and Dave Anderson had been working on the credit card processing and the procedure are now in place. Final touches are being completed to accept payments of fines and fees over the website. Dawna Haupt reported she is in the process of looking for software for the fixed asset inventory. Dawna Haupt also reported she had attended the Leadership training and a KACo insurance forum. Angela Siddall asked about the credit card cost to the library. Dawna Haupt reported that it cost

fifty-nine dollars a month with a twenty cent transaction fee with a minimum fifteen dollar charge. Dawna Haupt purchased a SSL (Secure Socket Layer) certificate for the library to secure online transactions.

PRESIDENTS REPORT: Rebecca Kelm reported that she had shared her notes from the February 19th Board lunch session with JC Morgan. Rebecca Kelm asked if there were any questions on the notes she took. There were none.

There was a discussion on the May 17th Board meeting conflict due to the Primary Election. It was decided to keep the meeting at the Fort Thomas/Carrico Branch in the break room. Also under discussion was the June Board meeting date. JC Morgan proposed that the meeting be held at the Cold Spring Branch Board room on June 14 in the board room.

CORRESPONDENCE: None.

ATTORNEY'S REPORT: None.

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

LIBRARY DIRECTOR'S REPORT: JC Morgan's written report is attached. There were no questions on the Director's written report. JC Morgan reported that there was no change in the Auditor's Report that the Board reviewed last month. A final draft has been received and filed with various financial entities. JC Morgan reported to the Board that Kentucky Library Legislative Day is scheduled for March 7th 2012. JC Morgan explained to the Board ideas for creating more space at the Newport Branch and replacing the carpeting at the Carrico/Fort Thomas Branch. JC Morgan informed the Board that he will be looking into applying for a loan that would incorporate these two projects and also the South Branch project into one loan. JC Morgan told the Board about the e-books issue with HarperCollins and the Boone County system. JC Morgan explained it would be the Board's decision if they wish to participate in a boycott of HarperCollins or file a letter of concern with the company. A discussion was held but no further action will be taken at this time. JC Morgan passed out photos to the Board that Representative Tom Mckee had taken of them on Legislative Day in Frankfort. JC Morgan invited the Board to Joanne Rentschler's retirement party at the Newport Branch on April 29th (Friday) at noon. JC Morgan informed the Board that Chantelle Bentley, Jessica Powell, and Laura Stanfield been accepted to the Library Leadership Institute.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: A vote was taken on the review/revision of the Circulation Policies. Steve Trumbo moved for approval. Angela Siddall seconded. All were in favor. Motion carried. Donald E. Grosenbach and Steve Trumbo volunteered to serve on the Budget Committee. Judy Voelker moved for approval. Angela Siddall seconded. All were in favor. Motion carried. There was a discussion about the Library's Mission Statement. It was decided that the Board should look it over and condense it at the next

meeting. JC Morgan reminded the Board about the SWON Awards Banquet on April 14th and invited them to Half Staff Day on May 13th at the Cold Spring Branch.

TRANSACTION REPORTS: Steve Trumbo moved for approval of the financial reports. Judy Voelker seconded. All were in favor. Motion carried.

MINUTES: Angela Siddall moved for approval of the minutes from February 15th and February 19th 2011 meetings. Steve Trumbo seconded. All were in favor. Motion carried.

NEXT MEETING: April 19, Tuesday, 4:30p, Newport Branch.

ADJOURNMENT: 6:30 p.

PRESIDENT

SECRETARY