**Bracken County Public Library Board**

Board of Trustees Meeting Minutes

February 3, 2020

The regular meeting of the Bracken County Public Library Board was called to order at 4:35 p.m. on February 3, 2020 by President Sandra Wood.

## Roll Call - Present

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

**Minutes:** The board reviewed the minutes of the January 6, 2020 meeting. Motion by Brenda to approve the minutes as written. Second by Aaron and all approved.

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

**Business**

  **Policy Review**

 **Bracken County Public Library Trustee Orientation Policy**.

Motion made by Anna to re-approve the Bracken County Public Library Trustee Orientation Policy. Second by Aaron and all approved.

 **Old Business**

* **Policies and Procedures - new and updates**

Discussion of which new policies to address during upcoming meetings. The board decided to leave the order of the new policies/procedures to consider at the discretion of the director.

* **Audit Process**

The audit process is completed. Christian consulted the bank concerning the amount over $250,000.00 which was raised by the auditor. The bank agreed to sign the form guaranteeing our total amounts. The board also discussed the option of putting some library funds in other financial institution(s) located in the county, to safeguard assets above the $250,000.00. Aaron made a motion to keep the current checking account at the First National Bank and have the First National Bank sign an assurance form to cover any amount above $250,000.00 and when current CD’s mature we transfer to a bank with the highest interest rate in compliance with the auditor’s recommendations. Second by Ava and all approved.

* **Future Plans**

The board discussed the Strategic Plan and the 2 bids that were submitted. The lowest bid was submitted by Taylor Career Strategies and presented the best plan to move forward. Motion by Anna to use Taylor Career Strategies as the consultant to assist the library with the Strategic Planning process. Second by Aaron and all approved.

**New Business**

 **Lighting Replacement -** Many of the old light fixtures need replacing and Christian has contacted two contractors about replacing them with LED lighting. There are two options - replace the entire fixture or retrofit fixtures to accept LED bulbs. Christian will report back to the board at the next meeting with more information and bids from each contractor.

 **Director’s Report**

* Christian expressed his desire to have the director’s office repainted to a more neutral color aligning more with the color scheme of the library. Motion by Aaron to repaint the director’s office. Second by Brenda.
* Christian stated that the E-rate money will be used to rewire some existing connections that currently run through the circulation desk and around to other areas. This also brought up a discussion of the current circulation desk. This is the original circulation desk put in during construction and Christian reported that it is showing wear in many places and is difficult for patrons with disabilities to access. Board discussed the options of replacing the circulation desk and Christian will bring examples to the next board meeting of replacement options for the board to review.
* Update on the Public Library Association meeting that Christian will be attending in Nashville and the Legislative Day. Christian asked board members to contact their Legislator to express concern over bills that will require board members to file and run for office. Board members agreed that this is unnecessary action for positions that are voluntary, non-paid positions and this would only increase work for county government and decrease the willingness of community members to agree to serve as board members. All agreed that they will contact their legislators.

**Regional Consultant**

* No report

**Adjournment**

Having no other business Ava made a motion to adjourn at 6:24 p.m. Second by Aaron and all approved.

Respectfully submitted,

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 Secretary, Anna Cummins President, Sandra Wood