

**MINUTES**  
**Boyd County Public Library**  
**Board of Trustees**  
**July 16, 2012**  
**4:00 p.m.**  
**Kyova Library**

**PRESENT** Michael Campbell, President  
Ashley Skidmore, Secretary  
Melissa Boggs, Member

Pam Holmes, Recorder

**ABSENT** Theresa Lyons, Treasurer  
Debbie Johnson, Vice-president  
Tim Gampp, Regional Librarian

**STAFF** Debbie Cospers, Director  
Zana Durst, Information Specialist, Kyova

**VISITORS** none

**CALL TO ORDER** 4:05 p.m.

**PUBLIC COMMENTS** none

**AGENDA**

On a motion made by Skidmore and seconded by Boggs:

**“Approve agenda with changes.”**

**MOTION CARRIED UNANIMOUSLY**

- Cospers added 7d. Risk & Rewards Conference

**MINUTES**

On a motion made by Skidmore and seconded by Boggs:

**“Approve May 21, 2012 minutes as presented.”**

**MOTION CARRIED UNANIMOUSLY**

**FINANCIAL REPORT**

**a. Financial Statement**

- Reviewed/discussed

**b. Balance Sheet**

- Reviewed/discussed

**c. Treasurer's Report (report, check register containing EFT report, & credit card statement)**

On a motion made by Boggs and seconded by Skidmore:

**"Accept treasurer's report and pay all bills."**

**MOTION CARRIED UNANIMOUSLY**

**FEATURED DEPARTMENT**

**a. Kyova Staff**

**i. Zana Durst, Information Specialist**

- Zana discussed the latest news from the Kyova branch

**BUSINESS/ACTION/ITEMS**

**a. Architect for Catlettsburg Remodel**

On a motion made by Skidmore and seconded by Boggs:

**"Motion to approve TSHD architectural firm for the Catlettsburg remodel."**

**MOTION CARRIED UNANIMOUSLY**

- Library received five bids
- Director eliminated three
- TSHD's bids is \$29,700; Design Development is \$14,600
- Board agreed TSHD was most cost effective in terms of cost and ability to provide services required

**b. Public Library Association Results Boot Camp**

On a motion made by Boggs and seconded by Skidmore:

**"Motion to approve travel expenses for director to attend PLA Results Boot Camp."**

**MOTION CARRIED UNANIMOUSLY**

- The 2012 boot camp is designed to cover strategic planning by identifying community needs, effectively allocating resources, identifying activities to support plan, and writing goals and objectives to achieve the plan in measurable way
- Cosper submitted application and was accepted
- Cost for the program, hotel, travel and per diem is \$2191
- Boot camp will benefit library since we will need to begin more in depth strategic plan once exemplary status for state standards has been obtained

**c. Reschedule August Board Meeting**

On a motion made by Skidmore and seconded by Boggs:

**“Motion to reschedule August board meeting to the 27<sup>th</sup>.”**

**MOTION CARRIED UNANIMOUSLY**

- The meeting was rescheduled because Cosper will be out of town on the 20<sup>th</sup>.

**d. Risk and Rewards Conference**

On a motion made by Skidmore and seconded by Boggs:

**“Motion to approve travel expenses for director and 3 staff members to attend Risk and Rewards Conference.”**

**MOTION CARRIED UNANIMOUSLY**

- Conference will be held in Telluride, Colorado
- Ben Nunley, Kellie Nunley, Amanda Clark will also attend
- Conference put on by state of Colorado to find ways for libraries to be innovative and keep them relevant

**REPORTS**

**a. Regional Librarian, Tim Gampp - attachment A**

- Gampp did not attend meeting

**b. Director**

**i. Correspondence**-passed around, discussed

**ii. Monthly report**- no report submitted

**iii. Other Stuff** – library had 45,000 check-outs in June; Cosper informed board of payroll mistake made by Holmes and explained how it would be corrected

**DISCUSSION ITEMS**

**a. Director’s annual review**

- Skidmore will coordinate reviews
- Cosper will send electronic copies of form to board
- Review will be discussed at August 27 board meeting

**ADDITIONAL ITEMS**

**a. Board member selection update**

- New board members were sworn in July16th

**b. Library/Museum partnership update**

- Museum had redone by-laws but they have not been approved yet

**c. Special Taxing Districts Area Development Districts meeting reminder**

- Cosper will attend the August meeting in Carter County

**ADJOURN**

On a motion made by Skidmore and seconded by Boggs:

**“Motion to adjourn meeting at 5:15 p.m.”**

**MOTION CARRIED UNANIMOUSLY**

**Next meeting: Monday, August 27, 2012, 4:00 p.m. – Main Library**

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2012

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**Pam Holmes, Recorder**

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**Ashley Skidmore, Secretary**

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**Michael Campbell, President**