

CAMPBELL COUNTY PUBLIC LIBRARY

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BOARD OF TRUSTEES REGULAR MEETING

August 17, 2010

COLD SPRING 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. Groesenbach, Judy Voelker and Angela Siddall. Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Darci Gressick, Human Resources Manager; Dawna Haupt, Library Accountant; Charlotte McIntosh, Regional Librarian; Linda Black, Business Office Assistant.

REVIEW OF AGENDA: No questions.

INVITATION OF PUBLIC COMMENT: No comments.

HUMAN RESOURCES MANAGER REPORT: Darci Gressick reported that the Employee Assistance Program is being utilized by the staff. Darci Gressick also reported that three staff members had resigned to pursue other opportunities. Two of the positions were filled in house. Interviews are being conducted to fill the third position. Darci Gressick is preparing for a Supervisors Guideline Meeting on August 25. Darci Gressick reported that all staff members have been certified properly with KDLA. Darci Gressick told the Board that all the staff has been credited with their summer reading vacation hours and almost everyone has signed up for direct deposit.

LIBRARY ACCOUNTANT REPORT: Dawna Haupt reported that she had completed the audit of sick/vac/comp leave accruals and, going forward, will report to the managers monthly so they can verify with their employees any questions about accrued leave. Dawna Haupt also reported that the fiscal year closed successfully and she is gathering information for the annual audit. Dawna Haupt all so reported that she is working on the fixed asset inventory with Jerry Fields, the Facility Manager. Dawna Haupt and her daughter have also been participating in the libraries parades.

PRESIDENTS REPORT: Dr. Ann Painter had nothing to report. Dr. Ann Painter had a question about access to the library's credit card account. Currently, none of the Board members can access the account. The Treasurer checks the Library Director's credit statement and the Director checks the statements of all other staff members. The bill is paid upon approval of the Treasurer and the Director. The Board agreed that this process should allow sufficient oversight.

CORRESPONDENCE: None received.

ATTORNEY'S REPORT: Bob Jennings reported on the procedure for adopting the library's tax rates for the coming fiscal year. Rebecca Kelm moved to adopt a tax rate of 7.2cents per \$100 for real estate, 10.6 cents for personal property, and 2.6 cents per \$100 for motor vehicles. Donald E. Grosenbach seconded. All were in favor. Motion carried.

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

LIBRARY DIRECTOR'S REPORT: JC Morgan's report is attached. JC Morgan reported that the sump pump at the Newport Branch had been fixed. JC Morgan explained about the flooding of Woodlawn Creek during the July rainstorm. The creek needs to be dredged. JC Morgan explained that he is trying to find out who actually is responsible for the creek. A discussion followed. JC Morgan told the Board that the annual report will be in next month's packet. Charlotte McIntosh explained that it needs to be approved by the Board before being sent to the State Library. The Building Program for the South Branch was passed out. It was decided that they will be discussed at the October meeting. Dr. Ann Painter asked about input by the employees. JC Morgan stated that there were three meetings held between Cindy Brown and the employees to gather input. The final draft will be on the staff's internal wiki for further review and input. Judy Voelker ask that JC Morgan look into rural grant money for possible construction funding.

COMMITTEE REPORTS: No Committee reports.

UNFINISHED BUSINESS: Darci Gressick reported there were no outstanding human resource issues. JC Morgan reported that we are waiting to hear from the Fiscal court about the appointment of the new Board member. The next meeting will be held at Café on the Green at the Flagg Springs golf course at 6p on September 21. The new Board member and spouse will be invited. Sue Crouch, president of the Friends, will also be invited. A count was taken. Eighteen people will be attending. A motion was made by Rebecca Kelm to accept the slate of positions of officers for the next two year cycle. Donald E. Grosenbach seconded. Motion carried. The new officers are Rebecca Kelm, President; Angela Siddall, Vice-President; Judy Voelker, Secretary; Donald E. Grosenbach, Treasurer.

NEW BUSINESS: Donald E. Grosenbach moved to engage Bill Donlin of Donlin and Associates as the library's auditor this year. Angela Siddall seconded. All were in favor. Motion carried.

TRANS ACTION REPORTS: Donald E. Grosenbach moved and Rebecca Kelm seconded. All were in favor. Motion carried.

MINUTES: Review/ approval of the minutes of the public hearing on the tax rates from July 20, 2010. Rebecca Kelm moved. Donald E. Grosenbach seconded. All were in favor. Motion carried. Review/approval of the minutes of the meeting on July 20, 2010. Rebecca Kelm noted one misspelled word and the slate of officers was corrected. Donald E. Grosenbach moved for approval as corrected. Judy Voelker seconded. All were in favor. Motion carried.

ADJOURNMENT: Rebecca Kelm moved and Angela Siddall seconded the motion to adjourn. All were in favor. The meeting adjourned at 5:30p.

PRESIDENT

SECRETARY

