

BOARD OF TRUSTEES REGULAR MEETING

May 21, 2014
Cold Spring 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, Mike Whiteman, Christie Fillhardt, and Steven Trumbo. Absent: Paul Johnson. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Janet Arno, Adult Programming Coordinator; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT:

- Joe Dorsey of Fort Mitchell

MANAGERS' REPORTS:

Dave Anderson reported the last piece in the remodel of the Children's Area was getting ready to take place. The four old children's computers are soon to be removed and the four study carrels that held them replaced with one carrel to hold a new AWE children's literacy station. Also, the rest of the area taken up by the carrels will hold a magnetic activity board and allow more area for play. Dave also reported that Brossart Brothers Auto Body will be taking the branches outside return bins, one at a time, and painting them the burgundy color that is found in our logo. The wrap on the outreach van still needs to be replaced and Dave is getting that scheduled. Also, on June 13 and then visiting again each Friday of June and July, our Outreach Librarians Michele Turner and Diane Katz will be starting a Summer Reading Outreach Program on Wheels to the Newport Middle School and the firehouse in Grants Lick. Dave also reported that the Cup of Crime Book Club at Cold Spring, run by Circulation staff members Pat Wade and Maggie Gosney, is a cozy mystery book club that meets in Cold Spring's kitchen. The book club will soon be too big to continue meeting in the kitchen and will have to move to the meeting room. This book club has been way more successful than Dave's attempt at a science fiction book club. Dave also reported that with the success of Clara Gerner's Food for Thought program, she has been getting calls from NKU history professors who are asking to participate in the next series. Finally, Dave reported on a new STEM related Teen Minecraft Club that will be using open source software that plugs into the game to allow you to make modifications and adjustments. Also a previous teen from Cold Spring, who is now at the University of Cincinnati and into 3-D modeling, is coming back to the branch to start a programming club for coders.

Janet Arno reported that her role is to plan special event and series programming for the system. Our most popular series is the Signature Series with an average attendance of 240 per program during its first year. Janet tries to keep each program in the series unique and something that we do not offer normally. So far, in the series, we have had everything from music to authors to drama. For this past season, the Signature Series' second season, we increased the number of programs to five and had an average attendance of 290. For the event featuring Eben Alexander, author of *Proof of Heaven*, we had over 800 ticket requests. The Arts & Culture Series, which was introduced this past spring, offered three programs – one each from the Kentucky Symphony Orchestra Ragtime Band, a touring company from

the Cincinnati Opera and the Cincinnati Chamber Orchestra. This series was funded through a \$2,300 grant from Arstwave, the Jacob G. Schmidlapp Trust and the Friends of the Campbell County Public Library. For that series, we had an average attendance of 157 people per event. Like the Signature Series, these programs are out in the library because our meeting rooms can only handle about 100 people. It takes a huge cast of people to set up for these after-hours programs. We have come up with innovative ways to open up the building to make more space. James R. Cassidy, director of the KSO, sent a note saying how pleased they were to be a part of this series and how amazed they were with the transformation of the branch into a performance space. Janet added that we are very fortunate that we can so efficiently utilize our space. Janet also reported on the sound system we purchased this past February to use for these programs. She said that we are grateful for that addition and will put it to good use. The Regional History series was launched last May with 4 programs. These programs are held in the meeting room during normal library hours. The Regional History program on the Beverly Hill Supper Club Fire was repeated twice due to demand. This series launches again tomorrow night with James Higdon, author of *Cornbread Mafia*, who came to us by way of suggestion from our Library Attorney Louis Kelly. Our longest running series is Let's Talk, a literature lecture/discussion series led by Northern Kentucky University literature professors. The programs in this series average 18 attendees. We are currently looking at ways to tweak the program and its promotion to increase attendance. Finally, Janet reported that our Adult Summer Reading Finale, Art after Hours, is in its 7th year. We have averaged more than 500 people at each of the last two Art after Hours events.

Dawna Haupt submitted a written report because she was preparing to leave for Nicaragua as part of a class she is taking on doing busy with emerging economies. Dawna wrote in her report that Nicaragua has just opened their first library. Dawna would like to establish a sister library with this library. She also reported that PCI Compliance is complete with the installation of Envisionware credit card software and the associated changes made to the Circulation Training Manual and the Investment and Disbursement Policies. Now Cold Spring gets all the credit for credit card payments on our internal reports but Dawna has to figure out from which branch the money actually comes. Dawna also included in her written report that the Capital Campaign continues to receive contributions from new donors. The Parade Committee's first parade is this coming Monday which is the Bellevue-Dayton Memorial Day Parade. The branch staff will be passing out mustaches and will be encouraging folks to take selfies with their mustaches and then post them on Instagram. On June 17th, Dawna will take training on HB1. She recently filed a 990 form for our Friends group; she provides the Friends with light accounting services. Also, Dawna just finished up another year as a reading coach at Silver Grove.

ATTORNEY'S REPORT: Louis Kelly reported that he had nothing to report.

PRESIDENT'S REPORT: Cathy Howard reported on attending Half Staff Day on Friday, May 9th. She felt there was lots of energy in the room. She also reported on a note a woman left on our outreach van that said, "Dear library staff member and library, Thank you for your gift of time to my neighbor who benefits from your outreach service." Also, she reported that two people who attend the Newport Book Club enjoyed the club so much that they spent 47 anniversary at the last meeting.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte also wanted to point out the SPGE financial training session that is being offered by the Department for Local Government where they will be interpreting HB1. Charlotte also mentioned that the DLG was getting so many calls that they quit answering their phones. It's been very confusing and Charlotte encourages everyone who attends to ask many questions and then let her know what they say. Charlotte also

pointed out the Trustee Tip of the Month is on succession planning. Every Board should have a plan in place for the possibility of losing a Director.

LIBRARY DIRECTOR'S REPORT: No questions on JC's written report. JC pointed out that the Crisis Communication Plan is a fairly important document to the Board since it lays out talking points for various situations. This plan is intended for use by the Board as well as our PR Manager and Library Director. JC reported that right before next month's Board meeting, beginning at 3:30, we will have a professional photography to take new headshots of the Board members. The Board should begin arriving for their photos at 4:30. Please bring a book to feature in your READ poster.

COMMITTEE REPORTS:

- Board Member Selection Committee: JC reported that we have had no applicants except for one call from a Fort Thomas resident. We usually get the most applications closer to the deadline. JC also reported that Steven Trumbo will not need to fill out paperwork to express his interest in a new term. JC will instead send a letter to the State Librarian with the two chosen names once the candidates are selected. The State Librarian forwards them to the Judge-Executive.
- Budget Committee: Mike Whiteman reported that he and Steven Trumbo had met with JC and reviewed the budget with no concerns. JC pointed out that there is not much wiggle room and no fluff in this budget. We should have adequate funds at the end of the current fiscal year to address expenditures through January. Campbell County will have a new sheriff after the November election. A change in sheriffs usually requires an audit of the previous sheriff so property tax payments may be delayed. Steven Trumbo moved to approve the budget for FY2014-15 as presented, Mike Whiteman seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Certification of Board Members: It was suggested that this discussion be tabled again until next month when Paul Johnson is present. Mike Whiteman moved to table the discussion, Christie Fillhardt seconded, all were in favor and the motion carried.

NEW BUSINESS:

- Review/Revision of Personnel Policies: Steven Trumbo moved to approve the Personnel Policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review of the Proposed 2014 Long Range Plan: Steven Trumbo moved to approve the Long Range Plan as presented, Mike Whiteman seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This includes items weeded from the collection and wood left over from old furniture. Steven Trumbo moved to approve, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Revision of the Income and Disbursement Policies: Cathy Howard found a typo on page 6 in the section on refunds to patrons. Steven Trumbo moved to approve the policies with the indicated typo change, Christie Fillhardt seconded, all were in favor and the motion carried.
- Robert White Parole Application: The parole application was pointed out to the Board but no one commented on it.

FINANCIAL REPORT: Steven Trumbo moved to approve the Financial Report, Christie Fillhardt 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, June 18th, 5:30 p.m. at the Newport Branch

EXECUTIVE SESSION: The Board did not proceed into Executive Session this meeting.

ADJOURNMENT: Cathy Howard called the meeting to an end at 6:44 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary