

## **BOARD OF TRUSTEES REGULAR MEETING**

**November 19, 2013**

**Cold Spring Branch**

### **MINUTES**

**CALL TO ORDER:** President Cathy Howard called the regular meeting to order at 4:30 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Mike Whiteman and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Dave Anderson, Cold Spring Manager; Dawna Haupt, Library Accountant; Stephanie Huhn and Tatiana Salava, Bramel and Ackley; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** None

#### **AUDITOR'S REPORT:**

Stephanie Huhn and Tatiana Salava, of Bramel & Ackley, P.S.C., presented a draft of their independent auditors' report of the library's financial statements and reported on their audit of Library Director's expenses and reimbursements. Stephanie Huhn reported that she worked with both Dawna Haupt and JC Morgan during the audit and that an appropriate division of duties for internal controls were in place. Paul Johnson mentioned a handout for public and non-profit boards distributed at the Auditor Edelen's Good Government Summit and asked why the auditors had not commented on this in their audit. Stephanie Huhn said she would look at that document and report any suggestions that she might have to Dawna Haupt. Paul Johnson moved to approve the draft of the auditors' report, Mike Whiteman seconded the motion, all were in favor and the motion carried.

#### **MANAGERS' REPORTS:**

David Anderson reported that he was still the President of the Executive Board of the Southwest Ohio and Neighboring (SWON) Libraries consortium. He has six months left as President and then he'll spend a year on the SWON Executive Board as Past President. He also reported that he taken on coordinating communication with Global Business Solutions (GBS). We are contracting with GBS to take care of our technology needs. Dave said that he determines which tickets go through GBS and which tickets we will handle in-house. In regard to other technology changes, Dave reported that we have installed book scan devices at all three locations that can scan documents and then send them via fax, to a flash drive, smartphone, etc. The cost is considerably cheaper than our current system, Fax 24, but requires payment in cash. Credit cards are not accepted. The Children's area at Cold Spring is being redesigned to better define kids' reading area and develop a play area. The Children's computers will move to the Teen area and become public internet computers. Dave is working with a group in Connecticut to be able to provide more than one app on the iPads that will be available for children to use. Cathy Howard asked about the timeline for the renovation. Dave said that we are waiting for bids on building a bench for the area and we should have that by Thanksgiving. He hopes that the area will be done before children's programs start again in January. Dave also reported that work is being done on the concrete in the staff parking lot at the rear of the building. Paul Johnson asked about traffic issues in front of CS and wondered whether we could redirect traffic to go around building and be one way. JC suggested

that a long term plan might be to use the ravine for a driveway around the branch. However, he has not checked the property lines to determine how far the library's property extends. Steven Trumbo asked about the Cold Spring Library building being busy and if there were any problems. Dave reported that problems happened occasionally at the Cold Spring Branch but, in general, were rare.

Dawna Haupt welcomed our new board members. She reported that the Capital Campaign for the South Branch continues to receive contributions from pledges. Dawna attended a Kentucky Retirement System workshop with Elise about plan changes effective for full-time employees hired after January 1, 2014. Dawna also reported that she attended the State Auditor's Good Government Summit which discussed fraud and embezzlement protection; we have their recommended internal controls in place and have been using them for some time. Dawna reported that she is still monitoring time off accruals for our employees with our switch to online timesheets. She monitors the accruals to make certain paid time off is accurate and that the online accrual totals match the employees' actual accruals. Dawna also reported that she working with a committee on Payment Card Industry (PCI) Compliance. We need to make sure we are compliant with the new standards for protecting credit card information for our patrons. We are in information gathering mode right now. It costs a lot of money to comply so we want to ensure that we are investing money wisely.

**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 a patron who had a very overdue book and sent money in excess of the fines charged. The patron asked us to keep the overpayment as a donation. She also reported that former Board Member Angela Siddall sent a thank you note to the Newport Branch and Assistant Director which noted their creativity in programming and dedication to customer service. Cathy also reported a Girl Scout Troup that meets at our Carrico/Fort Thomas Branch. They sent a lovely thank you note to the Adult/Teen Programmer about the dream catcher program he conducted with them. We also received a note from a parent who is happy with services we offer and attributes her children's success at school to their time spent at the library. Our Friends group donated enough books to Holy Trinity School to double the size of their collection. Cathy also reported on a comment from a patron about our great selection of cookbooks and audiobooks. She also mentioned that Michael Gregory, Collection Services Librarian, reported receiving positive comments from our patrons when he communicates with them about the status of their holds. Patrons appreciate that he is going above and beyond to help.

**Director's Evaluation:** Cathy Howard collected comments from Paul Johnson and Steven Trumbo in regard to JC Morgan's annual evaluation. Christie Fillhardt and Mike Whiteman are abstaining until JC's evaluation this year as they have not worked with him for a long enough period.

Cathy reminded every about the change in the Board's regular meeting date and time to the third Wednesday of the month at 5:30p. This change will begin in December.

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

**LIBRARY DIRECTOR'S REPORT:** Paul Johnson asked about the bed bug bags that were ordered for the library. JC Morgan commented on the bed bug problem with the delivery bags our Children's outreach staff uses when visiting daycare centers. The bed bug bags can be used to heat the outreach delivery bags and kill the bugs. Chantelle Phillips said that the bags should be in place by mid-December. JC also

provided an update on pergola built at our Carrico/Fort Thomas Branch. With the work from Paul Johnson, Barth Johnson, Tony Howard and JC, it is virtually complete. The pergola will be stained and lattice work added in the spring. The bench that was donated to the library in 2009 in memory of Pierre Petrovic, a long time patron and a former firefighter in West Chester, will be moved underneath the pergola and landscaping added.

JC reported that we had received communication from Dave and Lisa Wormald in regard to their son, Luke Wormald's, Eagle Scout project. In January 2013, JC agreed to allow Luke to build a pergola at the Fort Thomas location to receive his Eagle Scout badge. Luke did not finish project within a ten month period that ended with the firm deadline of October 15 which Luke had agreed to meet. At JC's request, the Friends designated \$500 to help complete the project. Paul Johnson offered to work with Luke in cutting the wood and to advise him on the design. Dave Wormald now demands repayment for his portion of funds used in the uncompleted work done by Luke which, ultimately, had to be removed at the library's expense. JC asked that he and Cathy Howard be allowed to work with leadership at the Boy Scouts of America to resolve this issue. The Board agreed.

JC also reported that Christie and Mike had attended an orientation with Charlotte McIntosh. We will send their application for their initial certification to KDLA. Finally, Paul Johnson asked for a written copy of our Crisis Communication Plan. No one else wanted a written copy. There were no questions about the document itself.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Review and approval of Collection Development Policies: Steven Trumbo asked if Keyth Sokol, Collection Services Coordinator, compared our policies to others. JC noted that our collection development policies were quoted last year in a library science text book from England. JC will ask Keyth to compare the policy to others from public libraries. Steven Trumbo moved to approve the Collection Development Policies as presented, Mike Whiteman seconded, all were in favor and the motion carried.
- Review and approval of Meeting Policy and Application Form: Steven Trumbo moved to approve the Meeting Room Policy and Application Form as presented, Mike Whiteman seconded, all were in favor and the motion carried.
- Review and approval of Study Room Policy and Application Form: Steven Trumbo moved to approve the Study Room Policy and Application Form as presented, Mike Whiteman seconded, all were in favor and the motion carried.
- Mike Whiteman mentioned that, during his orientation with JC Morgan and Charlotte McIntosh, he had raised an issue asking if it would be useful to have a discussion of the expectations of the library staff and managers for the Board. Mike doesn't have a good sense of this and wants to make the best use of his time on the Board for the benefit of the library. Christie Fillhardt agreed that knowing the staff and manager's expectations is a good idea. Cathy Howard suggested that the managers provide a list to the Board of what kind of support would be appreciated from the Board. Cathy suggested having the Board be involved with the Friends as well increasing the attendance of Board members at library events. JC mentioned that the Friends would love for all of the Board to be members of their group. Cathy suggested that Sue Crouch, President of the Friends, come to a Board meeting in the future. Paul Johnson signed up

once and sent a check but wanted to know about getting a reminder when his membership was about to expire. JC said that reminder letters should be sent soon. Last, Cathy Howard encouraged the trustees to participate in online training and get through their hours to finalize the process of being certified.

**FINANCIAL REPORT:** Mike Whiteman suggested JC send the full financial reports in the monthly Board packet. Steven Trumbo prefers the abbreviated version. Dawna can provide both reports so that Board can choose. Steven Trumbo said that this was not necessary and that the full version would be fine. Paul Johnson moved to approve the financial report, Mike Whiteman seconded, all were in favor and the motion carried.

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

**NEXT MEETING:** Wednesday, December 18th, 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, Paul Johnson 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 5:47 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

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Cathy Howard, President

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Christie Fillhardt, Secretary