

BOARD OF TRUSTEES REGULAR MEETING
October 25, 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: Donald Grosenbach, Rebecca Kelm, Steve Trumbo, and Judy Voelker. Also present were Robert Jennings, Library Attorney; Charlotte McIntosh, Regional Librarian; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; and Darci Gressick, Human Resources Manager.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: No comment.

MANAGERS REPORTS:

Dawna Haupt reported:

- The annual audit is currently in progress
- Credit card processing is going well – more than \$22,000.00 in fees and fines has been collected, at a cost of approximately \$2,000.00.
- The fixed asset inventory software is greatly appreciated, saving time and allowing the Library to function more independently.
- Time off accruals are continuing to be audited bi-monthly and fewer errors are being found each time.

David Anderson reported:

- The Prime Time Family Reading Time program has concluded and was a success; in all, eleven families participated.
- Teen Read Week was brought to a close with the lock-in which twenty-three teens attended; the new refrigerator allowed for plenty of storage for food and beverages for the event and the A-frame shelves were easy to move to allow more room for the event.

Darci Gressick reported:

- The switch in reporting for Kentucky Retirement Systems has switched from the Pay4 software to the online START system. There were no issues with the transition.
- The Library is changing payroll contractors, from ADP to Sheakley PaySystems, and will begin using a paperless paycheck system on the next pay date. The new system is very user-friendly and offers a wide selection of reports.

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

ARCHITECT'S REPORT: The revised site plan was presented. Mr. Hayes explained that the preferred strategy is to bid projects in January or February, with activity on the site beginning in March and the building being under roof in the early fall. Beginning the process in September or October can often prove to be difficult for earth moving and later construction work; therefore, Mr. Hayes recommends bidding no later than August. The Board briefly discussed several design elements including fireplace options and the plans for the detention basin.

ATTORNEY'S REPORT: None.

PRESIDENT'S REPORT: None.

LIBRARY DIRECTOR'S REPORT: JC Morgan's report is attached; there were no questions about the report. JC Morgan further reported:

- He has been attending KLC and KACo conferences.
- His performance review is due in December. The Board has been provided with paper copies of the review form to complete and provide to the Board President at the November meeting.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS: The progress of the South Branch was discussed. Sandy Prell, Carrico/Fort Thomas Branch Manager, and JC Morgan are developing a plan to offer limited services out of the Carrico/Fort Thomas branch during the renovations.

NEW BUSINESS:

- Kentucky Public Employees' Deferred Compensation Authority Joinder Agreement: Donald Grosenbach made a motion to adopt the joinder agreement, Steve Trumbo seconded, all were in favor and the motion carried.
- Board Policies: JC Morgan recommendations no changes to the policies. Steve Trumbo moved to approve the Board Policies as printed, Donald Grosenbach seconded, all were in favor and the motion carried.
- Board members were presented with the annual conflict of interest statements to sign and return.

FINANCIAL REPORT: Judy Voelker moved to approve the financial report, Steve Trumbo seconded, all were in favor and the motion carried.

MINUTES: Steve Trumbo motioned to approve the minutes, Donald Grosenbach seconded the motion, all were in favor and the motion carried.

NEXT MEETING: Tuesday, November 15, 2011, 4:30 p.m. at the Newport branch.

ADJOURNMENT: Rebecca Kelm called the meeting to end at 6:57 p.m.

Respectfully Submitted,
Darci Gressick, Human Resources Manager

President

Secretary