

BOARD OF TRUSTEES REGULAR MEETING

February 18, 2015

Cold Spring Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 5:34 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Steven Trumbo, and Mike Whiteman. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Joe Hayes, of Robert Ehmet Hayes & Associates; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None.

ARCHITECT'S REPORT: Joe Hayes reported on the construction projects at Newport and Cold Spring. The installation of the gutters at Newport and the installation of snow guards at both branches were completed. Joe will do a full punch list once the weather warms up and before he recommends final payment. Joe also reported on the drawings for the interior remodel of the lower level at Newport. Finally, he reported on the continued work on the parking lot expansions at both Cold Spring and Newport and referred to an easement on the Cold Spring property by the City of Cold Spring that we will ask to be vacated.

MANAGERS' REPORTS:

David Anderson reported on In-house Computer Training for staff that was held at the end of January as well as the surveys collected from staff members about their experiences and opinions of the training. From the survey, Dave reported that 95 percent of the staff thought the training was useful, 92 percent felt the presenters were very or extremely skilled, 100 percent thought the training was well structured and 80 percent were very satisfied. Dave also mentioned that we had borrowed a 3D printer from SWON to demonstrate to staff during In-house Training. Finally, Dave reported on the search for a replacement for the Early Literacy Outreach position and on an incident involving a heroin user in the men's bathroom.

Dawna Haupt reported on our procedures for staff credit cards. Paul Johnson, as the Board Treasurer, reviews a categorized spreadsheet of staff credit card receipts. The Library Director determines who gets a credit card. We have the staff reconcile their credit card statements monthly. We also have a section on library-issued credit cards in the Income and Disbursements Policies. Dawna asked the Board if anyone was interested in seeing more detail on credit card usage. Paul Johnson feels like it is a well-controlled process. Dawna also reported on her participation on the Parade Committee.

ATTORNEY'S REPORT: Louis Kelly reported on the ruling in the McLean County Public Library case.

PRESIDENT'S REPORT: Cathy Howard reported on two patron comments -- one on the Created Equal series and then a Valentine sent to each of the branches from former Board President Rebecca Kelm.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's written report is attached.

LIBRARY DIRECTOR'S REPORT: There were no questions about the written report. JC Morgan reported on the Parade Committee and incorporating the new library mascot, Cam, into our three parades. Kiki has one proposal on an inflatable version of Cam and plans to get a second proposal. The inflatable can be used for the parades as well as for Summer Reading kickoff. The cost is \$4,800 from the first proposal. This proposal also includes a 2-year warranty and a patch kit. JC also reported on our Little Libraries project. We have done only social media promotion at this point and already have 26 people signed up to receive a little library. Each library is about \$30 in material. JC has applied for a grant from NKU to help cover the cost of the libraries. We need about \$1,500 to make the little libraries that we are essentially giving away. We are charging \$10 per library but that goes to cover the cost of the judging event. Finally, JC reported that Wayne Onkst called and asked if we were interested in applying for a construction grant. Wayne is working on his department's upcoming budget and needs to know who plans to apply. JC will proceed with the application process for the construction grant.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- Disposal of Surplus Materials: 2,863 items were withdrawn from the Library's collection in January. Also, a Kingwin EZ-Connect (Model USI-2535) USB to SATA Adapter was surplus. Steven Trumbo moved to approve the disposal forms, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Personnel Policies: Steven Trumbo moved to approve the Personnel Policies, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Credit Card Refund Policy: Steven Trumbo moved to approve the Credit Card Refund Policy, Christie Fillhardt seconded, all were in favor and the motion carried.

FINANCIAL REPORT: Paul Johnson moved to approve the Financial Report, Steven Trumbo seconded, all were in favor and the motion carried.

MINUTES: Christie Fillhardt moved to approve the minutes as presented, Paul Johnson seconded, all were in favor and the motion carried

NEXT MEETING: Wednesday, March 18th, 5:30 p.m. at the Newport 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 6:34 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary