**Bracken County Public Library Board**

Board of Trustees Meeting Minutes

Sept 8, 2022

A special called meeting of the Bracken County Public Library Board was called to order at 4:35 p.m. on Sept 8, 2022 by President Sandra Wood. This is our monthly meeting for September, but due to the Labor Day holiday, we had to change the meeting date therefore a special meeting was necessary.

**Roll Call** - Present Board members: Sandra Wood, Anna Cummins, Jennifer Ramsey Jones 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 August 1, 2022 regular board meeting. There was a spelling error for Brenda’s name in the policy review section. Motion by Brenda to accept the minutes with correction. Second by Sandra and all approved.

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

**Business**

**Policy Review**

**Travel Reimbursement Policy -** Motion by Brenda to reapprove the Travel Reimbursement Policy. Second by Anna and all approved.

**Old Business**

* **Bookmobile and Creating a Non-Interest Account** - Quotes are accepted by state and federal officials. The board needs to take action to establish a non-interest bearing account for the bookmobile grant and vote declaring the cost of the vehicle will be paid as soon as necessary. Motion by Brenda to create the non-interest bearing account for the bookmobile grant. Second by Jennifer and all approved.

Motion by Anna to declare the cost of the vehicle will be paid as soon as possible as depending on grant guidelines. Second by Sandra and all approved.

* **Internet Agreement with Augusta**  - The agreement has been approved by the Department of Local Government and submitted to the Secretary of State. Everything has been filed and executed. The BCPL will now be able to help the Knoedler library in Augusta with Internet costs.
* **Additional Cleaning for the Library -**  The additional cleaning for the library has been very beneficial, but to continue board action is needed. The board also felt that any additional/extra services for carpet cleaning, etc. be extended to Mr. Johnson. Motion by Brenda to have cleaning services increased to 3 times a week and pay to be $400 every 2 weeks. Second by Anna and all approved.

**New Business**

* **Bank Card Signatures and Closing the CE Special Account** - Due to the board having new members a new signature card is needed. We also need to close the special account for the CE grant and take action to request the bank to allow the director to conduct business for the library, except for signing checks.

Motion by Anna to request a new signature card at First National Bank of Brooksville, close the CE grant account and provide a written statement to allow the library director to conduct financial business for the library with the exception of signing checks. Second by Brenda and all approved.

Motion by Brenda to allow the director to set up online banking for the Bracken County Public Library at the First National Bank of Brooksville. Second by Sandra and all approved.

* **Books and Materials for Flood Impacted Eastern KY** - The library wants to help the areas that were impacted by the recent flooding by donating surplus items and books that are weeded from the collection, but since some items are considered capital by the auditors we will need a motion to do so. Motion by Brenda to authorize the library director to choose items to be donated to public and schools libraries in the flood impacted areas and to use the library vehicle to transport items or pay shipping costs, whichever option is most economical. Second by Jennifer and all approved.
* **Trustee Board Application**  - Upon the new KRS regulations the board has decided to have an application process for new board members. This will help identify conflict of interest as well as help find good candidates to be new trustees. The board had a discussion of the questions and documents to include/exclude from the example presented. Motion by Brenda to approve the Bracken County Public Library application for trustee appointment with the omission of a cover letter and resume. Second by Jennifer and all approved.

**Other Business** - none due to a special meeting and only items on the agenda being allowed for discussion.

**Director’s Report**

Christian provided a lengthy written report for the board to review. The main points of that report:

* Upcoming KLA conference
* New circulation software
* Possibility of adding a “seed” library to offerings
* Library patron and circulation statistics

**Regional Consultant**  - no regional consultant. Christian noted that KDLA is in the process of looking for a new commissioner.

**Adjournment**

Having no other business Brenda made a motion to adjourn at 5:40 p.m. Second by Anna and all approved.

Respectfully submitted,

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Secretary, Anna Cummins President, Sandra Wood