

BOARD OF TRUSTEES REGULAR MEETING
February 15, 2017
Cold Spring Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 5:31 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Carla Landon, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Diane Katz, Adult Outreach Services Librarian; Dawna Haupt, Library Accountant; Terrie Pulliam, Human Resources Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS

Dave Anderson reported he has been working on the route for the courier to add deliveries to the new Library Express locations. He also reported the public bathrooms at Cold Spring have been updated with new fixtures, lighting and paint. He attended the meeting of the Planning and Zoning Commission for the City of Cold Spring to discuss the plans for the road that is to run behind the Cold Spring Library with JC Morgan and Joe Hayes. Dave also reported that Clara Gerner is now supervising Cold Spring's Information Services staff and will be scheduling the Information Services desk so he can take over managing the Alexandria location and staff including the renovation of the space we are renting for that location.

Diane Katz reported she visits homebound patrons who are not able to make it into the library. These mostly elderly patrons live in nursing homes, assisted living facilities and in personal residences. Diane uses the outreach van in the afternoon to visit between 60 and 80 patrons twice month. Diane added she delivers not only fiction titles for recreational reading but also lots of cookbooks and medical titles, even kids' books so grandparents have something to read to their grandchildren. Diane added that most of her patrons are in the northern part of the county but she does visit patrons as far south as Grants Lick. Diane also delivers deposit collections of books and movies to a variety of institutions. The Baptist Convalescent Center takes their deposit collection around on a cart for residents. Diane reported that she has a read aloud book club at Carmel Manor and Active Day Senior Care Centers in Fort Thomas and one at Coldspring Transitional Care. At Active Day, Diane reads to two different groups – one is to a group of developmental disabled adults to whom she reads juvenile titles and the other she tends to read young adult titles and, in particular, Little House books. With this second group, Diane stops and talks throughout the story to make connections with the group. Diane added she has a really fascinating job and she gets to meet some really interesting people. She also loses those people which is the hard part of her job. She appreciates them all for what they to have offer. JC added that Diane is also responsible for our Book Buddies program. She creates cards for those who are willing to be a homebound person's book buddy. Book Buddies are not charged late fees and are mostly the relatives of those who are homebound. Diane works with the Book Buddy to pull titles for their delivery. Diane also delivers deposit collections of honor books to some of the county's laundromats. She includes both adult and kid's titles in these collections. When Diane is on vacation, Dave does her delivery route. Dawna Haupt added that the Library has received donations in Diane's honor because either one

of her patrons has passed away or her patrons' families want the Library to know how much they appreciate Diane's work.

Dawna Haupt reported on the Capital campaign. In January, she prepared and distributed the 2016 year-end tax statements. Dawna added we are reaching the 5th year of the campaign. We have had 80 donors contribute to the campaign and we have received \$143,285 in donations. So far, we have 62 donors who have fulfilled their promised donations and 20 who still have to complete with \$18,457 still outstanding. Dawna also reported on her work on the Parade Committee. The committee has begun planning for this year's parades. Fort Thomas is celebrating their sesquicentennial and our float for the Fort Thomas parade will honor that. Dawna continues to participate in the one-to-one reading program. Dawna and Terrie continue to track paid time off in the payroll system. Dawna assisted with the January Signature Series. Dawna reported that three auditing firms responded to our RFP. Dawna was looking for an independent firm with quality work and with experience and knowledge of libraries. Dawna also wanted a firm large enough to meet deadlines and willing to answer questions all year. She noted we will maintain a relationship with Bramel & Ackley for consulting work. Dawna recommends that we select Van Gorder Walker & Co. Van Gorder also does the auditing work for Boone County Public Library. Dawna has a good relationship with Boone's accountant. JC added that Dawna handled creating the RFP and all the investigative work. Paul Johnson moved to approve Van Gorder Walker & Co. as our auditing firm, Christie Fillhardt seconded, all were in favor and the motion carried.

Terrie Pulliam reported she met with Bessie Davis, the Director from Cynthiana/Harrison County Public Library to show her how we handle payroll and accounting. Terrie reported that 16 staff members are participating in the 2017 Northern Kentucky Wellness Challenge which runs through February 2017. Terrie sent W2s and Affordable Care Act Tax Filings to all employees. Terrie created a heart healthy calendar with challenges and prizes for staff. She continues to participate in the one to one reading program and meets with a first grader at Silver Grove. Terrie added that, as of January first, FICA and Medicare wages were calculated using gross wages rather than allowing the KRS deduction. This applies to all full-time employees. Terrie also hosted the HR round table at Cold Spring in January and is recruiting, screening, and interviewing for various positions.

ATTORNEY'S REPORT

Louis Kelly reported that on February 9th the Court of Appeals certified the plaintiffs' appeal. The plaintiffs have until April 10th to file their brief and our brief will be due on June 9th.

PRESIDENT'S REPORT

Cathy Howard reported on a note received from the Boys Scouts of America about a donation in memory for a staff member's father. We also received a card noting appreciation for our app. "I love my Campbell County Library app. I downloaded it last summer and have used it numerous times." Cathy Howard also reported on a donation received in memory of Tina Moore the owner of Blue Marble Books. We also received stacks of thank you notes from our schools for our Drop Your Drawers campaign.

REGIONAL LIBRARIAN'S REPORT

Lucinda Chandler reported on the upcoming Legislative Day, Teen Tech Week, and the Spring KPLA conference in Lexington. Lucinda also reported on a lunch and learn webinar with tips for trustees on budgets.

DIRECTOR'S REPORT

JC showed the Board fleece jackets they could order with our library logo embroidered on them. The prices for the various styles ran from \$22 to 25. JC asked anyone who wanted one to speak to him after the meeting. The board members would have to repay the Library once the jackets are received. JC reported on the cost savings currently available through Duke Energy on replacing older model lights with LED. Ian Holten, our energy consultant, has suggested we do some of that replacement work at Cold Spring soon to take advantage of the rebates, which will be ending. If there is extra money after we have the costs worked out for other projects, JC said he would like to change the lights at Cold Spring. We would then go from replacing lights every two years to every 10 years. JC also reported that we will be meeting in room 113 in the legislative annex in Frankfort for Legislative Day. Carla Landon suggested some content for packets to give to legislators. JC also reported to the board that he would be going to a conference sponsored by Library Journal instead of ALA in Chicago.

JC then reported on the two locations we received for the RFP for a satellite location in Alexandria -- one location is near the Campbell County Middle School (405 Washington Street) and the other is further south on Highway 27 (8333 Alexandria Pike). Both are nice and either could work. The 8333 Alexandria location doesn't have the high visibility from the road offered by the 405 Washington location but looks like a professional office building. Additionally, the 405 Washington location could capture the middle school crowd. Paul Johnson has looked at the numbers and thinks either would ultimately work. When considering the strategic plan, if we can engage with the student population then we will also engage with the parents of those kids which would be a reason to consider the Washington Street location over the 8333 Alexandria location. Tracy Smith said she is still looking for a full service branch in the southern end of the county and likes the location that is further south. However, Tracy recused from voting due to having a connection to one of the owners. JC would like to ask the capital campaign donors for their permission to repurpose the money from the campaign to outfit the new facility. He would write letters to the donors to obtain permission to use the money this way. Christie Fillhardt moved to accept the bid for the 405 Washington Street in Alexandria, Carla Landon seconded, all were in favor with one abstention and the motion carried. The Board is also okay with JC asking donors for permission to repurpose the money from the capital campaign.

JC also reported on the RFP for the marquees. We asked for a 4 x 7 marquee, but the proposals received included two that didn't meet those dimensions. Of the proposals received, we are leaning toward two types of software that can control the marquees --Daktronix or Watchfire. Daktronix is cloud based and could be controlled through cell phones. Watchfire's program is locally mounted on our equipment. Cathy Howard asked how easy it would be to hacked. JC said Daktronix has security measures. Watchfire's security would be like any library equipment. JC noted that the problem is there are too many variations in the bids to compare them. He suggested the safest thing is to throw out the bids, start over, ask for the exact software that we want, and be extremely clear about the dimensions required. This delays us 4-6 weeks. He hopes to have something to the Board by the March 15th meeting.

COMMITTEE REPORTS

- Alexandria Satellite Exploratory Committee: Christie Fillhardt moved to accept the proposal to lease the property at 405 Washington Street in Alexandria, Carla Landon seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Request for Proposal for Removal and Replacement of Library Marquees: The received proposals are all being rejected. JC will re-write the RFP and re-advertise the project.
- Library Express units in Silver Grove and Melbourne: JC reported on the May 2nd ribbon cutting for the Library Express units in Silver Grove and Melbourne. We will send postcards to residents in the areas of the Library Express units to tell them about the ribbon cutting event.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,726 items withdrawn from the collection. These disposed items will be given to the Friends of the Campbell County Public Library for their regular book sales. Carla Landon moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Policy Review/Revision: Christie Fillhardt moved to approve the Personnel Policies as presented, Paul Johnson seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES: Paul Johnson moved to approve the minutes and the financial reports as presented, Carla Landon seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, March 15th, 5:30 p.m., at the Newport Branch.

EXECUTIVE SESSION: The Board did not proceed into Executive Session this meeting.

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 7:05 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary