

BOARD OF TRUSTEES REGULAR MEETING

March 16, 2016

Newport Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 5:30 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Steven Trumbo, Paul Johnson, Christie Fillhardt, and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Lucinda Chandler, Regional Librarian; Doug Williams, Technical Services Manager; Rachel Folz, Digital Marketing Manager; Kiki Dreyer-Burke, Public Relations Manager; Bobbie Bryant and Tad Long, Kentucky League of Cities; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

LONG RANGE PLANNERS REPORT:

Bobbie Bryant and Tad Long presented a PowerPoint on their 4-step process in developing our Comprehensive Strategic Plan. The Board was also presented with the current draft of the 5-year plan. Cathy Howard asked for all Board member input to be sent to her by March 25th. Bobbie and Tad's current timeline is to present the final draft of the plan at the April 20th Board of Trustees meeting.

MANAGERS' REPORTS:

Chantelle Bentley Phillips reported on staff changes since the last time the Board met at Newport. She also reported on the ASL Movie Night held at the branch on Friday, February 19th, which drew 47 attendees from the deaf community. Finally, Chantelle showed the Board the new online meeting room application and online incident report form.

Doug Williams reported on the development on a library card for accessing e-material only. Applicants would complete a form through our website and the issued library card number would allow patrons the ability to check out material through Kentucky Libraries Unbound and Zinio. To be able to check out physical material from our branches, the patron holding this card would have to present a current photo ID and complete an application. Doug also reported that we are having problems with this new type of card being able to check out e-materials through the PAC (public access catalog). We are working to get this resolved.

ATTORNEY'S REPORT: Louis Kelly had nothing to report until the Board proceeds into Executive Session.

PRESIDENT'S REPORT: Cathy Howard reported on some notes received from patrons including a letter and check for \$500 from Dr. Roger Haas, a long-time and frequent patron of the Carrico/Fort Thomas library. Dr. Haas offered the donation as "a token of appreciation for the excellent service you render to our community." During the President's Report, Cathy and the Board also discussed the possibility of Rachel Folz and Kiki Dreyer-Burke providing the Board with media training. Rachel and Kiki suggested including the Boards from Boone County and Kenton County in the training. This will be discussed further at the April meeting.

REGIONAL LIBRARIAN'S REPORT: Lucinda Chandler's written report is included in the Board packet.

LIBRARY DIRECTOR'S REPORT: There were no questions about JC's written report. JC reported on the possibility of the Library receiving \$250,000 from a donor. JC and the donor have been discussing possible uses for the money for a few months. JC recently put together a list with a number of projects to share with the donor. The list was a compilation of ideas from the managers and long range planners. JC provided a copy of the list for the Board to review in this month's meeting packet.

COMMITTEE REPORTS:

- Budget Committee (Carla Landon and Paul Johnson): No report.
- Board Member Selection Committee (Christie Fillhardt and Steven Trumbo): No report.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 2,229 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. JC pointed out these withdrawn items have circulated more than 109,000 times. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Review/Approval of Circulation Policies: Steven Trumbo moved to approve the 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, Steven Trumbo seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, April 20th, 5:30 p.m., at the Carrico/Fort Thomas Branch.

EXECUTIVE SESSION:

- Steven Trumbo, Board Vice President, moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss litigation involving the Library, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Steven Trumbo announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:53 p.m. to discuss litigation involving the Library.
- Steven Trumbo moved that the Board of Trustees of the Campbell County Public Library end the closed session, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Steven Trumbo announced that the Board of Trustees of the Campbell County Public Library would return to open session at 7:04 p.m.

ADJOURNMENT: Steven Trumbo moved to adjourn the meeting, Paul Johnson 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