**Bracken County Public Library Board**

# Board of Trustees Meeting Minutes

# December 11, 2017

The regular meeting of the Bracken County Public Library Board was called to order at 4:35 p.m. on December 11, 2017 by President Sandra Wood.

## Present

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

**Minutes:** The board reviewed the minutes of the November 13, 2017 meeting. Brenda made a motion to approve the minutes as corrected. Second by Ava 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 Ava and all approved.

**Director’s Report:** We now have a new network that allows us to be more compliant with CIPA regulations. More detailed reports can be generated and Christian stated that it was well worth the cost, but noted that because we qualify for E-rate we received a substantial discount on the purchase. Information on library statistics were presented comparing last year to this year and monthly comparisons showing circulation is up and the collection now has 36,561 items, an increase of 3,719 from last year. Noted that over 400 users were added, including BCHS students, so they could access materials. New promotions this month at the library were : Drop Your Drawers ( underwear drive for both Augusta and Bracken schools) and Turkey Dinner giveaway (staff donated the items included in the basket) with no cost to the library for either activity.

**Regional Consultant Report:**  No regional Consultant report

**Business**

* Policy Review – Employee Benefits Policy –Holiday clause - tabled last month. Motion by Anna to approve the Holiday lause of the Employee Benefits Policy, minus Boxing day and including Veterans Day as a floating day. Second by Brenda and all approved as amended.

Old Business

* Construction Process update - Christian met with the architect and Mandy (company now changed to Collective Spaces from Only Libraries) They left 2 samples of flooring for review. Board considered both Eco flooring and Cork rubber flooring, discussed each, both being the same price, but made no final decision. The architect advised adding additional items to the construction that will need to be done suggesting it would be more cost effective to do while in the construction process, instead of having contractors return at a later date. Things that were noted included: replacing tile in the bathroom, switching lighting fixtures, and resurfacing the parking lot. The architect may be here are the next meeting to discuss construction project.

New Business

* The nominating committee chaired by Ava presented the officers for the coming year : President - Sandra Wood

 Vice President - Ava Grigson

 Secretary - Anna Cummins

 Treasurer - Brenda Cooper

 Motion by Ava to accept the slate of officers presented by the nominating committee. Second by Brenda and all approved.

Other Business

* Discussion of bank accounts and CD’s to have funds available for construction process. There are 3 small savings accounts that were established many years ago and the CD’s mature in January. Brenda moved to close the donations accounts and roll the 3 small savings accounts into the general fund. Second by Ava and all approved.

**Adjournment**

Having no other business Anna made a motion to adjourn at 5:53 p.m. Second by Brenda and all approved. The next general meeting will be at 4:30 on January 8, 2018 in the library boardroom.

Respectfully submitted,

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Secretary, Anna Cummins President, Sandra Wood