

## **BOARD OF TRUSTEES REGULAR MEETING**

**August 20, 2013  
Cold Spring Branch**

### **MINUTES**

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

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Rebecca Kelm, Angela Siddall and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Dave Anderson, Cold Spring Manager; Elise Tapp-Philipps, Human Resources Manager; Dawna Haupt, Library Accountant; Ian Holten, ZH Commissioning; Jerry Fields, Facilities Services Specialist; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

#### **INVITATION FOR PUBLIC COMMENT:**

- Larry Robinson of Cold Spring
- Charles Butz of Alexandria
- Joe Powers of Fort Thomas
- Erick Hermes of Campbell County

**ENERGY CONSULTANT'S REPORT:** Ian Holten of ZH Commissioning provided an update on the Library's efforts to control and reduce energy costs during the past 2 years.

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

David Anderson reported that he had been re-elected as president of SWON (Southwest Ohio and Neighboring Libraries, our regional consortium) at their June board meeting. Dave also reported all of our programming and participation numbers being up for Summer Reading. Currently, Dave and the Cold Spring staff are working on some projects to improve the looks and usability of the branch, especially the Children's Area.

Dawna Haupt has been working on annual financial reports and preparing for the annual audit which begins on September 21. On Friday, August 16<sup>th</sup>, Dawna inventoried fixed assets at our Newport Branch while the collection inventory was taking place. She is still working on the Capital Campaign, donations are still coming in and everyone who pledged is current with their pledges. Dawna also reported that the Friends' Community Rewards program has given the Friends \$1,800 over the last fiscal year. The Scripps Gift Card program earned over \$350 for the Friends.

Elise Tapp-Philipps reported that she and Chantelle Bentley Phillips are working with One Stop Northern Kentucky to enhance the job search resources we provide patrons. She reported on the deadlines and penalties for employers related to the Affordable Care Act. Elise also reported that we had hired Jessica Reed and Lisa Boettger to part-time circulation positions at Newport and Carrico/Fort Thomas, respectively. She would have like to have reported that we had no open position, however, Elliott Beal had just turned in his resignation as a Reference Assistant at Newport that morning. Finally, Elise reported that she is currently working on a new hire orientation process and is now a member of the

Social Media Committee for the Northern Kentucky Society for Human Resource Management (NKY SHRM).

**ATTORNEY'S REPORT:**

- Paul Johnson 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, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 5:03 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, Cathy Howard seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 5:36 p.m.

**PRESIDENT'S REPORT:** Rebecca Kelm reported on a number of good comments received from patrons about our Summer Reading program as well as our participation in the Fueling the Mind lunch program at area schools. She also made note of comments from patron attending a recent program at Newport who said they were so happy that we still are doing programming even with all of the legal issues. Another similar comment from a patron who said she was glad that we had not allowed outside groups to keep us from doing great and fun things for the community.

**REGIONAL LIBRARIAN'S REPORT:** Charlotte McIntosh's report is attached. Charlotte highlighted a link in her report to an upcoming webinar on the Affordable Care Act and suggested the Board look at her Tip of the Month on financial reporting.

**LIBRARY DIRECTOR'S REPORT:** No questions about written report. Steven Trumbo thanked JC for the library staff's work in cleaning up the magazine subscriptions.

**COMMITTEE REPORTS:** Cathy Howard reported that the Board Member Selection Committee had completed their job and the two new Board members would be joining the Board in October. Paul Johnson moved to dissolve the committee, Steven Trumbo seconded, all were in favor and the motion carried.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Setting 2013 Tax Rate: JC Morgan recommended the Board keep the same rates as used in the 2012 tax year. Louis Kelly explained that in April 2013, Campbell County Circuit Court Judge Julie Ward ruled that the setting of the Library's tax rate is governed by KRS 173.790 which states the Library cannot raise or lower its tax rate without petition. That order is now on appeal. After reviewing the order, Louis Kelly believes the best option is to keep the tax rates as they are currently to be in compliance with the order as well as to allow the Library to continue to fulfill its responsibilities to the communities until the conclusion of the appeal. Steven Trumbo moved to keep the respective rates of 7.7 cents per \$100 for real property, 9.4 cents per \$100 for personal property and 2.6 cents per \$100 for motor vehicles. Cathy Howard seconded, all were in favor and the motion carried.

- Review/approval of changes to Circulation Policies: JC Morgan said that the changes suggested revolve around policies for the new procedure of adding photos to patron record to protect the integrity of patron accounts. The changes also allow active duty military personnel who are stationed or visiting in our area to obtain a library card without being a resident of Campbell County. Cathy Howard moved to approve the changes to the Circulation Policies, Paul Johnson seconded, all were in favor and the motion carried.
- Board Officer Nominations: Steven Trumbo moved to approve the nomination of Christie Fillhardt as Secretary to the Board, Angela Siddall seconded, all were in favor and the motion carried.
- Review/approval of Annual Statistic Report: JC Morgan thanked Paul Johnson for catching two grammatical errors in the narrative portion of the report. This report, the Annual Report of Public Libraries, is located on our website as well as the website for the Kentucky Department for Libraries and Archives. Cathy Howard moved to approve the annual report, Steven Trumbo seconded, all were in favor and the motion carried.

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

**MINUTES:** Cathy Howard moved to approve the minutes as presented, Angela Siddall seconded, all were in favor and the motion carried.

**NEXT MEETING:** Tuesday, September 17th, 4:30 p.m. at the Newport Branch.

**ADJOURNMENT:** Rebecca Kelm called the meeting to end at 5:49 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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President

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Secretary