

BOARD OF TRUSTEES REGULAR MEETING
November 19, 2014
Cold Spring Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 5:34 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Steven Trumbo, and Mike Whiteman. Also present were JC Morgan, Library Director; Joe Hayes, of Robert Ehmet Hayes & Associates; David Anderson, Cold Spring Branch Manager; Clara Gerner, Cold Spring Adult/Teen Services Librarian; Dawna Haupt, Library Accountant; Terrie Pulliam, Human Resources Manager; and Chantelle Bentley Phillips, Assistant Director; absent: Louis Kelly, Library Attorney.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT:

- Larry Robinson of Cold Spring

ARCHITECT'S REPORT:

Joe Hayes reported on the accepted bid from Kramer and Son for the snow guards [ice catchers] at Cold Spring and Newport and the gutters and downspouts to be installed at Newport. He also reported that a meeting had been scheduled with Kramer and Son for Friday, November 21st to compare colors for the gutters and downspouts at Newport. We are hoping to be able to use a standard color to save money. Joe then reported on the status of the plans for Newport's interior lower level. Joe had met with JC Morgan, Jerry Fields and Chantelle Phillips to go over the plans and some changes were made. Joe showed the updated plans to the Board. Steven Trumbo asked about how many people will fit into the meeting room in the lower level once it's completed. That space will hold 129 people with tables and chairs, 276 with chairs, 386 standing. Joe mentioned that the corridor in the lower level will be 45-minute fire rated. He then went over the parking lot expansion for the Cold Spring Branch. Joe showed the draft drawing of the proposed parking lot expansion. JC mentioned that we will need to check with the gas station next door to see if we can complete the cut-through into their lot. Paul Johnson asked why we couldn't use the place where the uncompleted cut-through is for parking spots. JC stated that patrons do that often now. Joe stated that slanted parking spots should help with all of the accidents and close calls that occur in that parking lot and some additional spaces would be added at the rear (west side) of the building.

MANAGERS' REPORTS:

Dave Anderson reported on the activities of the Community Events Outreach Committee. He showed a chart of statistics from the events attended since the committee was form earlier this year. The chart showed attendance at the various events and then staff levels required to handle that attendance. Dave reported that, as we suspected, community events have slowed down in the colder months but we expect them to pick back up in March. By then, we will have a good calendar of annual events to be prepared to attend in the coming year. Cathy Howard mentioned some other events at the schools that we might try -- Big Top, Hullabaloo and a Santa event. Dave then reported on the other committee he is chairing, In House Computer Training. This year's training will be focused on troubleshooting devices with patrons. Dave then reported on the Small Balance program with Unique with collecting smaller outstanding fines. Currently, if a patron owes \$25 or more, they are submitted to the regular Unique collection program. The Small Balance program catches patrons between \$10 and \$24.99. It has a much higher rate of return on investment as it captures people earlier in the process. We should see a quicker return on material and patrons returning to use the library. With our original program, we have many geographic factors that impact our returns – have a local university, other available libraries close by, and we border another state. The original program will skip trace [address check] in Kentucky but the Small Balance program will skip trace in other states. We get a report with the updated contact information. The main hope with this program is to get patrons to return to using the library.

Clara Gerner reported on the Campbell County Club 21 After-school Program. Those students who participate in the club get an extra meal with activities. The Club is covered with grant money awarded to the school district. To provide activities for the Club, Clara offers a Lego Club on Thursdays and a Pokémon Club on Fridays. On the first Wednesday of the month she offers games at the Club – both board and electronic. The benefit to the library for providing these activities at the after-school program is that we are getting these kids to come to the library because we can promote our programs during the Club. Clara then discussed her Minecraft Club. She showed prizes that are awarded during the program. Also, she gives away Scholastic Minecraft Guide books which are great books for reluctant readers. Clara then took the Board on a tour of the virtual “world” that has been created on the server used for Minecraft. The subscription to the server is \$120 per year and includes protection and tech support. The kids participating in the Minecraft Club have to have their own account to be able to participate. Clara explained that Minecraft is a point-of-view construction and survival game. The server has been available since August and the kids have built a lot of things over the past few months: houses, stores, statutes, and other objects. Clara provides very clear rules for how participants must behave on the server. These rules are given to the kids who attend the club and also to their parents.

Dawna Haupt reported that she and JC had met with auditors to go over the draft of the audit report. The auditors are just about done with their work. Dawna added that the most efficient and economical time frame to change auditors is every 5 years. When we move to a new auditing firm, fees increase and then they need time to get to know our financial documents for an effective audit. We plan to be with Bramel and Ackley for 2 more years. Dawna also reported that the upcoming Polaris upgrade should provide seamless integration with the Envisionware software used for credit card processing [which means we should be able to take credit card payments in Polaris and not have to leave Polaris and

access the ecommerce client software to accept credit card payments.] Dawna also reported that we are considering going to a cash rewards cash back credit card with US Bank for the staff purchase on business credit cards. She estimates that the library would receive about \$800 a year in cash rewards. Dawna continues to review the paid time off accruals for staff with Terrie and they immediately address any issues. For the Capital Campaign, Dawna continues to send monthly statements to the pledged donors. Three years in to the campaign and people continue to meet their payments. So far, only one person has defaulted completely. Dawna also reported that the Parade Committee is starting to prepare for next year's events. With the creation of our lion mascot, we may be getting away from Dewey bookworm. Dawna is still participating in the One-to-One reading program and works with a third grade student at Silver Grove Elementary. Finally, Dawna announced that she has completed the MBA program at Thomas More College.

Terrie Pulliam reported that she is currently collecting annual summations from staff members for submission to KDLA as part of the annual certification process. She also reported that Lisa Schierenbeck, a former page/courier at Cold Spring, has returned to handle the daily courier runs while Marsha Nelson is on leave. We collected \$373 during our United Way campaign. Terrie reported that we have two open positions – a part-time reference assistant position at Fort Thomas and a PR Specialist position at Cold Spring. Terrie hosted the Employers Resource Association Roundtable meeting at Cold Spring. Finally, she reported that she has uploaded all our job descriptions onto the wiki for easy access.

PRESIDENT'S REPORT: Cathy Howard reported that our mission and vision statements were used as examples in KDLA trustees training. Cathy also reported that 150 students at Lincoln Elementary received library cards due to the efforts of Newport Children's Librarian Joan Johnsen. Lily Herald, Circulation Supervisor at Newport, received a compliment on her wonderful customer service skills from a patron she helped with the copier. Cathy reported on the reaction from the mom of a 6-year-old girl who showed up with a book she made at the Carrico/Fort Thomas Branch. The girl wanted to have her book added to the collection of the library. The Fort Thomas staff made a big deal of accepting the book and thanking the little girl for allowing us to have the book in the library. The mom was thrilled with how special the staff made her daughter feel. Cathy also mentioned a note we received to thank us for having such a wonderful young man like Mike Fair to help with tech problems. We also received a note from the Dayton Main Street Board to thank us for participating in the Dayton Fall Festival. Former Board President Rebecca Kelm sent two notes. One was to thank the library for the gift sent when her father died recently. The other note thanked the library for the wealth of services that she receives for her tax dollars.

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

ATTORNEY'S REPORT: Louis Kelly was not present.

LIBRARY DIRECTOR'S REPORT: Steven Trumbo asked about a recently challenged item. Why was it challenged? The book, *Whitewash*, by Ntozake Shange, is about a young African-American girl who is traumatized when a gang attacks her and her brother on their way home from school and spray-paints

her face white. The patron did not like having racism as a topic in the children's area. However, the book is way to introduce such topics to kids and to be able to have a conversation about a topic that children may experience themselves. Paul Johnson asked about our mobile printing service. JC explained that a patron at home on their computer or in the library on a personal device can send print jobs to the public printer. It's a good service but it does have the risk of something being printed that might not be appropriate. There is currently no means of knowing what a person might print using the service. JC does not feel this is a problem, however, as the person's print job cannot be seen until payment is made and the document is printed. JC added that we just upgraded our Wi-Fi routers with a stronger signal. We have many patrons are using their own devices in the library. Mike Whiteman mentioned that we have policies in place about inappropriate use of the library's network and patrons who use the service inappropriately can lose their access to our computers and other equipment. A patron can be prohibited from the library for a period of time for not complying. JC then talked about how we handle pornography viewed on our computers. Paul asked for more discussion and additional information. Mike Whiteman made a motion for JC to look at mobile printing and report back next month, Paul Johnson seconded, all were in favor and the motion carried. Steven Trumbo again mentioned that he remains concerned about our participation with Little Libraries. JC then reported on staff members who waive their option to participate in our health insurance and then, instead, the Library contributes an amount that is approximately half of the monthly cost of health insurance per employee into a 401K account. Kentucky Deferred Compensation has told us that we cannot do that any longer. Now we need to look at other options – 529s, IRAs, FSAs. We'd like another way for staff members who do not elect to receive health to have some benefit. We'd also like to provide an array of options that would cover the needs of the staff who waive health insurance. There is no cost for IRAs or 529s but there is a cost to the Library for the management of a pre-tax FSA and dependent care benefit. We are considering allowing staff to split money between the options. Kentucky Deferred Compensation was a wonderful, no cost option for the library. We currently have 13 staff members who waive health insurance.

JC returned to the Small Balance program that Dave Anderson mentioned in his report. JC mentioned that with our current collection program we are charged \$8.95 for every patron we submit and then we charge the patron \$10 to recoup the cost. For the Small Balance program, each submitted patron would cost \$2.95. We would not charge the patron for the submission because we don't want the charge to push the patron above the \$25 threshold which would trigger the collection agency to take stronger action in collecting the debt. The two main benefits for the library are that patrons will, hopefully, return to using the library and the skip tracing to keep our records accurate. If the library recoups 25% of what is owed in either fines or materials, the total cost of the program would be recovered. Steven Trumbo moved to authorize using the Small Balance program as a reasonable way to collect money and get folks back to using the library, Paul Johnson seconded, all were in favor and the motion carried.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

- Approval of slate of officers for 2014 and 2015. Paul Johnson moved to retain the current slate of officers until 2016, Steven Trumbo seconded, all were in favor and the motion carried.

NEW BUSINESS:

- Disposal of Surplus Materials. 1,002 items were withdrawn from the Library's collection in October Mike Whiteman moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/approval of Collection Development Policies. Paul Johnson moved to approve the policies, Steven Trumbo seconded, all were in favor and the motion carried.
- Review/Approval of Meeting Room Policy., Mike Whiteman moved to approve the policy, Paul Johnson seconded, all were in favor and the motion carried.
- Review/Approval of Study Room Policy. Steven Trumbo moved to approve the policy, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of the Income and Disbursement Policy. Christie Fillhardt moved to approve the policy, Mike Whiteman seconded, all were in favor and the motion carried.
- Director's evaluation. Cathy Howard received everyone's written comments but asked if anyone wanted to add anything or discuss their comments. No one needed to speak beyond their written comments.

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

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

NEXT MEETING: Wednesday, December 17th, 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 6:47 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 7:01p.m.

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Mike Whiteman seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 7:03 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary