

BOARD OF TRUSTEES REGULAR MEETING

February 19, 2014

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, Steven Trumbo, and Mike Whiteman. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Ashley Wright, Cold Spring Children's Services Librarian; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS:

David Anderson reported on some shifting of Cold Spring staff members. Diane Katz and Michele Turner, our Outreach Librarians, have moved their desks to the lower level of Newport along with the outreach van. The Cold Spring Adult/Teen staff will be moving into the space left by Diane and Michele. The Outreach Department has moved to Newport because most of those they serve are located around that community. Dave also reported that the Children's area has new bench seating to allow more seating for kids. He also noted that padding will be added to the bench and the wall behind the bench will be painted an electric blue to brighten the area and to easily identify this area of the building as the kid's area. Finally, Dave mentioned the carrels that currently hold the children's computers will be moving to the Teen area to hold more public internet computers.

Ashley Wright reported that she began offering Spanish story times two Monday afternoons a month. For this program, Ashley partnered with a NKU professor and her students. Consequently, participating with the story time is now part of the professor's class requirements. The Cold Spring Children's department has also added a Growing Readers program to its repertoire. This literacy-based story time is designed for children ages 4-7 and is a great way for early readers to have fun and learn in a more structured setting. Ashley also showed new literacy based board games that parents can use with their kids and will soon be available for check out. Clara Gerner, Cold Spring's Adult/Teen Librarian, is also adding board games to the YA collection that will be available for check out. Finally, Ashley reported that she has begun using new literacy games at the end of preschool time instead of doing a craft as she feels the kids get more out of the experience. Christie Fillhardt complimented Ashley on the therapy dogs program that was recently offered at Cold Spring.

Dawna Haupt was not able to attend the February Board meeting due to her class schedule for her MBA program. However, she submitted a written report about the audit and the problem with Quickbooks involving the reporting of year-to-date budget expenses. She has worked with the auditor to correct this problem. She also reported her work with the PCI Compliance committee, the Capital campaign and the Parade committee.

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

PRESIDENT'S REPORT: Cathy Howard reported on the hearts hung on the window at CS for "I Love My Library" month. One heart read, "The library keeps mommy sane" and another talked about someone's dad who is 81 and uses the library for everything from reading the newspaper to downloading books and who feels respected by the staff. Cathy also mentioned another great display she saw at Carrico/Fort Thomas – a display at the very top of a 90" shelving unit labeled "books for tall people." Cathy also reported that the social media Rachel is doing is out of this world and thinks it is making a huge difference. Finally, she mentioned that Jerry is a hawk about the snow removal and watching that budget.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh provided a written report.

LIBRARY DIRECTOR'S REPORT: Mike Whiteman asked about creating a mobile phone app for the library. JC mentioned Boopsie as a creator but there are questions about how an app would be maintained, supported and who owns the software involved. We are definitely looking into the possibility though. JC reported that the snow removal budget has worked at \$7,000 for most years. However, so far this fiscal year, we have spent \$14,000. We will pull the additional amount from the contingency budget and we will continue regular snow removal and treatment during the rest of this winter. JC also reported on the ice on the tin roofs at Cold Spring and Newport. These roofs act as chutes. The ice slides down these chutes and can be dangerous. We have stopped staff from going out the lower doors along the back of the building at Newport when the ice is dangerous and are not replacing the shrubs that have been damaged by the falling ice. Luckily, we have not had any new leaks, lost any gutters or sustained any other damage at any location. We are looking into installing strips that will stop the ice from sliding off the roof at Newport. Finally, JC reported that outgoing email from the Library is not getting through due to spam filters at Cincinnati Bell. Jeff Prudencio, our new IT Coordinator, is working with Cincinnati Bell to get the problem fixed.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Review and approval of changes to Personnel Policies: Steven Trumbo moved to approve the changes to the Personnel Policies, Mike Whiteman seconded, all were in favor and the motion carried.
- Steven Trumbo asked about board meetings following the guidelines in Roberts Rules of Order. JC said Roberts is complex. He thought a simpler compilation of meeting rules might be better. JC will look into writing or finding a simpler set of meeting rules.

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

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

NEXT MEETING: Wednesday, March 19th, 5:30 p.m. at the Newport 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, Christie Fillhardt 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 6:01 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 6:18 p.m.

ADJOURNMENT: Cathy Howard called the meeting to an end at 6:18 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary