

Carroll County Public Library Board of Trustees
Special Meeting Minutes
July 29, 2013

- I. **Call to Order:** Chair Nick Marsh called a special meeting of the Carroll County Public Library Board of Trustees to order at 12:06 p.m. In attendance were Board members Greg Goff, Jim Ellington, Gerda Wise, and Jama Snyder, Library Director Hillary Arney, Assistant Director Patricia Hersey. Regional Librarian Charlotte McIntosh was not in attendance.
- II. **Review of Agenda:** See attached.
- III. **Minutes of the Previous Meeting:** (June 14, 2013) Minutes were reviewed. Goff made a motion to accept the minutes. Wise seconded the motion. Motion was approved.
- IV. **Treasurer's Report:** Presented by Arney. See full report attached. Marsh suggested that memos on check and Visa statements be improved for clarity. A motion was made by Snyder to seek an opinion from Attorney Ruth Baxter on the impact of the Board Member financial disclosure clause in the new Code of Ethics for the county to be adopted January 1, 2014. Ellington seconded the motion and the motion was passed.
- V. **Regional Director's Report:** See attached report. In reviewing the report the question was posed regarding section 5 a. What are the Kentucky Public Library Standards regarding budgetary reserves for contingencies? Arney will seek the answer to this question.
- VI. **Director's Report:** Circulation has been higher overall with a few noted declines. Arney is looking into possibilities for off-site storage for rarely used items (such as Christmas decorations). The suggestion was made to check with the County Judge about use of a space in their storage area. Arney listed projects that she will be undertaking in the next year, including an official emergency plan, applying for lending library status (ILL), creating an operating procedure manual, and organizing kitchens. Arney is planning to meet with staff members individually to determine and discuss their yearly goals.

An extension for Arney's library certification has been granted until October of 2013. Arney is scheduled to complete her requirements for a para-professional certification in December. Arney will seek clarification from Beth Milburn (KDLA) regarding the time between October and December and a possible fine to the library.
- VII. **Old Business:** A motion was made to donate \$1500.00 to the KPLA legal fund by Ellington per Baxter's recommendation. Snyder seconded the motion and the motion passed.

We are waiting for Eric Carle to respond to the request for permission to use images from 'The Hungry Caterpillar' in our Children's area remodeling project.

The issue of a budget amendment to account for carry-over has been tabled until the next meeting.

- VII. **New Business:** A discussion was initiated regarding the use of off-site library programming and collaboration with community groups. It was decided that as a future practice, the board would be consulted before commitments were made to co-sponsor events that were not on library property with the exception of events held at the public schools.
- Tax rates will need to be recalculated due to local industry changes. Marsh made a motion to set both rates at 10 cents per \$100.00. Wise seconded the motion and the motion passed. The board will read and review policies to discuss at the next meeting. No executive session was taken.
- VIII. Goff motioned to adjourn the meeting, Wise seconded and Marsh adjourned the meeting at 1:29 p.m. Next meeting date: August 16, 2013.

Respectfully Submitted,

Patricia Hersey, Assistant Director and Recording Secretary