**Bracken County Public Library Board**

Board of Trustees Meeting Minutes

# March 12, 2018

The regular meeting of the Bracken County Public Library Board was called to order at 4:35 p.m. on March 12, 2018, by President Sandra Wood.

## Present

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

**Minutes:** The board reviewed the minutes of the February 12, 2018 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 and file for audit. Second by Ava and all approved.

**Business**

* Policy Review – Board of Trustee and Library Employee Ethics Policy - Motion by Brenda to re-approve the Bracken County Public Library Board of Trustee and Library Employee Ethics Policy. Second by Anna and all approved.

Old Business

* Construction update - by the end of the week (March 17) bids should be submitted. Motion by Anna to authorize the President, Sandra Wood, to sign papers and proceed with the bid process. Second by Brenda and all approved.
* Christian presented samples of cloth for new chairs for the board to review, noting that the final decision does not need to be made until later. Board suggested asking library staff for input as well.

New Business

* Audit bids - Because the library is required to conduct an audit, Christian presented 3 quotes for the board to review. He reported that he consulted other public libraries for recommendations and input on individuals to conduct the audit. The audit is not an ongoing contract and our last audit was for the year ending 2015. Other directors reported that most audits range from 4,000.00 to 5,000.00. Motion by Aaron to select Mr. Paul Mattox, CPA to conduct our audit. Second by Brenda and all approved.
* Renewing of services - Board had a discussion of the renewing of services for lawn mowing, landscaping, Cintas cleaning, etc. Board authorized Christian to use his discretion for the frequency of the services needed and to proceed to secure the services.
* Offsite Book drop off - Christian received a suggestion from a patron to have a book drop in Augusta. Board noted the biggest obstacle would be securing a location and construction of the drop off site. The cost for an outside Drop off box is approximately $1,000.00. One possible solution could be to collaborate with the Knoedler Library and set up a weekly pickup. Board feels like this would be a great outreach and could help promote service to the residents of Augusta.
* Hoopla - Christian presented information on this service, which cost less that One Drive, where you only pay for the items that you actually use/checkout. There is an upfront cost of $1,000.00. If paton use is over that initial cost you pay more, if not there is a credit that rolls over to the next year. We have trial account to try and Christian will report back.

**Director’s Report**

Christian supplied a printed report of his advocacy and library activities for the month. He reported that this way we have a more detailed report of things he is involved in and programming the library is doing. The board appreciates his hard work and input.

Regional Consultant

* Board reviewed the KDLA monthly report. Christian brought before the board his desire to send staff to the Kentucky Public Library Association conference. Board authorized Christian to choose staff to attend the conference.

Other Business

* Christian attended the Kentucky Library Legislative day. He was able to meet with our representatives and discuss their views and ideas concerning public libraries. Christian reported that he was pleased that both parties seem positive toward public library issues.

**Adjournment**

Having no other business Aaron made a motion to adjourn at 6:19 p.m. Second by Brenda and all approved. The next general meeting will be at 4:30 on April 9, 2018 in the library boardroom.

Respectfully submitted,

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Secretary, Anna Cummins President, Sandra Wood