

# Bracken County Public Library Board

Board of Trustees Meeting Minutes  
January 4, 2021

The regular meeting meeting of the Bracken County Public Library Board was called to order at 4:35 p.m. on January 4, 2021 by President Sandra Wood.

## **Roll Call - Present**

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

**Public Comment** - no public comment.

**Minutes:** The board reviewed the minutes of the December 7, 2020 board meeting. Motion by Aaron to approve the minutes as written. Second by Brenda and all approved.

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

## **Business**

### **Policy Review**

**Bracken County Public Library Bylaws** - Motion by Ava to re approve the bylaws. Second by Aaron and all approved.

**Ethics Policy** - Board members discussed the inclusion of the financial disclosure in the policy. Library board members are not listed in the K.R.S. as having to fill out the form as part of the Ethics Policy. Board discussed replacing our original form, which includes a financial disclosure form that requires unnecessary information pertaining to board members and their financial status. Motion by Brenda to omit the financial disclosure form from the Ethics Policy. Second by Anna and all approved.

Board reviewed the Board Trustee and Library Employee Acknowledge form for Library's Ethics Policy Compliance which is included in the Ethics Policy. Discussion of adjusting it with an example provided by the director. Motion by Brenda to take the content from the example provided as a guide and vote on the final draft at our next meeting. Second by Ava and approved by all

### **Old Business**

**Transfer of CD** - CD# 14878 matures on Jan. 8, 2021. Two boards members will need to be present to cash in and transfer the money. Board members decided that the Treasurer and another board member should be the ones to take care of the transfer. Motion by Anna that the Treasurer, Brenda and the President, Sandra will take care of the transer. Second by Ava and all approved.

**Surplus Items** - Information on surplus items is still being compiled. Christian is getting together a list, pictures and notice of things that will be up for bid.

**Informational Items** -

- Wifi and Network - Still waiting on Windstream. All the equipment is installed , just waiting on the final process.
- Office area / Staff work area - Office and staff area work is completed and looks very nice.

**New Business**

- **New computers** - Christian presented the board with a bid from Dell, that includes tech support, to replace existing workstations for patron use. This is an area of need as identified by the survey in the strategic plan. The current computers will be surplus and donated to Knoedler or put up for bid. Motion by Aaron to allow Christian to purchase 8 Dell computers for the library. Second by Brenda and all approved.
- **ADT Upgrades** - As new cameras and wiring have been added ADT workers let Christian know that the existing equipment/wiring is outdated and the library will need to update this in the future. The library also needs to purchase a larger monitor as the current one is not adequate to be able to view the additional cameras that were added.

**Director's Report**

- Curbside service continues, but the library is hoping to begin limited services in January. This will depend on Covid rates in the county and state regulations.
- Christian is working to develop and offer a variety of new information videos that will highlight the services the library provides.
- Christian has offered to serve on the KDLA Standards Committee to provide input for new standards that will be developed for public libraries.
- Weeding and updating continues for the library with “free” mystery book bags being given out to patrons before the holidays.

**Regional Consultant**

- The board reviewed the monthly KDLA report.

**Adjournment**

Having no other business Aaron made a motion to adjourn at 5:34 p.m. Second by Ava and all approved.

Respectfully submitted,

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Secretary, Anna Cummins

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President, Sandra Wood