

# Bracken County Public Library Board

## Board of Trustees Meeting Minutes

July 10, 2017

The regular meeting of the Bracken County Public Library Board was called to order at 4:30 p.m. on July 10, 2017 by President Sandra Wood.

### **Present**

Board members: Brenda Cooper, Sandra Wood, Anna Cummins and Ava Grigson.

Library Director: Christian Shroll, Library Attorney: Cynthia Thompson

**Minutes:** The board reviewed the minutes of the June 12, 2017 meeting. Brenda made a motion to approve the minutes as read. 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. Second by Ava and all approved.

**Director's Report:** Christian reported that the next audit may be delayed because of the construction project. Ella Bowling presented a lesson in conjunction with the summer reading program on Aerodynamics and it was well received. Christian reported this inclusion of STEAM presentations is a good draw for the older kids because they are engaged and doing hands on experiments.

### **Business**

- Policy Review – Open Records – Brenda made a motion to approve. Second by Anna and all approved.
- Cash Drawer Policy – Anna made a motion to approve the cash drawer policy. Second by Ava and all approved.

### Old Business

- Summer Reading – The participation among the teens and adults was much better this year. Christian and staff felt the large prize basket they had last year on display kept younger patrons more interested. Discussion on how to improve for next year. Suggestions were: start as soon as school dismisses, have the kickoff in Brooksville, variety of prizes for younger and older patrons. Discussion of coding and possible programming with older students in this area. Anna will check with High School to see if there is an interest in coding at that level.

### New Business

- Proposals for copier lease/maintenance. Christian had two proposals for new copier for the library office from Modern Office Methods and ProSource. Discussion of

cost estimates verses repairs and quick service on repairs. ProSource guarantees a 4 hour response for repairs. Repair times have been an issue with Modern Office Methods in the past. Anna made a motion to accept the proposal from ProSource and for Christian to proceed with the contract. Second by Brenda and approved by all.

- Computer and monitor replacement - Christian would like to begin a slow process of replacing the aging computers and monitors in the library and develop a rotation time frame for replacement of computer equipment. Many of the computers are very slow and the monitors are outdated. Christian priced monitors for about \$150.00 each. Brenda made a motion to authorize Christian to make necessary repairs and upgrades to computers as necessary. Second by Ava and approved by all.
- Review of proposal of services from architects. Cynthia has received the final documents for proposal of services for review. She had a few concerns about some of the wording and will be in contact with the architects. Brenda made a motion that the Board will seek to set the timeline for the bid process to begin in January 2018, provided we can come to an agreement on the proposal of services. Second by Anna and approved by all.
- Staff raises. Christian proposed a staff raise of 1% - 2%. He has factored a 2% raise in the budget and explained that a 2% raise for all staff would only increase the total salaries of staff by \$3,000.00. Brenda made a motion to increase staff salaries by 2% across the board for the fiscal year. Second by Anna and approved by all.

## **Adjournment**

Having no further business Ava made a motion to adjourn at 6:20 p.m. Second by Brenda and all approved. The next general meeting will be at 4:30 on August 14, 2017 in the library boardroom.

Respectfully submitted,

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Secretary, Anna Cummins

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President, Sandra Wood