

CAMPBELL COUNTY PUBLIC LIBRARY  
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BOARD OF TRUSTEES REGULAR MEETING  
APRIL 20, 2010  
FORT THOMAS BRANCH

MINUTES

CALL TO ORDER: President Dr. Ann Painter called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were Dr. Ann Painter, Rebecca Kelm, Donald E. Groesenbach, Judy Voelker, and Angela Siddall. Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Karen Spitler, Fort Thomas Branch Manager; Kiki Dryer Burke, Public Relations Manager; Linda Black, Business Office Assistant; Charlotte McIntosh, Regional Librarian, Darci Gressick, Human Resources Manager; and Dawna Haupt, Library Accountant.

REVIEW OF AGENDA: No questions

INVITATION OF PUBLIC COMMENT: No comment

MANAGERS REPORTS: Karen Spitler talked about the success of Ryan Stacy's Asian Culture Celebration and the Let's Talk About It Series being held at the Fort Thomas/Carrico Branch. Karen Spitler reported that Laura Stanfield, Children's Librarian was back full time from maternity leave. Joyce Emery Children's Assistant is visiting daycares and Christi Barten Young Adult Librarian is working with other libraries on teen programs. Karen Spitler also reported that National Library Week was very successful with twenty seven hundred patrons participating. The highest number of participants was at the Fort Thomas/Carrico Branch. Karen Spitler reported that Joe Fisher, State Representative and Katie Stine, State Senator visited the Fort Thomas/Carrico Branch for informal talks with the public. Karen Spitler explained the cross training between reference and circulation staff at the branch. Karen Spitler reported to the Board that new carpet and tile is planned to be installed in May and that the circulation desk will be renovated for easier accessibility to the handicap opening. Karen Spitler also reported that a new water fountain had been installed and a new copier and printer is in place for the public.

Kiki Dryer Burke reported that she had purchased new letterhead paper (including second sheets) and new library cards for the branches. The branches will begin using the new library cards on June 1. Kiki Dryer Burke passed around new invitations to join the Friends of the Library and Summer Reading Club Flyers for children and teens. Kiki Dryer Burke told the Board that the April 25<sup>th</sup> El Dia celebration will be held at the Cold Spring Branch from 1-4 p.m. Kiki Dryer Burke reported that since the Family Literacy Fair was a major in house project Joan Johnsen Newport Children's Librarian had partnered with the Brighton Center. Kiki Dryer Burke also reported on the September Discounts with your library card. This year it will be limited to storefront business. Also this summer, buses will advertise the library's summer reading clubs. There was a discussion to check on advertising on bus benches.

Darci Gressick, the new Human Resource Manager, reported that she had met most of the staff and is organizing her office. Charlotte McIntosh, Regional Librarian gave Darci Gressick the KDLA packet of returned certification forms for the library's certified staff.

PRESIDENT'S REPORT: Dr. Ann Painter asked for a motion to move the May 18 meeting from the Cold Spring Branch to the Newport Branch due to the May primaries being held on that day. Angela Siddall moved. Rebecca Kelm seconded. Motion carried. The newspapers will be notified by letters.

CORRESPONDENCE: None

ATTORNEY'S REPORT: None

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte McIntosh encouraged attendance at Trustee Forums in May.

LIBRARY DIRECTOR'S REPORT: JC Morgan's written report is attached. There were no questions on the Director's written report. JC Morgan reported that the KPLA/KLTRT spring conference was a huge success. JC Morgan informed the Board that he will be in Washington, DC on May 5<sup>th</sup> for Kentucky's National Legislative Day. JC Morgan reported to the Board that the state budget did not pass. The Senate's version of the budget includes reduction in the library's construction grant. Also bill HB 239 which would have established Kentucky Literacy Day as the last Wednesday of August did not pass. JC Morgan reported that two of our librarians will attend the Library Leadership Institutes being conducted by KDLA, Brandy Babb and Ryan Stacy. JC Morgan reported to the Board that the Fiscal Court has offered to have a free paper shredding event at the Cold Spring Branch on May 1<sup>st</sup>. We will use that time to shred information that we've kept long past the time we need to, including old check stubs and timesheets.

COMMITTEE REPORTS: One application was received for the Board opening. Two names are needed to submit to the Fiscal Court. Judy Voelker motioned to extend the deadline to May 31<sup>st</sup>. Donald E. Grosenbach seconded. Motion carried.

UNFINISHED BUSINESS: Library accountant Dawna Haupt reported that she had audited eight employee files to check for inaccuracies in work time, vacation accruals, sick leave accruals, and compensatory time accruals. In seven of them, discrepancies were found. JC Morgan and Darci Gressick are looking into the matter and will be addressing situations with employees individually. All full time employees will be audited to correct any mistakes.

NEW BUSINESS: A vote was taken on the review of the Personnel Policies review/revision. Rebecca Kelm moved for approval. Angela Siddall seconded. Motioned carried.

TRANS ACTION REPORTS: Angela Siddall moved for approval of the financial reports. Donald E. Grosenbach seconded. All were in favor. Motion carried.

MINUTES: Judy Voelker moved for approval of the minutes from the March 16th, 2010 meeting. Rebecca Kelm seconded. All were in favor. Motion carried.

NEXT MEETING: (May 18th, Tuesday 4:30p, Newport Branch training room)

ADJOURNMENT: Angela Siddall moved and Rebecca Kelm seconded the motion to adjourn. All were in favor. The meeting adjourned at 6:05p.

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PRESIDENT

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SECRETARY