

## **BOARD OF TRUSTEES REGULAR MEETING**

**December 18, 2013**

**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, Christie Fillhardt, Mike Whiteman and Steven Trumbo; absent: Paul Johnson. 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 that spending had been increased on new e-materials for our Advantage and KLU accounts. For the Advantage account, we have spent \$15,000 during the month of December and will spend another \$5,000 in between Christmas and New Year to boost the collection for all those getting e-readers during the holidays. He also reported that a new video service is being introduced by Overdrive so we have set aside money to use in case it looks good. Along with other managers, Doug attended a project management workshop. It covered general things to think about when approaching a big project. Doug thought the workshop gave us fresh ways to approach projects as well as a common vocabulary. He also reported that we have been using Collection HQ for 4 months for weeding and collection development. We will have even better use of this service when we can compare year to year data which will be in September of 2014. Finally, Doug reported that Branch Manager Pam Vincent has been especially aggressive in using Collection HQ for weeding. Keyth Sokol, Collection Services Coordinator, will be using Collection HQ for his collection analysis in the summer of 2014.

Chantelle Bentley Phillips reported on the problems experienced with the heating/cooling units in the lower level of the building. She also reported that Jerry Fields, Facilities Specialist, was working with Ian Holten, our energy consultant, to figure out a way to make it easier for us to know when an individual heating/cooling unit wasn't working. She reported on the staffing shortages we have had with Circulation and Page staff as we worked to cover positions over the past couple of months. Chantelle reported on the programs the Newport Library is hosting in conjunction with the state's trained kynectors for the Kynect healthcare marketplace. She also reported that we've finally received the bed bug item treatment bags. The bags have already been tested with a few items and seem to be working properly. Finally, Chantelle reported the Valerie Davis would be taking on the supervision of the part-time reference desk staff after the first of the year. Chantelle will be taking on the supervision of the IT Coordinator, Jeff Prudencio.

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

**PRESIDENT'S REPORT:** Cathy Howard reported on a Christmas card that she received from former Board President Rebecca Kelm. She also reported on patron comments received at the Carrico/Fort

Thomas Library. In particular, she reported on the group of students from Latonia Elementary that has continued to attend story times at our Carrico/Fort Thomas Branch even after the Covington Library has completed its renovation process. The group's teacher said that she had continued to bring her students to the Carrico/Fort Thomas Library because they love Miss Laura. The teacher said that she wanted her new students to experience Miss Laura as well. Also, Cathy reported that her young son had been playing library at home and had asked her if she wanted to renew her books.

**REGIONAL LIBRARIAN'S REPORT:** Charlotte McIntosh did not supply a report for the month of December.

**LIBRARY DIRECTOR'S REPORT:** Steven Trumbo asked for an explanation of Deep Freeze software. JC explained how it protects the public computers by blocking any changes that might be made to the computer during a patron's use. Any changes to the computer are reset when the computer is rebooted. Cathy Howard asked about the iPads at Newport which are currently out of order. Chantelle explained that the iPads were currently disabled because they need to be re-connected with an iTunes account. Chantelle also explained that one of the iPads had to be reset to its original settings. JC reported that Dave Anderson is considering using a Windows 8 tablet at Cold Spring instead of iPads for children's games. Steven asked if adult patrons want iPads instead of computers. JC explained how that would not be practical for general library use because the iPads are best once they are customized with apps that are useful to the individual.

JC reported that in the Board packet is the Vendor list from beginning of our time with Quickbooks to the present. During our annual audit, our auditors said JC should review it regularly. JC will look through it with greater detail. Steven would like to see a list of all vendors that we are currently using, without the vendors who are no longer used. JC then mentioned the 2014 Public Library Institute offered by the Kentucky Department of Libraries and Archives (KDLA). The program is really good but takes some time. With a partner, you take on a public relations project for the library. Board members have participated with the Institute in the past.

For some final housekeeping, JC mentioned the annual board orientation meeting where the Board would get together to work with Charlotte McIntosh. JC will work with Charlotte to schedule a day that works well for everyone. The meeting will have to be advertised as a special board meeting but the purpose of the meeting will be purely educational. Charlotte will help plan agenda. It can be a very casual question and answer session. JC can be there or not. He can cover the structure of the budget, library processes, etc. Cathy Howard wants a focus on what the Board can be doing at the library rather than how they can be trustees. JC mentioned that Christie Fillhardt has been working on her certification and has been dutifully doing online training and completing learning activity reports. When other board members complete training, Elise Tapp Philips will be keeping track of the activity reports.

Finally, JC reported on the Destruction of Documents Form required by KDLA. On a monthly basis we are purging the patron database of patrons with no account activity for at least 4 years and no late fees. This database is considered a public document and, through this form, we have to tell KDLA that we have destroyed these documents. KDLA has retention schedules for different entities. JC will be working on how to track the data and report the destruction of these documents.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Review and approval of Investment Policies: Steven Trumbo moved to approve the Investment Policies as presented, Mike Whiteman seconded, all were in favor and the motion carried.
- Review and approval of Volunteer Policies: Steven Trumbo moved to approve the Volunteer Policies as presented, Mike Whiteman seconded, three were in favor, one opposed and the motion carried. Steven Trumbo is concerned with the length and detail of the section of the policy regarding service projects. He thinks it may go too far and inhibit our ability to work with individual project volunteers.

**FINANCIAL REPORT:** Full version of the financial reports is included in this month's Board packet. JC mentioned a problem with the QuickBooks program that Dawna Haupt will explain fully when she attends the meeting in February. Basically, the problem caused some inaccuracies with our personnel and salary expenditures. Stephanie Huhn, from Bramel and Ackley, worked with Dawna to correct the problem this past Monday. In regard to the full financial report, Mike thinks that the Board may not need to see the full report for every meeting. The abbreviated version used previously should be sufficient, but he would like to see the full report at least once per quarter. JC will pass along these instructions to Dawna. Steven Trumbo moved to approve the financial report, Mike Whiteman seconded, all were in favor and the motion carried.

**MINUTES:** Steven Trumbo moved to approve the minutes with the stipulation that the misspelling of Mike Whiteman's name be corrected, Christie Fillhardt seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, January 15<sup>th</sup>, 5:30 p.m. at the Carrico/Ft. Thomas 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, Mike Whiteman 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 6:12 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, Mike Whiteman 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 6:29 p.m.

**ADJOURNMENT:** Cathy Howard called the meeting to an end at 6:30 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary