

## **BOARD OF TRUSTEES REGULAR MEETING**

**September 17, 2013**

**Newport Branch**

### **MINUTES**

**CALL TO ORDER:** President Rebecca Kelm called the regular meeting to order at 4:30 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Rebecca Kelm, Angela Siddall and Steven Trumbo. Also present were Mike Whiteman, Trustee Elect; Christie Fillhardt, Trustee Elect; Louis Kelly, Library Attorney; JC Morgan, Library Director; Steve Pendery, Campbell County Judge-Executive; Doug Williams, Technical Services Manager; and Chantelle Bentley Phillips, Assistant Director.

**OATH OF OFFICE:** Christie Fillhardt and Mike Whiteman were sworn in by Campbell County Judge-Executive Steve Pendery.

**REVIEW OF AGENDA:** No changes.

#### **INVITATION FOR PUBLIC COMMENT:**

- Larry Robinson of Cold Spring

#### **MANAGERS' REPORTS:**

Chantelle Bentley Phillips reported on the resignations of Elliott Beal and Elizabeth Fisher-Smith, part-time reference assistants, as well as the interviews and hire dates for their replacements; the inventory of Newport's collection; and the replacement of carpeting with vinyl flooring in the computer and audiovisual areas of the branch. She also mentioned her concerns about the number of incidents occurring at Newport and the increase in troubling and aggressive behavior from patrons.

Doug Williams also reported on the inventory of Newport's collection and the loss of some scanned items due to one of the laptops used during inventory being pointed to our training server. The items scanned with that laptop did not get inventoried and the Technical Services staff had to re-scan that section of the collection. From that inventory, the list of items that should have been in the building but were not inventoried is now down to 900 items. Doug also reported on Collection HQ which allows us to look at our collection in new ways and better allows us to see what is really being used. The service will help us purchase and deselect items more intelligently.

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

- 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, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 4:45 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, Angela Siddall seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 5:18 p.m.

**PRESIDENT’S REPORT:** Rebecca Kelm continues to encourage board members to look at our website for the many amazing programs we are offering. She mentioned JC helped raise money for Special Olympics by sitting in a dunking booth. Rebecca mentioned some of the wonderful displays of books at our branches. Carrico/Fort Thomas had a display for books about to be withdrawn to give them one last chance to circulate. Newport has a display entitled “Don't judge a book by its movie.” Rebecca also mentioned that she is glad to have Mike and Christie on the Board. Angela Siddall thanked each of the Board members for their support and added it was wonderful to work with such a knowledgeable and dedicated group. She also thanked JC for his leadership. Rebecca added that it was a privilege to serve on the Board for eight years. Cathy Howard thanked both Rebecca and Angela for their work and said they would be a tough act to follow. Paul Johnson said that beyond thanking Angela and Rebecca for their length of service, he wanted to thank them, as a newer Board member, for their support and guidance through very difficult times for the library. Their leadership and backbone has set a great example for Board members to do what’s right for the library, its staff, its patrons and the community.

**REGIONAL LIBRARIAN’S REPORT:** Charlotte McIntosh’s report is attached.

**LIBRARY DIRECTOR’S REPORT:** Before JC took questions on his report, he thanked both Rebecca and Angela for their confidence in him. He also mentioned that Angela was the last Board member still on the Board from the time when he was hired. To Rebecca, JC said that she was a good friend and has been a great president for the board. Then Paul had a question about the Open Records request from someone from another state. Louis Kelly reported that you don’t have to live in Kentucky or say why you are requesting the information in an Open Records request. Paul explained that he, as Treasurer, had no concerns about the Library’s financial integrity but wanted to make sure that strong controls were in place and exercised. JC mentioned our annual audit and the upcoming meeting Dawna Haupt has with our auditors about a checklist of financial controls for nonprofit organizations. He also mentioned that some separation in duties that the auditors recommended were instituted around the time he was hired to provide more checks and balances in the way we handle funds. JC mentioned that he requests that his own reimbursements and expenditures be audited separately each year. Finally, JC asked for permission to surplus some children’s shelving from the Carrico/Fort Thomas Branch and to allow that shelving to be given to the Hopkins County – Madisonville Public Library. Steven Trumbo moved to approve the disposal of the shelving, Cathy Howard seconded the motion, all were in favor and the motion carried.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Review/approval of changes to Personnel Policies: Steven Trumbo moved to accept the changes to the Personnel Policies as presented, Cathy Howard seconded the motion, all were in favor and the motion carried.

**FINANCIAL REPORT:** Paul Johnson moved to approve the financial report, Angela Siddall seconded the motion, all were in favor and the motion carried.

**MINUTES:** Paul Johnson moved to approve the minutes for the August meeting, Cathy Howard seconded the motion, all were in favor and the motion carried. Angela Siddall move to approve the minutes the September Special Board meeting, Paul Johnson seconded, all were in favor and the motion carried.

**NEXT MEETING:** Tuesday, October 15th, 4:30 p.m. at the Carrico/Fort Thomas Branch.

**ADJOURNMENT:** Rebecca Kelm called the meeting to end at 5:37 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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President

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Secretary