

BOARD OF TRUSTEES REGULAR MEETING

January 20, 2016

Carrico/Fort Thomas 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, Steven Trumbo, Paul Johnson, Christie Fillhardt, and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Kiki Dreyer-Burke, Public Relations Manager; Rachel Folz, Digital Marketing Manager; Bobbie Bryant and Tad Long, Kentucky League of Cities; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT:

- Larry Robinson of Cold Spring

LONG RANGE PLANNERS REPORT:

Bobbie Bryant and Tad Long updated the Board on their progress. They reported they are in the third phase of the planning process and are right on schedule. They are currently looking at the demographics of our county and region. Bobbie and Tad reported a first rough draft was given to JC and they have talked to him about their direction. They plan to focus on the same areas we've used in past plans. Bobbie and Tad have a meeting tomorrow morning with the managers and will seek help from them in crafting the goals. Bobbie and Tad reported they intend to sit down with the Board and walk them through the suggestions so they are fully engaged in the process. They added the Library has been managed well. The services it provides are among the best and most progressive in the state. Bobbie and Tad are looking forward to helping us plan through the next five years. They want to meet with the Board within the next 30 days and will need about an hour and a half with the Board.

MANAGERS' REPORTS:

Pam Posik reported the Fort Thomas Branch lost another Page Courier in November and the courier part of the job was the primary reason for the loss. That part of the job has been removed and should help Fort Thomas keep Pages. They easily filled their open Page position in December. Pam reported they also lost a Reference Assistant in October and lost Anne Fertitta to the Cold Spring Circulation Supervisor position in November. Pam hired Tammy Clines in October and Emily Vater from Boone County Public Library in November. Pam spent October training Tammy, November training Emily, and then covered for Mike Fair in December while he took paternity leave. Now all three reference assistants have been with Fort Thomas for less than a year. Pam also reported that Jerry added sound proofing to both the study rooms and it is working very well. There are not as many complaints about noise from those using the study rooms. Pam also reported the dramatic play center the Friends purchased for each branch is a big hit. The kids really like it. Currently it is a pizza shop. Pam added that now you hear the kids playing in the children's area but not the banging of the toys.

Kiki Dreyer-Burke reported on our Drop Your Drawers underwear drive. We collected around 5,300 pairs of underwear for the county's Family Resource Centers. The campaign was very educational for the

public as well as a big help to the schools. We advertised the campaign on our marquees, in our newsletter, through social media and, of course, on the boards where we tracked the donations. Kiki also reported the Cam Inflatable has been delivered. It is not enormous and looks to be manageable to handle. It will work well for our parades and other events. The Signature Series is coming to a close with its last event for the 2015-16 series on March 18th. The book club brochure for the January through June book clubs is out. For the new patron brochure, we are using the same format but switching to a metallic ink. The photoshoot with the managers, programming staff, and Board was a success. Kiki reported that for Summer Reading Club, we will be using Cam holding an Olympic style torch and putting him in athletic mode. The original illustrator, Nick Gressle, will do the Summer Reading illustrations.

Rachel Folz reported the web calendar and website are now working together. She has started a new series on our blog called Let's Meet which introduces staff members to the public. This is a good way to show off our staff. Rachel also reported the Library's app has hit 5,801 users. She feels very confident about getting to 6,000. Rachel has been looking at the App Store and reading our app's reviews. She uses the comments from the reviews on our blog. Rachel also reported she created an organizational LinkedIn page. She got the idea from a class through the Northern Kentucky Chamber of Commerce. Rachel also reported we now have a page on the BuzzFeed Community where we can post "awesome lists and creations." Rachel has also been busy creating videos we can share with the public. She made a video of Ashely and Molly's Noon Year's Eve. She added that the program itself cost \$4 and had 200 kids in attendance. Rachel also created videos for our Holiday Open Houses and is currently working on a series of training videos for In House Computer Training -- 5 or 6 videos plus a blooper reel. For In House, Rachel is presenting on Windows short cuts.

ATTORNEY'S REPORT: Louis Kelly reported he has nothing to report until the Board proceeds into Executive Session.

PRESIDENT'S REPORT: Cathy Howard apologized for not being at last month's meeting and she thanked Steven Trumbo for taking charge. Cathy also reported we received a letter from the Mike Fair Fan Club. She added that, hopefully, we will continue to be blessed with Mike's talent and his ability to connect with our patrons. We also received a note from a Signature Series volunteer who loves working with Janet Arno. Cathy also mentioned we received a comment from a homeschooler about how much she appreciates Miss Joan and how Joan always figures into her curriculum plans.

REGIONAL LIBRARIAN'S REPORT: Written report submitted and included in the Board packet.

LIBRARY DIRECTOR'S REPORT: JC added that he is going to Legislative Day in Frankfort on February 4th. JC invited the Board to attend. Paul Johnson said he wants to attend. Carla Landon mentioned she will already be there in another capacity. Paul Johnson asked JC about the boxes that we are considering for serving the area along Kentucky Highway 8 south of Melbourne. JC explained how the Books in a Box allows patrons to pick up holds and drop off returned items at a remote location. The current site we are exploring is at St. Phillip's School next to their community building. The location has electricity, Wifi and lighting. JC wants to add an awning that would help protect the box and keep patrons dry when it is raining. Paul Johnson expressed concern about vandalism. JC reported Grant County Public Library has two Books in a Box and has never had any issues with vandalism. Finally, JC reported he and Rachel delivered the underwear to the Family Resource Centers at the area schools and they were all very grateful.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS:

- Approval of the Auditor's Report for FY2014-15: Steven Trumbo moved to approve the report as presented, Christie Fillhardt seconded, all were in favor and the motion passed.

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,349 items withdrawn from the collection. These items will be donated to the Friends of the Library. The Board surplused 11 computers, 11 monitors, 2 Dell printers, 4 Dell PowerEdge Servers, 1 HP Flatbed Scanner, and 16 Linksys Wifi Routers. The computers, monitors, and five wifi routers will be donated to other Kentucky public libraries. The rest will be disposed to a recycling facility. The Board also surplused 1 folding table and 5 slider-bottom, plastic backed meeting room chairs. These will be donated to the Campbell County Drug Free Alliance. Paul Johnson moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Meeting Room Policies: Christie Fillhardt moved to approve the policies as presented, Carla Landon seconded, all were in favor and the motion carried.
- Review/Approval of General Policies: Steven Trumbo moved to approve the policies as presented, Paul Johnson seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES: Paul Johnson moved to approve the minutes and the financial reports as presented, Steven Trumbo seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, February 17th, 5:30 p.m., at the Cold Spring Branch.

EXECUTIVE SESSION:

- Steven Trumbo, Board Vice President, 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 6:25 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, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Cathy Howard announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:58 p.m.

ADJOURNMENT: Steven Trumbo moved to adjourn the meeting, Carla Landon seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:58 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary