

## **BOARD OF TRUSTEES REGULAR MEETING**

**August 17, 2016**

**Cold Spring 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, Christie Fillhardt, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Carol Freytag, Early Literacy Outreach Librarian; Stacey Venneman, Early Literacy Outreach Programmer; Dawna Haupt, Library Accountant; Terrie Pulliam, Human Resources Manager; and Chantelle Bentley Phillips, Assistant Director.

**INVITATION FOR PUBLIC COMMENT:** None

### **MANAGERS' REPORTS**

David Anderson reported that the ash tree at the back of the property will be removed and, in the northeast corner of the parking lot, the ornamental shrubs will be taken out and the overgrown trees trimmed. Dave also reported the Jolly Thursdays program had drawn around 400 to each event but that 658 people had come out to see the penguin from the Newport Aquarium. He also reported we have attended six school ready feasts this summer and had given away 1,000 color changing rulers. At Newport's National Night Out, Chantelle and Doug gave away 900 books to the families attending the event. Dave reported that, despite the threat of rain, attendance for The World's Largest Story Time was great with 246 people enjoying Kona Ice, balloon animals and a fabulous story time put on by the entire Children's staff. Dave added that Fort Thomas Parks and Recreation were very easy to work with when planning the event. Upcoming outreach events include the Dayton Kite Festival (Cam has been requested by the host agency) and then the Senior Fair and the Senior Picnic in Pendery Park. This year, for ComicCon, we are partnering with the Kenton County Public Library only because Boone has decided not to participate this year. That will happen the weekend of September 9, 10 and 11, the same weekend as YART. They are also including Legos at this year's ComicCon.

Carol Freytag introduced Stacey Venneman, our new Early Literacy Outreach programmer. She has done an amazing job with any project Carol has given her to work on and was a great help over summer with the Outreach Summer Reading Program, the Summer Lunch Programs, and each week at Jolly Thursdays. Stacey is currently on her own out in the county planning and providing story times. Carol reported the current schedule for the department provides story times to around 650 children each month at approximately 25 locations with anywhere from 35-45 programs each month. Carol then showed the Cam logo for the early literacy Play Explore Read initiative. She and Kiki worked with a graphic designer on the awesome logo. The Play Explore Read Initiative is a way for the library to bring together all of the early literacy programs that are currently being provided and any future ones we might provide under one logo with a distinctive look that can be used to promote them. This includes the 1,000 Books Before Kindergarten program. Carol reported that this program was introduced to library patrons at the Early Literacy Fair in May. So far she has received 37 completed logs which equals

370 books read. Cold Spring should have the first child completing the program soon if they haven't already. Carol was recently informed Cold Spring had a child turn in an 800 book log! For the outreach portion of Summer Reading, during their June visit, each classroom Carol and Stacey visited was given a log of early literacy activities to fill out. If the log is completed by the July visit then the children were all able to pick out a brand new book to take home to keep. Each center was also given a small item that the teachers were able to use in the classrooms (self-correcting A-Z letter puzzles). For outreach during the 2015 Summer Reading, there were approximately 365 prize books given out. This summer Carol and Stacey gave out over 465 prize books. Carol then reported on the Summer Lunch program. Because there are so many children in the county that qualify for free and reduced lunches during the school year, many of the school systems continue to provide free meals to the children over the summer. During June and July she and Stacey provided a simple craft program once a week at each of the Dayton and the Bellevue lunch programs. They interacted with a total of 656 children during the 8-week period, collected 155 individual summer reading logs, and let the children pick out their summer reading prizes -- 2 books to keep forever. Carol also reported on the Me and My School Program where, over the summer, children getting ready to enter Kindergarten are given the opportunity to go through a kind of "Kindergarten Boot Camp" for one month to introduce them to their new school and to their teachers. Both the Newport and the Dayton School Districts invited the library to visit them to provide story times to the children in this program. At Newport Carol and Stacey also provided a literacy based parent activity and in Dayton provided a craft for the children during these visits. Carol also reported on the trainings she's provided for employees of the childcare centers the library visits each month. Licensed centers must have their employees attend a certain number of training hours each year and her goal was to provide them an opportunity to get some of their required hours at no cost. Carol's first training was Darkness to Light, a program to raise awareness of the prevalence and consequences of child sexual abuse. The second training was on Sign Language for Infants and Toddlers. Both trainings were full and the second filled up within just a couple of days -- most likely due to the fact that City BBQ was generous enough to provide food for the attendees. Dave Anderson added that we are looking to purchase a second outreach van so that children's outreach and adult outreach won't have to share one vehicle, limiting their ability to get out into the community.

Dawna Haupt reported she is plowing through all the required filings on the website for the Department of Local Government. She has completed filing our amended budget and the end of fiscal year actual budget. She has also filed the Friends' paperwork on the Secretary of State's website and filed and is working on our end of fiscal year actual budget to KDLA. FY 2015-16 is closed and the audit will take place in October. This is the last year we will use Bramel & Ackley, P.S.C. We will be preparing a request for proposal for a new auditor. Dawna reported that she addressed the Governor's Scholar students at NKU about the merits of becoming an accountant and informed them of all the benefits the library has for students. Dawna will also be starting self-help book club on the 4th Tuesday on the month beginning in September. She reported she has assisted at a variety of library events including Art after Hours, Summer Reading Kickoff and manned our table with JC at a car show in May. During Newport's inventory this month, Dawna and Jerry inventoried all the fixed assets at Newport. Dawna added that this is quite a job with two full floors of furniture of varying sizes and descriptions. She has started taking pictures of our fixed assets to load into a program so we have easily identifiable pictures of all our assets. Dawna reported as the Parade Committee chair that we have two parades done and one more to go for Cold Spring. The Alexandria Fair and Horse Show Parade will feature our

award winning parade float. Dawna continues to monitor the Kroger and Amazon Smiles program for the Friends and she still orders our gift cards from the Scrips Gift Card program which also benefits the Friends. Dawna also had the opportunity to do payroll while Terrie was on vacation.

Terrie Pulliam reported on the Benefits Fair she organized for the staff and on the benefits open enrollment period. She has confirmed a speaker for Staff Day which will be at the Highlander Event Center in Fort Thomas. Terrie also reported that she participated in a webinar covering the change in rules for overtime. This change will affect three employees who are aware of the effect it will have on their status. Terrie has begun rotating her time to Newport and Fort Thomas. She spends a few hours each month at both our Newport and Fort Thomas locations including evening hours to be available to those staff member who primarily work in the evening. The staff seems to really appreciate this and 2-3 staff members will stop and ask her questions each time she visits. Terrie reported she has been assisting Newport Children's Librarian, Joan Johnsen, with her retirement paperwork. We have replaced Joan with an internal candidate. Currently, we are hiring for the Digital Marketing Coordinator, a Reference Assistant at Cold Spring and two Circulation Assistants, one at Fort Thomas and one at Newport.

#### **ATTORNEY'S REPORT**

Louis Kelly will report in Executive Session.

#### **PRESIDENT'S REPORT**

Cathy Howard reported on a note received from a gentleman who had used the Carrico/Fort Thomas Branch when he was starting his business and whose story we included in our September newsletter. He wanted to thank us for the story and to offer the services of his company. Cathy also reported on a Fort Thomas patron who had complimented Mike Fair on his "perfect personality to teach someone her age." This patron also wanted to thank Beth Eifler for her superb watercolor class and to thank Connie Herschede for all her support over the years. Cathy reported we also received a comment from another library director in the state, Amy Morgeson from Marion County, who loves our long range plan and wants to steal it for her own library. We also received a note from Youth Build (part of the Northern Kentucky Community Action Commission) thanking us for the donation of the copier.

#### **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 reminded the Board they will be meeting with the PR consultant on the 4th of October. He also reported that he is almost finished with the annual report due to KDLA. The state library will use that report to compile a statistical report of all libraries across Kentucky. We usually do very well in comparison. The report is a good tool for us to use to see where we are benchmarked. JC added the state report then that gets uploaded to a federal website. We should have the analysis of the Kentucky statistics by January 2017. The report is due to KDLA on the 27th of August. JC then reported on the Board Appreciation Dinner and talked about Staff Day.

## **COMMITTEE REPORTS**

- Board Member Selection Committee: Paul Johnson moved to disband the committee, Christie Fillhardt seconded, all were in favor and the motion carried.
- Alexandria Satellite Exploratory Committee: JC reported that those on the Alexandria Satellite Exploratory Committee will be travelling around the storefront branches of the Public Library of Cincinnati and Hamilton County and talking to their branch managers to see what is good and bad about their branches. The storefront in Alexandria that JC viewed with Bill Rachford, the Mayor of Alexandria, has given us lots of things to consider but it is not in the budget this year.

**UNFINISHED BUSINESS:** None

## **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 2,685 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. Christie Fillhardt moved to approve the disposal, 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, Christie Fillhardt seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, September 21, 5:30 p.m., at the Newport Branch.

## **EXECUTIVE SESSION:**

- Paul Johnson 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, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Cathy Howard, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:18 p.m. to discuss litigation involving the Library.
- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library end the closed session, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Cathy Howard, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:38 p.m.

**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 6:40 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary