

**BOARD OF TRUSTEES REGULAR MEETING,  
August 19, 2015  
Cold Spring Branch**

**MINUTES**

**CALL TO ORDER:** President Cathy Howard called the regular meeting to order at 5:40 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Steven Trumbo 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; Jerry Fields, Facilities Specialist; Joe Hayes, Robert Ehmet Hayes & Associates; Ian Holten, ZHx Commission; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** None

**ARCHITECT'S REPORT:**

Joe Hayes reported on the parking lot bid for Newport. We received one bid for the project. Century's bid for the entire project was more than anticipated. Due to this, the project was scaled back and the bid re-negotiated with Century. The current project includes adding 14 parking spaces, replacing the undersized storm water drain pipes, extending the geothermal discharge pipe and seal coating the entire lot. The negotiated bid is \$106,850. Joe suggested that if we wait and re-bid next year, we won't gain anything because the costs for asphalt are likely to rise. JC recommended the Board accept the negotiated bid. Paul Johnson added that he too thinks the lot needs serviced and we need to take care of the water issues. Paul Johnson moved to accept the negotiated bid, Carla Landon seconded, all were in favor and the motion carried.

**ENERGY CONSULTANT'S REPORT:**

Ian Holten of ZHx Commissioning provided an update on the Library's efforts to control and reduce energy costs. Ian reported that, in total, the three branches have saved about \$4,000 in electric costs over the past year. Ian also reported that electric rates have gone up. Gas rates went up but then went back down a bit. Newport doesn't use gas. Cold Spring's gas use has been holding steady. Carrico/Fort Thomas has used 800 CCFs less of gas which Ian attributes to the ceiling barrier installed in the meeting room. Newport saw a big improvement in electric use because of the new automated system and tighter scheduling of heating and cooling. Cathy Howard asked if our energy savings will continue to trend upward or will it get to a point where it won't go any lower. Ian reported that replacing the two furnaces at Carrico/Fort Thomas with higher efficiency units will help with savings and will improve the comfort level for staff and patrons. Also, Ian would like to install the ceiling barrier throughout the Fort Thomas building for further savings.

**FACILITIES COORDINATOR'S REPORT:**

Jerry Fields reported the comfort level in the meeting room at Fort Thomas is at 100 percent. He did not receive any complaints about the issue since the ceiling barrier was installed. He also reported the air conditioning units in the old section of the Fort Thomas building have been a problem for years. That part of the building has been consistently hard to cool in the summer. The new furnaces and air conditioning units will help with this.

**MANAGERS' REPORTS:**

Dave Anderson reported the carpet in Cold Spring's meeting room has not yet been replaced but it should happen next week. He also reported the kitchen beside the meeting room is being turned into storage for Public Relations. The Sanitation District payment box has been hit numerous times so SD1 has taken the box to repair it. We are also installing a camera to get a better angle of that area of the parking lot. Dave reported on partnerships we've developed. Last year Clara Gerner began visiting Campbell County Middle School and offering occasional programs during their Club 21 afterschool program for at risk kids. This year, we were asked to co-sponsor the program and are now offering weekly programs during Club 21. Dave reported this summer's Jolly Thursday program was a huge success. One of the programs had to be cancelled due to a storm so we only offered programming on 7 of the eight planned Jolly Thursdays. However, our attendance for the 7 events was 1,235. Dave also reported we participated at Festival on the Lake again this year. We had the Kids Zone under a shelter where we offered three crafts and face painting. Our teen volunteers painted nearly 400 faces. Toward the end of the day they had a family from Harrison, Ohio, show up at our Kids Zone. The grandmother had heard about the event on Facebook. Dave reported we saw over 1,000 people in the Kids Zone. The Festival organizer estimated they had 6,500 people in attendance. Upcoming outreach events include the Cincinnati Comic Con at the Northern Kentucky Convention Center (we partner with Boone and Kenton County Libraries and share a table), the Dayton Fall Festival and Spooktacular at AJ Jolly Park.

Dawna Haupt reported the KDLA annual financial information report has been completed. She also reported the annual filings for the Library and Friends of the Library on the Kentucky Secretary of State's website are complete. Dawna attended a conference on the new GASB 68 requirements. She noted that our reporting under the new guidelines is going to get really complex. The Kentucky Retirement System (KRS) has hired an actuary to determine the Library's portion of the unfunded retirement burden. We will have to show this liability on our balance sheet. Currently, our section of KRS is about 60 percent funded. The training did not elaborate on KRS' plan to get retirement fully funded. Dawna reported that FY 2014-15 is closed on our books and she is gearing up for the audit which will begin on October 19<sup>th</sup>. The auditors will report their findings at the December Board meeting. The transition to BB&T is complete. Unfortunately, BB&T will not discuss the Library's accounts with Dawna because she is not an approved check signer. Dawna will seek out Cathy Howard, Paul Johnson or Dave Anderson if she needs to communicate with BB&T when JC is not present. Dawna reported we've purchased a \$50,000 CD which will be held for the South Branch collection. Last Friday, during Carrico/Fort Thomas' inventory, Dawna and Jerry completed a fixed assets inspection of the building. Finally, Dawna continues to monitor the money the Friends get from Amazon Smiles, Kroger, and the Scrips Gift Card program.

Terrie Pulliam reported that the Affordable Healthcare Act imposes severe penalties for large employers whose employees acquire healthcare on the healthcare market. We are required to file additional paperwork, due in January, to comply with the ACA. Terrie has scheduled CPR/first aid training for full-time staff on September 10<sup>th</sup> and 18<sup>th</sup>. Terrie is chairing the Orientation Committee this year. The committee will be developing customer service training as part of staff orientation as well as ongoing training in customer service. This year's Staff Day will be located at the Highlander Event Center in Fort Thomas. Terrie also reported the BB&T transition went smoothly for direct deposits and HSA accounts.

**ATTORNEY'S REPORT:** Louis Kelly reported that he will take care of the required legal posting to be compliant with the statutes for SPGEs.

**PRESIDENT'S REPORT:** Cathy Howard reported we received a \$100 donation in honor of Janet Arno. She also reported on a patron who had recently received a Cochlear implant and was told by her doctor to come to the library, check out the audio and print versions of a book, then to read and listen to the book at the same time. Within a month, the patron had great improvement in her ability to understand verbal language. Finally, Cathy reported Carla Landon was sworn in by Judge-Executive Steve Pendery this afternoon prior to the Board meeting.

**REGIONAL LIBRARIAN'S REPORT:** We did not receive a report from our regional librarian for August. Charlotte McIntosh's replacement began work on August 16. JC is not certain what her schedule of attending meetings will be.

**LIBRARY DIRECTOR'S REPORT:** JC reported some additional work to Newport's roof was completed today by Kramer Roofing to correct the leak in the main area of the building. JC reported on the KentuckyWired project through which Governor Steve Beshear expects to bring broadband internet access to the entire state. This project will be especially important to those areas with decreasing financial stability due to the decline of the coal industry. Broadband access will enable those communities to compete globally. Once this project is complete, our library should be able to have a 1 gigabyte connection to the internet which will be a requirement under the new E-rate criteria. Currently, we have a 100 megabyte connection.

In relationship to this statewide initiative is the federal E-rate program. E-rate is a fee tacked on to landlines and cell phone usage that goes into a fund that is distributed to school and libraries to offset internet costs. We get a reduced rate for internet access because of E-rate; however, the paperwork for the program is extremely difficult to complete, especially for small libraries with few employees. The Kentucky Department for Libraries & Archives (KDLA) received a grant from the Gates Foundation to create a position whose purpose was to help libraries navigate the E-rate paperwork. With this new person helping libraries apply, Kentucky went from 30 libraries to 90 libraries benefitting from the E-rate program. This was a huge jump in participation and in the amount of federal dollars coming back into Kentucky. KDLA continues to be very vocal and very involved in refining the E-rate process. In regard to the KentuckyWired project, KDLA is asking public libraries in the state to form a consortium so that KDLA can seek bids from companies that could provide internet access to libraries throughout Kentucky, charging one set fee to each library for service. KDLA is asking for a Letter of Agency from our library so that they can negotiate on our behalf. Schools throughout the state already have a consortium handling this maze for them. Paul Johnson moved that the Campbell County Public Library Board of Trustees approve the "E-Rate Consortium Letter of Agency," as prepared by the Kentucky Department of Libraries and Archives, and authorize the library director to sign the letter on behalf of the board, Christie Fillhardt seconded, all were in favor and the motion carried.

JC asked about the preferred location for the board appreciation dinner after the September meeting. Most agreed that York Street Café in Newport would be a good choice. JC will call and check on availability.

JC reported that our e-mail was hacked and then used as a spam conduit. We were cut off from being able to send e-mails outside our system by Cincinnati Bell. All holds notices and overdue notices were not being sent. Jeff spent many long nights trying to get it fixed. In anticipation of changing email servers, we had already purchased a new mail server and bought the Microsoft Exchange software from Tech Soup for \$60. Jeff contracted with CForward Inc. from Covington to help him to get the Microsoft

platform up and running and to migrate the Zimbra data. JC provided the Board with information on logging into their new email.

Finally, JC reported that KDLA is securing a construction grant as part of their next budget request to the Kentucky General Assembly. Through this grant, we can obtain a sum of money to help with the debt that would be incurred by building a new branch in southern Campbell County. JC has been providing KDLA with information to show how the new building would benefit Campbell County.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Disposal of Surplus Materials: This month's disposal includes 239 items weeded from the collection. The Systems Department also disposed of 18 CPUs and 4 monitors. Christie Fillhardt moved to approve, Paul Johnson seconded, all were in favor and the motion carried.
- Approval of KDLA annual report: Steven Trumbo moved to approve the report, Christie Fillhardt seconded, all were in favor and the motion carried.
- Approval of the FY2015-16 tax rates: The tax rates are 7.7 for Real Estate, 9.08 for Personal Property, and 2.6 for Motor Vehicles. Paul Johnson moved to approve the tax rates, Steven Trumbo seconded, all were in favor and the motion carried.
- Furnace replacement at Carrico/Fort Thomas: One of the two air conditioning units that serves the newer portion of the building stopped working about a week ago. To just repair the unit would cost about as much as a new unit. A new unit, however, would require the new kind of refrigerant that is currently being used. To be able to use the new more efficient refrigerant standard, we have to replace the furnace and coils as well. The furnace and the AC unit both use the same ducts and blowers. Both AC units on this side of the building have a long history of repairs but, interestingly, the unit that failed was the better of the two. Additionally, even when both units were working, they struggled to maintain a comfortable temperature during both the summer and the winter months. After talking to Ian Holten, we decided the best course is to replace both the air conditioning units and the furnaces. The scope of the work is about \$29,000. JC asked for Board approval to proceed with the work. Steven Trumbo moved to approve the replacement of the units, Paul Johnson seconded, all were in favor and the motion carried.

**FINANCIAL REPORTS AND MINUTES:** Paul Johnson moved to approve the minutes and the financial reports as presented, Steven Trumbo seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, September 16th, 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 6:56 p.m.

Respectfully Submitted,

Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary