**Bracken County Public Library Board**

Board of Trustees Meeting Minutes

September 16, 2021

The regular meeting, held at a special time due to Labor Day holiday, of the Bracken County Public Library Board was called to order at 4:35 p.m. on September 16, 2021 by President Sandra Wood.

## Roll Call - Present

Board members: Sandra Wood, Ava Grigson, Anna Cummins, and Brenda Cooper. Library Director: Christian Shroll and Library Attorney: Cynthia Thompson. Absent : Aaron Linville

**Public Comment -** no public comment.

**Minutes:** The board reviewed the minutes of the August 2, 2021 regular board meeting. Motion by Brenda to approve the minutes as written. Second by Ava and all approved.

The board reviewed the minutes of the August 20, 2021 special called meeting. Motion by Ava to approve the minutes as written. Second by Brenda and all approved.

**Treasurer’s Report:**  Motion made by Anna to approve the Treasurer’s report as written and filed for audit. Second by Ava and all approved.

**Business**

**Policy Review**

**Reimbursement Policy -** Motion by Brenda to re-approve the Travel Reimbursement policy. Second by Ava and all approved**.**

**Old Business**

**Audit -**  The audit is still in process and should be completed by the October meeting.

**Updates to the Library**

* Computers & Media Shelving - Everything is on order, but, with shipping dates disrupted, it will most likely November before everything arrives. The staff is working to get areas ready when they do come in.
* Children’s Wing Bid - Christian presented the bids, one for furniture/shelving from KPC Architectural and one for flooring from Mathis Flooring, to the board with explanation on several line items in the bids. Motion by Anna to accept the bid from KPC Architectural for upgrading the Children’s wing which will include shelving, furniture, delivery and installation of the items. Second by Ava and all approved. The delivery date is estimated to be December.
* The board discussed the bid from Mathis flooring, but Christian suggested contacting other flooring companies. The flooring bid was tabled until the next meeting.

**Circulation Software change -**  SIRIS Dynix rep has offered to lower the price from $15,000 to $6,000 which is under the ~$7,600 yearly cost for Book Systems, but Christian is not sure if this SirsiDynix quote is a one-time special or continuing yearly cost. The current agreement is not up until May 2022, so we still have time to explore other options. SIRIS Dynix would charge $4,000 for data extraction to the library to get circulation records as opposed to the ~$8,600 quote from the data extraction company suggested by Book Systems. Book Systems Atrium is a one-time cost of $16,000 for initial setup and training, and this includes the Bracken County School libraries. By using the same software access to the collection would increase for all involved by allowing direct requests from students/teachers at the schools. BCPL staff could then fill those requests and deliver them to the schools if we switched circulation software to Book System.

**New Business**

* **Social Security -** As a result of the audit it was discovered that the BCPL has never contributed or paid into Social Security on employees participating in the state/county retirement system. According to the Employee Policy Manual, per a 1989 ruling, the library and employees are exempt from paying into Social Security if participating in the retirement system. Board had a discussion about the issue and how to address it. Library attorney Cynthia Thompson has researched and found no basis for the exception, but Christian stated that after contacting other KY libraries he found that some of them do not pay into Social Security either. Upon advice of the auditor, the board decided the library should contribute to Social Security for all employees. Motion by Ava for Christian to investigate the cost of the contribution and other issues to begin paying into Social Security for employees. Second by Brenda and all approved.

Motion by Anna to amend the motion by adding/amending policy on Social Security upon recommendation of the auditor. Second by Brenda and all approved.

* **New Board Officers -** The following board members term are up in 2022 : Aaron and Anna. Anna agrees to continue to serve but Aaron wishes to give up his seat, therefore the board needs to begin seeking a replacement for Aaron. The board wishes to appoint another person from Augusta or Foster to get input from that area of the county. Christian also notified the board that the person who holds the office of treasurer must be bonded.
* **Surplus Items -**  The old computer tables and other items need to be surplused. Motion by Brenda to declare the old computer tables, padded chairs and an office chair as surplus. Second by Ava and all approved. There are some other items that have been advertised multiple times and deemed of no value. The board directed Christian to dispose of these items any way he could.

**Director’s Report**

Christian is working on several grants to improve the library and patron access. One grant would cover the director’s fee to attend the National Conference. There is also a Bookmobile grant that he will be applying for. The board reviewed the printed Director’s Report and circulation statistics, noting that patrons are returning to the library.

**Regional Consultant**

* No regional consultant report.

**Adjournment**

Having no other business Ava made a motion to adjourn at 6:20 p.m. Second by Brenda and all approved.

Respectfully submitted,

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Secretary, Anna Cummins President, Sandra Wood