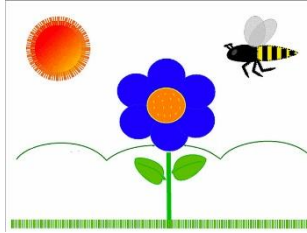


AGENDA

Boyd County Public Library
Board of Trustees



Monday
May 18, 2015

4 pm to 6 pm
Main Library

1. **Call to order**
2. **Public Comments: Members of the public are invited to speak to the board**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - a. April 20, 2015
5. **Financial Report**
 - a. Treasurer's Report
 - i. Includes: report, check register (containing EFT & credit card reports)
 - ii. Action: Accept treasurer's report and pay all bills
 - b. Financial Statement and Balance Sheet
6. **Featured Departments**
 - a. Elizabeth Crawford, Youth Services Supervisor
7. **Business**
 - a. Candidates for Board Position
 - i. Recommendation: That the board approve names submitted by the Nominating Committee for the upcoming opening.
 - ii. Findings:
 - (1) Melissa Boggs is about to end her first term as board member;
 - (2) Board Policies (and state statute) sets requirements for selecting and making recommendations to County Judge Executive;
 - (3) State statute requires that two qualified names for each position be sent to Kentucky Department for Libraries and Archives for validation then sent to the Boyd County Judge Executive who is required to pick one of the two verified names for the vacancy;
 - (4) Board policy states that the nominating committee (selected by the board) will seek qualified candidates;
 - (5) Ms. Boggs is eligible for a second term and has indicated her desire to serve a second term.
 - (6) Former board member Mike Campbell has agreed to have his name submitted and is eligible since he has been off the board for at least one year;
 - (7) The Nominating Committee has recommended that Boggs and Campbell be submitted to Boyd County Fiscal Court for appointment.
 - b. Budget for 2015-2016
 - i. Recommendation: That the board approve the budget for fiscal year 2015-2016
 - ii. Findings:
 - (1) Budget needs to be adopted no later than the May meeting in order to meet filing requirements;
 - (2) Compensating rate will be taken this fall (first time in six years);
 - (3) Operating expenses, including personnel, library materials, utilities, supplies, and continuing education is \$3,332,000 while capital outlay is \$230,000;
 - (4) Highlights of this year's budget:
 - (a) Personnel: 3% raise, based on performance, partial reinstatement of health reimbursement contribution, and library shirts on anniversaries;

- (b) Materials: Slight decrease in materials spending to reflect lack of shelf space, a one-time increase in Microform (special purchase of a local newspaper index), and a better accounting of periodical and database spending;
 - (c) Operating Expenses: restoring supply and administrative budgets, adding enhancements to the library's database searching capabilities (in Service Contracts), and reinstating programming to 2013 levels;
 - (d) Staff Education: increase is for classes for new staff;
 - (e) And overall incremental increases by vendors, companies, and suppliers.
- c. Ethics Policy Update
 - i. Recommendation: That the board approve the "Conflict of Interest and Code of Ethics" policy updates section of the Board Policies
 - ii. Findings:
 - (1) Revisions, additions, and changes were based on meeting state law compliance requirements;
 - (2) KRS 65A.070 "Code of Ethics" requires a Special Purpose Government Entity to place itself under the local County's Code of Ethics. The board made the resolution to do that at the November 18, 2013 meeting;
 - (3) Recent legislation has been passed (HB 348 www.lrc.ky.gov/record/15RS/hb348.htm) that removed the exemption for board members, officers, and employees of special purpose governmental entities from filing financial disclosure statements;
 - (4) Ordinance 83, Section 2, "Financial Disclosures" of the Boyd County Code of Ethics states: *The financial disclosure statement shall be signed by the official and shall set forth the elected or appointed official's name and title and shall identify all sources, other than Boyd County or the Commonwealth of Kentucky, from which the official earned or received income of more than \$5,000.00 in the 12 months immediately preceding;*
 - (5) Any other changes were primarily grammatical or for clarification which did not change the purpose of the individual policy;
 - (6) See attached "Conflict of Interest and Code of Ethics" policy for further details.
- d. Collection Development and Management Policy
 - i. Recommendation: That the board approve Collection Development and Management Policy
 - ii. Findings:
 - (1) The policy provides guidance for Library staff as selectors of library materials and informs the public about the principles upon which decisions are made in the selection of those materials;
 - (2) The plan has been completely revised and updated from the 2004 edition;
 - (3) Collections, formats, and resources have been added/deleted as needed;
 - (4) Highlights of Additions and Changes
 - (a) Personnel responsible has been added to the overseeing a specific collection [formerly it was the sole responsibility of the Technical Services Supervisor];
 - (b) Electronic Resource Collection has been expanded [in prior edition, it was a small paragraph added to a collection];
 - (c) Purchasing Programs added to reflect new practices;
 - (d) Deselection has been revised to include a schedule for weeding specific collections;
 - (e) Content Challenges and Removal of Materials has been streamlined.

8. Reports

- a. Regional Librarian, Tim Gampp
- b. Director
 - i. Correspondence
 - ii. Monthly report
 - iii. Other stuff

9. Discussion Items

- a. Board Comments
- b. Kyova Branch and Kyova Mall

10. Additional Items

- a. Strategic Plan update

11. Adjourn

Attachments

- Minutes
- Financial Documents
 - Treasurer's report
 - Checks 15-04
 - Balance Sheet
 - Financial Report
- Regional Librarian's Report (if available)
- Monthly Report
- [Distributed at last meeting, copies available upon request
 - Preliminary Budget 2015-2016
 - Code of Ethics]
- Collection Policy

