

**BOARD OF TRUSTEES REGULAR MEETING**  
**October 21, 2015**  
**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, Paul Johnson, Christie Fillhardt, Steven Trumbo. and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Lucinda Chandler, Regional Librarian; Kiki Dreyer-Burke, Public Relations Manager; Rachel Folz, Digital Marketing Manager; Pam Posik, Carrico/Fort Thomas Branch Manager; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** None

**MANAGERS' REPORTS:**

Pam Posik reported on staff changes at the Carrico/Fort Thomas Branch. Library Page Mary Nedderman resigned in August and Victoria Englert was hired as the new Library Page/Courier. Reference Assistant Hannah Gregory submitted her resignation in September. Tammy Clines was hired as the new Reference Assistant and began training on today. Tammy has a MLS and has worked as an elementary school librarian in the Campbell County school system. The entire Fort Thomas staff completed their core technology competency pre-assessments by the July 31<sup>st</sup> deadline. Everyone scored over 90 percent. Plus, all full-time librarians and supervisory staff completed first aid training. Pam reported new carpet was installed in the meeting room and the building received new air conditioning units and new furnaces. Pam added that this is the first time the building has been able to maintain 72 degrees on hot days since she has been at Fort Thomas. In addition, sound proofing was added to the walls around the Study Rooms; two wifi access points were added to the building, one in the meeting room and one in the staff workroom; three new security cameras were installed, 2 outside and 1 inside; the landscaping refreshed; and track lighting installed for big events. Pam reported noise coming from the Children's areas has been a source of complaints so to help eliminate the noise the train set was removed and a dramatic play center was added. All three branches now have dramatic play centers and will share the props for those centers. Fort Thomas' center is currently set up as a grocery store and then will be Santa's workshop. Christie Fillhardt commented on Laura Stanfield's film club. She complimented the program and how well Laura handles it.

Kiki Dreyer-Burke reported on the online and paper survey she and Rachel created for the long range planners. We received back 700 print and 400 online surveys. The price for mailing the surveys was worth the cost based on the return. Kiki added the PR and Marketing departments worked very well together in creating this survey. She also mentioned we have received positive comments about the

re-formatted newsletter in the surveys. Kiki reported we received some good press about the survey with stories in Campbell County Recorder and the Kentucky Enquirer. Kiki then described the Drop Your Drawers campaign. JC told about his contact with the Family Resource Centers and trying to find a way to help them fill some of their gaps when assisting students and their families. This campaign fulfills a huge need in the schools and will inform the public about this need. Kiki added we have been trying to get the rights to the Captain Underpants image through the author Dave Pilkey for the campaign; however, we just received the rights today so we will use the image on the flyer we are creating for the schools even though it is too late for our internal material. Our goal is to obtain 3,000 pairs of new underwear that will be divided and distributed to the 14 schools in our county. Kiki also reported on the progress of our inflatable Cam and the postcard campaign to new library card holders and to those patrons who haven't used their cards in 6 months. Each month we send out about 500 inactive postcards and 400 welcome postcards. Kiki reported on her work on the Signature Series, the Crisis Communication Plan, the annual report, the staff calendar and the new patron brochure.

Rachel Folz reported on the launch of our new website. There were a few bumps with bringing over the event calendar into the new website. We decided to keep the current event calendar because we needed its reporting capacity. Rachel added patron feedback has been positive. It was the smoothest website launch she has done. Rachel showed features of the site and noted we added a blog that allows us to showcase library news. Wordpress makes things easier to find and the ability to tag allows Rachel to showcase more stories. She found a great developer to develop the new site. We had a 66 percent increase in page use during its first three weeks. Rachel added we have 4,448 app users. For the Competencies committee, Rachel is developing a wiki page with training videos. She is also developing training for In-house Computer Training in areas where the pre-assessment showed a trend in areas where the staff is falling short. Rachel also reported she created a website page for Teen Read Week as well as a page and a video for the Drop Your Drawers Campaign. The schools will share this video with the parents to help encourage their participation. We will also have "I dropped my drawers at the library" stickers for those who donate new underwear. We are also using the marquee to promote the campaign. Carla Landon asked what the Board can do to support the campaign. Rachel answered share our posts on Facebook and Twitter.

**LONG RANGE PLANNING CONSULTANTS:** Bobby Bryant and Tad Long reported on the survey results and shared some of the comments from the surveys and the interviews they've conducted. They added this ends their intake segment and begins their evaluation stage. For their next report, they will provide a distillation of the data and will begin formulating ideas. Then they will begin developing a plan and will provide a draft of the plan in November/December. Bobby and Tad will work through the draft with the staff and management team. In March, they will have the initial first draft for the Board.

**ATTORNEY'S REPORT:** Louis Kelly reported that he had nothing to report at this time.

**PRESIDENT'S REPORT:** Cathy Howard reported she enjoyed attending Staff Day and felt there was good energy in the room.

**REGIONAL LIBRARIAN'S REPORT:** Lucinda Chandler reported on the KPLA standards survey that is open until December 30th. She also reported on the Summer Reading and Outreach Conference.

Lucinda also mentioned webinars available on KDLA's website including a new webinar entitled the "Essentials of Inclusion." This webinar provides an introduction to the Americans with Disabilities Act.

**LIBRARY DIRECTOR'S REPORT:** JC reported on the bill we will be getting from the Manhattan Harbor project and explained the TIF [Tax Incremental Financing] associated with that property. Steven Trumbo mentioned the new STEAM program at Carrico/Fort Thomas and hopes we focus on Art. JC also reported on the Crisis Communication Plan and all the changes to that document.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- **Disposal of Surplus Materials:** This month's disposal includes 1,662 items withdrawn from the collection. Steven Trumbo moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- **Disposal of Paper Copies of Survey:** JC asked to dispose of the 700 paper copies of the survey for the long range plan as the responses have been digitized. Paul Johnson moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- **Review/Approval of the Board Bylaws and Articles of Incorporation, Board Policies, and Board Procedures:** Steven Trumbo moved to approve the Bylaws, Articles of Incorporation, Policies and Procedures as presented, Paul Johnson seconded, all were in favor and the motion carried.
- **Director's Evaluation Forms:** The Board approved these forms.

**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, November 18th, 5:30 p.m. at the Cold Spring Branch.

**EXECUTIVE SESSION:** No executive session.

**ADJOURNMENT:** Paul Johnson moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:54 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary