Bracken County Public Library Board

Board of Trustees Meeting Minutes
September 11, 2017

The regular meeting of the Bracken County Public Library Board was called to order at 4:30 p.m. on September 11, 2017 by President Sandra Wood.

Present
Board members: Brenda Cooper, Sandra Wood, Anna Cummins and Ava Grigson. Library Directory: Christian Shroll, and Library Attorney: Cynthia Thompson

Minutes: The board reviewed the minutes of the August 14, 2017 meeting. Brenda made a motion to approve the minutes as read. Second by Sandra and all approved.

Treasurer's Report: The board reviewed the Treasurer's report of disbursements and expenditures. Anna made a motion to approve the Treasurer's report as written. Second by Brenda and all approved.

Director's Report: Christian reported that he would be attending the upcoming KLA/KSMA conference in Louisville to gain CEU; he must get 100 hours before December. He plans to send two others next year. He also reported on the Rowan Co Early Literacy Training – Saraj Ghoting and how they are bridging the gap before the enter school. We can go to earlylit.net to get more information. The Eclipse of 2017 was a memorable event with the library supplying glasses to many patrons. Plans for the 2024 eclipse will need to be made early because the demand for glasses was so great and it is anticipated to be even worse next time. There was a discussion of surplus items due to the remodeling project. Christian will work with Cynthia on how to complete the process for surplus items and a discussion on whether to have sealed bids or public sale.

Regional Consultant Report: No regional Consultant report – we reviewed the monthly report with the Trustee Tip being Oath of Office.

Business

- Policy Review – Travel Reimbursement – Discussion to change to just Reimbursement policy. Ava made a motion to strike the word travel from the heading of the policy. Second by Brenda and all approved.
- Motion by Brenda to reapprove the Reimbursement Policy. Second by Anna and all approved.

<u>Old Business</u>

- Architect contract – Cynthia noted that under the "Other Terms and Conditions" it seems as though there were words left off the end of a sentence. She doesn't feel like this will be an issue, but she wanted to address it and make sure to communicate it to the company. There were no other issues noted. Brenda made a motion to accept the

Proposal For Services from Pearson & Peters for our construction project. Second by Ava and all approved.

- Cynthia is checking to make sure all procurement regulations and requirements for advertising and bids are being followed before we sign contracts. She is checking with the Kentucky Department of Libraries. We may need to have a special meeting at a later date to discuss the contracts and AIA document. She also noted that we will have to supply a building inspector per the terms and services agreement.
- New board member. We need to submit two names to KLA for possible new Bracken Co. Public Library board members. Brenda made a motion to submit the names of Aaron Linville and Mike Ruf to be the new board member. Second my Anna and all approved. The new board member is to replace Lila Brindley who resigned due to job obligations.

New Business

- Door counter – The current way to estimate the number of patrons using the library is not working. Christian had bids for a new type of technology that is much better for getting an accurate count of patrons using the library. The new types of Door Counter cost approximately $1,000 and Christian has talked to others who are using these new types and reported that they are much more reliable in getting an accurate count. It is important to be able to get accurate counts of patrons for usage statistics. Anna made a motion to purchase a door counter for record keeping. Second by Brenda and all approved.

Other Business

- Christian wanted to commend Mr. Johnny Johnson for his work in the new teen area and the installation of the carpet. He also noted that we may want to continue the painting process as we begin the new addition and paint behind the other shelving because it has been 11 years since it has been painted.

Adjournment

Having no further business Brenda made a motion to adjourn at 5:40 p.m. Second by Ava and all approved. The next general meeting will be at 4:30 on October 9, 2017 in the library boardroom.

Respectfully submitted,

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Secretary, Anna Cummins President, Sandra Wood