BOARD OF TRUSTEES REGULAR MEETING
March 19, 2014
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, Paul Johnson, Christie Fillhardt, and Steven Trumbo and Mike Whiteman. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Keyth Sokol, Collection Services Coordinator; Doug Williams, Technical Services Manager; Jeff Prudencio, IT Coordinator; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS:

Keyth Sokol reported on Collection HQ, the collection management/development tool we began using in September 2013. He reported that collection information from Polaris was loaded into the Collection HQ servers and he began looking at the data reports generated from this information. Using Collection HQ has a steep learning curve and it will take a year or two before we get a good handle on it. Collection HQ has lots of bells and whistles but we started with removing items that haven't circulated in 4 years or more. Keyth added that we are now at the point where we are using some of the remaining reports and are looking at items that haven't circulated in a year or items of heavy use that a need new copy. We have also begun transferring items among the branches. We need at least a full year of using Collection HQ to see really useful results and feedback. Cathy Howard asked what the end game was for this tool. Keyth reported that Collection HQ is data driven. We just began tracking the number of items weeded since 2011. Also, we can use Collection HQ to ensure we are allocating the collection budget to those items and topics most heavily used by our communities. Our weeding efforts have been successful and now we are looking to Collection HQ to help with us budget decisions in regard to our collection. Paul asked why there are such differences between branches in regard to how much is being weeded. Keyth reported that this is due to the discretion allowed to the librarians who are actually pulling the items listed on the reports. Some are just weeding more aggressively.

Chantelle Bentley Phillips reported on reference assistant Amanda Redmond's last day at the Newport Library and the posting for her replacement. She also reported on her attendance at the 2014 PLA Conference in Indianapolis. Chantelle focused on attending workshops on staff training. She also reported on computer use at Newport and that the 28 public internet computer seemed to be handling the demand for computer access at Newport, for now.

Doug Williams reported on our transition from AACR2 (Anglo-American Cataloguing Rules, 2nd edition) to RDA (Resource Description and Access). RDA provides a set of guidelines and instructions on formulating data to support resource discovery and will guide how we construct our catalog records. We will begin small by having new records set to RDA standards and then, after a few years, we can send out the database and have it 'RDAd.' Doug also reported that there are some new Polaris features that will be accessible when we upgrade in April. For example, patrons will now be able to reserve and check out

e-material by clicking through Polaris instead of having to get out of Polaris and go to the Kentucky Libraries Unbound page.

Jeff Prudencio reported that he has been in the IT business for about 25 years. He has been with CCPL for about 2 months. One of the first things he saw was that the servers had not been adequately maintained after the pervious IT Manager's departure. All the servers needed security patches. In fact, the mail server was compromised and was not functioning properly for a week or so. The server was patched and the situation resolved. As of March 14, we are completely patched and up-to-date. Jeff reported that this week one of our switches broke at Newport but, luckily, we had a spare. With our next GBS contract, we have a lot of router learning to do. Cathy Howard asked what Jeff would like to do when not patching server. Jeff reported that he would like to bring all public computers into a peer to peer network that would be under our network but in a separate domain. Finally, Jeff reported that he enjoyed working for and supporting a non-profit. He has come to CCPL from Xavier University where he did help desk support.

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 attending the 2014 PLA Conference in Indianapolis and that she had picked up a lot of ideas from other libraries.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte added that the KPLA Spring Conference is in April in Bowling Green and will be as informative as PLA. Also, KDLA has just put out a document on meeting KPLA's library standards. Charlotte added that it is a long document but very simply shows what you can do to improve your score based on how much money you have to spend. The trustee tip of the month is about attracting new trustees.

LIBRARY DIRECTOR'S REPORT: Steven Trumbo asked about HVAC system in Newport. JC reported that Newport has a geothermal system with 23 water heat source pumps. The internal loop of water runs through all 23 units. Heat pumps run constantly as they heat and cool the building. The heat pumps have a 15-20 year life span. Newport's are 10 years old. We lack a centralized monitoring system for the heat pumps. We don't bring in fresh air like we should been doing. We manually turn on the fresh air intake but we need the process to be automated. The BAS (which is the centralized monitoring system) we are considering installing will monitor all 23 units and will also tell us about the health of the unit. It can also tell the system when to bring in fresh air when it is the appropriate temperature outside. Also this BAS would be forward compatible with newer heat pumps. JC reported that he is working on the budget for next year. Also, we are winding down the idea gathering portion of the Long Range Plan process. We are using the KDLA library standards as an additional guide.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:
- Review and approval of changes to Circulation Policies: Cathy Howard questioned the section of the policy on bankruptcies. Louis Kelly will check into this for the Board. Cathy suggested we table approval of the Circulation Policies until the April Board meeting, Mike Whiteman moved

- to approve the delay, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Review and approval of Income and Disbursement Policies: Mike Whiteman moved to approve the Income and Disbursement Policies as presented, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Approval for Polaris replacement server expense and Envisionware expense: JC Morgan explained that the expense for this server replacement will be over the $10,000 expense limit which is he is allowed to authorize without Board approval. The current Polaris server is due to be replaced in the next fiscal year but we need to comply with PCI rules for credit cards as soon as possible. The best solution is an Envisionware product that will not work with our current version of Polaris. This Envisionware product will store all credit card information remotely, eliminating liability on our servers. We want to go ahead and get this completed. Steven Trumbo asked about cost. JC reported that, all said, it will cost around $35,000 for the servers, Polaris software and Envisionware products. We will be purchasing a Dell server onto which Polaris will install their software. Our current Polaris production server then becomes the Polaris training server which also serves as our overnight back up for Polaris data. Paul Johnson moved to approve the Polaris replacement server and Envisionware expense, Mike Whiteman seconded the motion, all were in favor and the motion carried.
- Board Member Selection Committee: Christie Fillhardt volunteered to serve on this committee. Mike Whiteman thought it would be good to have one veteran Board member and then one Board member with fresh eyes. Paul Johnson was volunteered to serve with Christie. Mike Whiteman moved to approve Christie and Paul as the Board Member Selection Committee, Christie Fillhardt seconded the motion, all were in favor and the motion carried. JC will include in the posting that it is for Alexandria area and will make candidates aware that Steven is interested in being reappointed.
- Destruction of Documents: JC reported that the documents we are requesting to destroy are documents on his portion of the Library's shared drive. These documents haven't been used in years. The documents are older backups of his hard drive and email file backups. Mike Whiteman moved to approve the destruction of these documents, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Disposal of Materials: JC reported that through our weeding efforts we have removed about 20,000 items from the collection. The disposal of these items needs to be approved before we donate them to the Friends for their booksale. We do keep some weeded items, mostly fiction that doesn't age as quickly as nonfiction, for the possible South Branch. Mike Whiteman moved to approve the disposal of these materials, Paul Johnson seconded the motion, all were in favor and the motion carried.

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

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

NEXT MEETING: Wednesday, April 16th, 5:30 p.m. at the Carrico/Fort 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 6:01 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 6:41 p.m.

ADJOURNMENT: Cathy Howard called the meeting to an end at 6:41 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary