

**BOARD OF TRUSTEES REGULAR MEETING,  
September 16, 2015  
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, Paul Johnson and Steven Trumbo. Absent: Christie Fillhardt and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Doug Williams, Technical Services Manager; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** None

**MANAGERS' REPORTS:**

Doug Williams reported on the inventory that occurred at the Carrico/Fort Thomas Branch on Friday, August 14<sup>th</sup>. Jeff Prudencio had the laptops prepared and ready. Pam Posik and Connie Herschede had the collection in great shape. With all the weeding happening across the system, but especially at Fort Thomas, the collection needing to be inventory was smaller than usual. Instead of one team having to scan around 6,000 items during the day, they only had to scan around 5,000. Doug also reported that the President of Innovative Interfaces Inc. (aka ILL). Doug says that ILL is still panning to upgrade Polaris though the company is working toward combining all their various integrated library systems they offer into one program, Polaris Leap. This will be a cloud based system; in the cloud behind a firewall. Doug also reported on holds. JC would like holds reduced to a 3-day waiting period. However, Doug is not sure if that is doable. Unfortunately, older materials seem to sneak by in the holds process. Doug and Michael continue to work on making the wait time for holds be no longer than 30 days. Cathy Howard asked if there is a way to quantify the approximate length time spent waiting for a hold. Doug answered that 90 days on a 3:1 hold ratio is the worst case scenario. Doug also mentioned that the long range plan survey we are currently taking could provide us with an indication of how are upset patrons are about automatic renewals because some people think it causes them to wait longer for holds. Finally, Doug reported we have one of the busiest interlibrary loan (ILL) departments in the state. We have one person working fulltime in that department. Most libraries have one full-time librarian with 2-3 assistants. For the past few years, Doug has been getting help for his ILL librarian through work study students but that money is drying up. He is now asking for a part-time person to be a mailing clerk for our ILL department.

Chantelle Phillips reported on the completion of the lower level of the Newport Branch. She also demonstrated the new AV system in the Presidents Room. Chantelle talked about patron concerns in regard to dirty keyboards at the branches and now the pages at each location wipes the keyboard with sanitizing wipes each evening. She reported on the new cameras being installed in the lower level and the additional DVR being installed to increase our recording time to 30 days. Chantelle also talked about the online calendars being used through the new Outlook email to schedule the five meeting rooms at Newport.

**ATTORNEY'S REPORT:** Louis Kelly had nothing to report.

**PRESIDENT'S REPORT:** Cathy Howard commented on the lower level remodel at Newport.

**REGIONAL LIBRARIAN'S REPORT:** None

**LIBRARY DIRECTOR'S REPORT:** There were no questions about JC's written report. JC added that Staff Day is next Friday, September 25<sup>th</sup>. Cathy Howard and Carla Landon plan to attend. JC also reported the public meetings with the long range planners are next Wednesday, September 23rd. JC would appreciate it if Board members could attend those meetings.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Disposal of Surplus Materials: This month's disposal includes 2,850 items withdrawn from the collection. Steven Trumbo moved to approve, 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, October 21st, 5:30 p.m. at the Carrico/Fort Thomas Branch.

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

**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 5:56 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary