# MINUTES Boyd County Public Library Board of Trustees October 15, 2012 4:00 p.m. Main Library

**PRESENT** Debbie Johnson, President

Phillip Lewis, Vice-president Melissa Boggs, Secretary Yvonne Cubbison, Treasurer Tim Gampp, Regional Librarian

Pam Holmes, Recorder

**STAFF** Debbie Cosper, Director

Amanda Gilmore, Community Relations Coordinator

**VISITORS** none

CALL TO ORDER 4:00 p.m.

PUBLIC COMMENTS none

# **AGENDA**

On a motion made by Boggs and seconded by Lewis:

"Approve agenda as presented."

**MOTION CARRIED UNANIMOUSLY** 

# **MINUTES**

On a motion made by Lewis and seconded by Cubbison:

"Approve September 19, 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 Cubbison and seconded by Boggs:

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

# MOTION CARRIED UNANIMOUSLY

# FEATURED DEPARTMENT

- a. Community Relations
  - i. Amanda Gilmore, Coordinator
- Amanda talked about what she does and the latest happenings in her department

# **BUSINESS/ACTION/ITEMS**

none

#### **REPORTS**

- a. Regional Librarian, Tim Gampp attachment A
- b. Director
  - i. Correspondence-passed around, discussed
  - ii. Monthly report- attachment B
  - iii. Other Stuff annual library holiday party Dec. 7 at 7:00 p.m., Bellefonte Country Club

# **DISCUSSION ITEMS**

Library/Museum partnership update

- Boggs reported that the museum is doing much better financially
- Museum held a fund raiser-Dining with the Past

# ADDITIONAL ITEMS

- a. Staffing update
- Cosper reported that branch manager interviews will be conducted next week

# b. Accounts payable and payroll outsourcing update On a motion made by Lewis and seconded by Cubbison: "Motion to acquire Andrews, Tackett & Edmonds, PSC to outsource accounts payable and payroll to."

- Cosper interviewed and received quotes from 6 firms/individuals
- Cosper recommended Andrews, Tackett & Edmonds, PSC
- Andrews, Tackett & Edmonds quote was \$850 per month

# c. Catlettsburg remodel update

- Cosper reported that work has begun on the branch
- The circulation desk was given to the library at Crabbe school
- There will be weekly meetings with the contractor

#### d. Christmas Parade

- The library will participate in the parade on Tues., Nov. 20<sup>th</sup>
- The board is invited to join staff in the parade

# e. Idea for new building location

- Cosper suggested buying building across street from main library
- Eventually the building would be torn down and a new library built in its place
- Board agreed that now would not be a good time to do this

# **ADJOURN**

On a motion made by Cubbison and seconded by Lewis:

"Motion to adjourn meeting at 5:05 p.m."

**MOTION CARRIED UNANIMOUSLY** 

Next meeting: Monday, November 19, 2012, 4:00 p.m. – Main Library	
Approved this day	of 2012
Pam Holmes, Recorder	Melissa Boggs, Secretary
	. President