

BOARD OF TRUSTEES REGULAR MEETING

February 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, Steven Trumbo, Paul Johnson, Christie Fillhardt, and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; Terrie Pulliam, Human Resources Manager; Bobbie Bryant, 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 updated the Board on the long range plan's progress. She and Tad are in the fourth and final stage of the planning process. They will have a final draft by the March Board of Trustees meeting. Bobbie added the staff has been very helpful throughout the process. She and Tad plan to have a private meeting with Board President Cathy Howard to go over the final plan. Bobbie asked if the Board had any concerns or questions. Christie Fillhardt asked if the Board members will get a final version of their goals. Bobbie said that one would be provided soon.

MANAGERS' REPORTS:

Dave Anderson reported he had appeared on Fox 19 to promote books being made into movies in 2016. Dave also reported Cold Spring had acquired a squirrel in the roof above the tiles of the drop ceiling. An exterminator was brought in and traps were set. From the awareness that the branch had a squirrel in the building until the squirrel's demise was about one week. A building inspection was done and it was determined the squirrel got in through a metal mesh over the exhaust vent near the staff kitchen. Luckily, the squirrel never found a way into any public area. Jerry will fix the mesh soon. As for programming, Dave reported there will be nine Jolly Thursdays this summer instead of eight and we have contracted with Zack Morgan to perform on one of those Thursdays. We are partnering with County Extension office and Parks and Recreation to offer Jolly Thursdays. The attendance for this kept growing over last summer and our partners were impressed with the numbers. The Community Events Outreach committee also plans to have a booth at the county fair this year. Carol Freytag is currently writing her plan for an early literacy project. She plans to include the 1000 Books Before Kindergarten in her project. Carol hopes to offer prizes for every 100 books read by kids with their parents and read at the centers she visits. Kids in our storytimes and in daycare centers are the easiest to reach for this program. Carol's visits to centers continue to grow. As for Cold Spring staff, Anne Fertitta is now their Circulation Supervisor replacing Pat Wade. Anne fits right in. Leah Byars is their new part-time circulation clerk and Dave hopes to hire a new page next week.

Dawna Haupt reported she contributed to the Library in the following ways: she mailed tax statements to contributors to the Capital Campaign listing the amount of their pledge, the amount paid all together and then the total amount paid in 2015. Dawna is chairing the Parade committee and, this year, we will

have the Cam inflatable in all the parades. Dawna added we will look like super rock stars. Cathy Howard asked about getting a list of events during the month the Board can divide and attend. Dawna also reported she assisted with the long range planning process and attended in-house computer training. She is our team captain for the Wellness Challenge which is sponsored by the NKY Chamber of Commerce. Dawna is also a one-to-one reading coach and has a new first grader this year. Finally, Dawna still loves working at the Library.

Terrie Pulliam reported she scheduled Kentucky retirement and deferred compensation representatives to come and meet with our staff. She also reported, since November, we have had seven resignations and hired eight new employees plus had an employee transfer to a new position. Those new employees also included an employee for a brand new Collection Services position. Terrie provided sexual harassment and diversity training to eight new employees. For the Wellness Challenge, Terrie has been collecting our wellness points and turning them into the Chamber. For Heart Healthy month, she created a Heart Healthy Snack competition that encouraged staff to find healthy snacks that could be left out for 12 hours without spoiling. One staff member at each branch was awarded a prize for their healthy snack as determined by judging from the branch's staff members. Terrie also reported she is the chair person for the Orientation Committee. The committee is currently working in establishing a customer training that is interactive and will keep staff motivated to provide excellent customer service. She is also a one-to-one reading coach.

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

PRESIDENT'S REPORT: Cathy Howard reported this month, instead of hearing from the Mike Fair Fan Club, she heard from Mike Fair himself. Mike noted he had received two compliments from patrons about the speed of our Wi Fi service. Louis Kelly mentioned the upcoming ASL movie night at Newport and how the word had gotten out regionally among the Deaf community about the program. He and his wife, Melissa, anticipate a good turnout.

REGIONAL LIBRARIAN'S REPORT: Written report submitted and included in the Board packet. Cathy Howard mentioned it was the Trustee Tip in the Regional Librarian's report that prompted her to want to add a section on our disposal form about the intended method for disposal of surplus materials.

LIBRARY DIRECTOR'S REPORT: There were no questions about JC's written report. JC reported on the mention of a needle exchange in the Northern Kentucky Tea Party's newsletter. We are not nor have we been in negotiation with any group to offer a needle exchange at any of our locations. There was an article in the Kentucky Enquirer clarifying that neither the library nor the health department had ever considered working together on a needle exchange. JC reported we will be adding a section on our Disposal of Surplus forms to indicate the method for disposing of any surplus. JC mentioned the KY Wired project begun by former Governor Steve Beshear has been greatly reduced by current Governor Matt Bevin. There is now a focus on eastern Kentucky and on the "golden triangle" of Northern Kentucky, Louisville and Lexington. The rest of the system, for now, has been discontinued. Also, having one negotiator, provided by KDLA, for all libraries to get better a price point on internet access has also been removed from the plan.

COMMITTEE REPORTS:

- Nominations/Approval of Budget Committee: Carla Landon and Paul Johnson volunteered to serve on the committee. Steven Trumbo moved to nominate both Carla and Paul to the committee, Christie Fillhardt seconded, all were in favor and the motion carried.
- Nominations/Approval of Board Member Selection Committee: Christie Fillhardt and Steven Trumbo volunteered to serve on the committee. Paul Johnson moved to nominate both Christie and Steven to the committee, Carla Landon seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 2,034 items withdrawn from the collection. These disposed items will be given to the Friends of the Campbell County Public Library. Paul Johnson moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Personnel Policies: Christie Fillhardt moved to approve the policies as presented, Steven Trumbo seconded, all were in favor and the motion carried.

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

NEXT MEETING: Wednesday, March 16th, 5:30 p.m., at the Newport Branch.

EXECUTIVE SESSION:

- Steven Trumbo 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.
- Steven Trumbo, Board Vice President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:17 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, Board Vice President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:37 p.m.

ADJOURNMENT: Carla Landon moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Steven Trumbo called the meeting to an end at 6:38 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary