

## **BOARD OF TRUSTEES REGULAR MEETING**

**May 18, 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 Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Clara Gerner, Cold Spring Adult/Teen Services Librarian; D Pina, Cold Spring Adult/Teen Services Programmer; Dawna Haupt, Library Accountant; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** The Budget Committee report was moved up in the agenda to ensure Carla Landon was present for the discussion.

**INVITATION FOR PUBLIC COMMENT:**

- Larry Robinson of Cold Spring

**SPECIAL PRESENTATION ON MINECRAFT BY EMILY AND ABBY MORGAN**

Abby and Emily Morgan presented on Minecraft – what it is and what it can teach to those who play it. They reported to the Board that Minecraft allows players to build with cubes and includes exploring, resource gathering, crafting, and combat. It teaches players about agriculture, math and architecture. It's a social video game that can be operated in single player and multiple player modes. Minecraft also has a creative mode where players have unlimited resources to build with and a survival mode where the player must acquire resources to build the world and maintain health. Alison Morgan, Emily and Abby's mom and a librarian at Xavier University, reported on Xavier's participation in a recent Minecraft Club program: printing the club members' Minecraft creations on their 3D printing

**MANAGERS' REPORTS**

David Anderson reported on interviews he and Carol Freytag were conducting for the Early Literacy Outreach Programmer position. They hope to have the person hired and in place in June. For the Community Events Outreach Committee, we have a Rotary Car show this weekend which JC and Dawna are handling. Dave also reported that Jolly Thursdays will be starting the first week in June and Zak Morgan has been scheduled for the second Jolly Thursday.

Clara Gerner talked about her Minecraft Club and Food for Thought series. City Barbeque provides food for the series and NKU history professors provide a 45-minute presentation. Clara also reported on her Adult Coloring program, her writing club and her Family Tabletop Games program that happens on Sundays at Cold Spring.

D Pina reported on Cold Spring's Summer Reading partnership with Campbell County Schools' librarian Susan Means. The branch will be partnering with the middle and high schools on a special Summer Reading for the kids in those schools. If the students complete 30 hours of reading, they will get their own end of summer pizza party held at their school. PR created special bookmarks to track the reading. D reported the hope is when the kids turn in these bookmarks, we can get them to continue reading for our regular Summer Reading program for teens.

Dawna Haupt reported on the upcoming Bellevue-Dayton Memorial Day parade. Cambo, our inflatable mascot, will be pulled on a trailer for the parade and we will be handing out Cam glasses and fans. Dawna also reported on the continuing education, 30 hours every 2 years, she needs to maintain her CPA. She participated at a career event at Highlands High School about plans after graduation -- helping students to determine what their next steps should be. Dawna is starting a self-help book club at Cold Spring called "A Little Help with My Friends" that will take place on the 4<sup>th</sup> Tuesday of the month starting in September. Dawna also took care of the Friends annual financial filing.

### **BUDGET COMMITTEE REPORT**

Paul Johnson met separately with JC to discuss the budget because of a personal situation. Paul was disappointed the satellite location in the southern part of the county was not planned to happen in FY2016-17. Most of his and JC's discussion centered on removing other budget items to allow the satellite to happen. In lieu of that, the Board will be creating a committee to take a look at the potential for an Alexandria-area satellite location. Paul volunteered to chair that committee. We will wait to appoint the committee until the trustee representing the southern part of the county is appointed. Carla Landon thought the budget was straight forward. She also agreed that a feasibility study for the satellite location makes sense. She thought JC left the satellite out of this year's budget for good reasons. She added we really need the data to support a satellite location. Cathy Howard mentioned the line item in the budget for creating more conference space at Cold Spring by turning the Board Room into a conference room. This is a great way to make more public space. Carla Landon moved to approve the budget as presented, Paul Johnson seconded, all were in favor and the motion carried.

Christie Fillhardt moved to create a subcommittee to analyze a satellite location, Carla Landon seconded, all were in favor and the motion carried. The committee will be filled with members after the open Board positions are filled.

### **PRESIDENT'S REPORT**

Cathy Howard reported on the ALA Thinking Money exhibit we were awarded for 2017. We are one of 50 libraries in the country to be awarded this travelling exhibit. We received a comment that our app is one of the best and easiest ever downloaded. Cathy also reported that a local chapter of Wine to Water has been created and is working with a NKU student chapter following the Signature Series event with Doc Hendley. She reported our very own Carla Landon is a finalist in the "Legacy, Next Generation of Leaders" awards. Ryan Salzman, our Little Libraries partner, is also a finalist under the education category.

Cathy reported Steven Trumbo has resigned his position and we have posted his position with the other open board positions. We will advertise for applications through the end of May. Carla Landon has agreed to become the Board's Vice President. The new slate of officers would be Cathy Howard, President; Carla Landon, Vice President; Christie Fillhardt, Secretary; and Paul Johnson, Treasurer. Christie Fillhardt moved to present the slate, Paul Johnson seconded, all were in favor and the motion carried. The slate will be voted on at the next meeting. Cathy reported the Board will vote in June to accept two nominations for each open position and then the nominations will be sent to KDLA and the Fiscal Court.

### **REGIONAL LIBRARIAN'S REPORT**

Lucinda Chandler reported on the Kentucky Reading Association's conference happening on October 28<sup>th</sup> and 29<sup>th</sup>. Lucinda also reported that KPLA's annual statistical report is available on KDLA's website. The E-rate filing window has been extended until July 21<sup>st</sup>. A webinar of interest for trustees is "It's 10 p.m.! Do you know where your collections are?" Trustees can register at the link provided in Lucinda's monthly report. Lucinda also referred to her Trustee Tip of the Month, "Is Your Library's Petty Cash Fund Secure?" JC explained our petty cash process and how Dawna audits each branch's petty cash.

Louis Kelly, Library Attorney, arrived to the meeting at 6:01 pm.

### **ATTORNEY'S REPORT**

Louis Kelly reported on the 2 week extension requested by the plaintiff's for filing their response. Jeff Mando agreed to the extension.

### **LIBRARY DIRECTOR'S REPORT**

There were no questions about JC's written report. JC reported he has been appointed to Vice-Chair of Northern Kentucky Community Action Commission. Paul Johnson asked about the coming version of the strategic plan. JC said Kiki and Jim are working on a version for the public which includes graphics, graphs and text boxes. It will be much more engaging than the simple Microsoft Word version that the board has previously approved. JC also reported the Department of Labor announced their new overtime requirements. This determines the minimum salary for exempt employees. Darci Gressick, our previous HR manager, reworked our classification schedule because we had some exempt staff that she didn't believe qualified, in terms of the requirements, for "exempt" status. We re-classified those positions as non-exempt and adjusted their workloads. Now, with the new minimum salary, the Circulation Supervisors will need to be classified as non-exempt. The Department of Labor will, under the new regulations, review the minimum salaries every three years, looking at the 40 percentile of the region on the country with the lowest average salaries. From that analysis, they will determine the minimum salary required for exempt status for the following three year period. JC also reported on a story on WCPO about heroin in libraries. There have been 18 overdose deaths at branches of the Public Library of Cincinnati and Hamilton County. We have not had any overdose situations. We did have a situation with someone using heroin in one of our bathrooms who was arrested offsite after the staff alerted the police. We've also had a couple

of people found sleeping in cars that may have been heroin-related, but we are not privy to the findings/investigations of the police. JC provided the Board with a copy of the article. Finally, JC reported that the state budget includes funding for new library construction. The Board had previously authorized him to pursue this grant, but we are not planning any construction where such funds could be used at this time.

#### **COMMITTEE REPORTS**

- Board Member Selection Committee: Paul Johnson moved to add Carla Landon to the committee, Christie Fillhardt seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS**

- Approval of FY2014-15 Uniform Financial Information Report (UFIR): Paul Johnson moved to approve the report as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,711 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, Carla Landon seconded, all were in favor and the motion carried.
- Review/Approval of Personnel Policies: JC reported two changes for the Personnel Policies. We adjusted the entry level salaries and adjusted the per diem rates for reimbursing staff on business travel. Previously, we were following the state guidelines for per diem which hadn't be updated since 2008. The Federal guidelines are \$51 per day (or more if with receipts). We adjusted our per diem to \$50 per day. Christie Fillhardt moved to approve the policies, 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, Carla Landon seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, June 15<sup>th</sup>, 5:30 p.m., at the Newport Branch.

**EXECUTIVE SESSION:** The Board did not proceed into Executive Session this meeting.

**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 6:14 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary