

## **BOARD OF TRUSTEES REGULAR MEETING**

**August 20, 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, Paul Johnson, Christie Fillhardt, Steven Trumbo, and Mike Whiteman. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Charlotte McIntosh, Regional Librarian; Dave Anderson, Cold Spring Branch Manager; Terri Pulliam, Human Resources Manager; Jerry Fields, Facilities Services Specialist; Ian Holten, ZHx Commissioning; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** None

**ENERGY CONSULTANT'S REPORT:** Ian Holten of ZHx Commissioning provided an update on the Library's effort to control and reduce energy costs over the past year. Ian covered the BAS (Building Automation System) that was installed at Newport and the air barriers added to sections of the Carrico/Fort Thomas building to reduce heating costs. Ian also addressed Paul Johnson's questions about the construction of the Carrico/Fort Thomas Branch in regard to poor insulation. Ian offered that architect Ehmet Hayes noted that the construction was not that unusual for the time in regard to insulation.

### **MANAGERS' REPORTS:**

Dave Anderson reported on a number of recently completed tasks: the outside item returns have been painted at all locations; inventory of the Cold Spring collection was completed on August 8<sup>th</sup> with 61,000 items scanned out of 83,000 total items; and the meeting room got a fresh coat of paint. Upcoming is the Alexandria Horse Fair parade which is next Wednesday (August 27). Dave added that the library has been assigned to parking lot spot 50 at the Campbell County Middle School if any of the Board members were interested in marching in the parade. Christie Fillhardt asked if kids can walk in the parade. Also, Staff Day is on September 26<sup>th</sup> if any of the Board members would like to attend. JC asked that the Board let him know if they plan to attend so we can make sure to have a lunch for them. Dave added that this spring Cold Spring will host another Food for Thought series and then this fall there will be the Let's Talk Series. Dave has recently purchased 10 iPad minis for each children's department with the Apple TV component to be able to broadcast apps from the iPads to the TVs for story times. Finally, Dave reported on the Community Events Outreach Committee. With this being a new committee, we are testing events to see what events are most worth our while and what we need to take for handouts/giveaways at the various events. Since the beginning of June, we have attended five events and have contacted over 2,000 people.

Terrie Pulliam reported on part-time openings in reference at Newport and circulation at Cold Spring. We had a supervisors meeting on August 6<sup>th</sup> and have updated the supervisor guidelines. Terrie also reported that a consent form for substance abuse testing was created and has been signed by all staff members. This form allows the Library to submit staff members for a pre-employment, post-incident,

reasonable suspicion or post-leave drug test screen. She also reported that Payroll Options has added a line to our online pay stubs that shows money put into Kentucky Deferred Compensation for those employees who waive health insurance. In addition, part-time staff will now also be able to request for time off online. Terrie is working with Dave to demonstrate this at Staff Day. Then Terrie gave brief overview of her background: in previous employment she has worked mostly in a manufacturing environment; she has 11 years of experience in Human Resources; she is hoping to get her Senior Professional in Human Resources (SPHR) certification; she has two kids, one getting ready to graduate from Northern Kentucky University.

Jerry Fields reported that, prior to the BAS installation, Newport had 23 water source heat pumps with three of those units connected to one thermostat. When one of those three units was not working, you could not tell by the thermostat because the other two units are working just working harder to keep the selected temperature. Now, with the install of the BAS, we will know which individual units are and are not working. All of the thermostats for the HVAC units at Cold Spring and Fort Thomas are connected to the internet through wifi. Jerry can see if they not working remotely and can adjust them remotely as well. The video surveillance cameras come in very handy in the winter to check the status of snow removal. The cameras make it much easier on Jerry to check the lots on snowy days to verify that they have been cleared prior to opening. Jerry also reported on recent parking lot repairs. He also reported on the digital displays that are being installed at our Circulation Desks to run the public relations slide show to promote programming and services. Jerry had a company run electricity to these units and still needs to run network cable. These TVs will get the attention of our patrons much more than the computer monitors. Jerry reported on the changes being made to the basement at Newport. The Friends are being moved into the area where Jerry's office used to be to allow for the building of additional meeting and storage rooms for use by the library. After their book sale in September, they will be able to move entirely into their new area. Then, in October, we will start building rooms. We hope to be done by spring. In total, we will be adding a small meeting room, a couple of small storage rooms, a large meeting room and two more bathrooms.

Dawna Haupt was unable to attend the board meeting due to needing to attend class. Her written report is attached.

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

**PRESIDENT'S REPORT:** Cathy Howard reported that we received a thank you note from NKY Harvest for allowing them to place donation barrels in our branches. Paul Johnson added that he is planning to attend Staff Day and asked the rest of the Board to send him any thoughts that they would like him to share with the staff.

**REGIONAL LIBRARIAN'S REPORT:** Charlotte McIntosh's written report is attached.

**LIBRARY DIRECTOR'S REPORT:** There were no questions on JC's written report. Cathy Howard was concerned about the new substance abuse testing consent form. Cathy was concerned about asking the staff to waive the ability to sue based on suspicion of being under the influence. Louis Kelly said that he had reviewed the form and did not see that there were any problems. Paul Johnson asked a question about the tax rate in regard to the personal property rate coinciding with the real property tax rate. JC stated that the Library lowered its personal property rate in 2012 from 10.89 cents per \$100 to 9.4 cents

per \$100 to coincide with the proposed rate on real property which was also 9.4 cents per \$100. Since the personal property rate was lowered, it was not part of the ballot and has stayed as it was set in 2012. JC reported that the proposed rates for the board's approval today would be 7.7 cents per hundred on real property, 9.4 cents per hundred on personal property, and 2.6 cents per hundred on motor vehicles. These rates are the same as set in 2012 as per the order of the Court of Appeals. JC then asked about the planning to expand the Newport parking lot. The estimated cost for the parking lot work would be around \$50,000. JC explained various drainage problems with storm water and geothermal water at Newport. He would also like to include fixing these drainage problems with the parking lot work. JC asked the Board if they would like to pursue these improvements for the Newport property further and asked if we could use money from our reserves to pay for it. JC added that he does not have the cost for fixing the drainage issues and that neither the parking lot expansion nor the drainage work are included in the current budget. Paul Johnson asked how many spaces would be added with the parking lot expansion. JC said that 46 spaces would be added. Paul also asked if we would add a street light in lower level of the lot. JC answered yes. Paul would like an estimate for the drainage work. JC said that he will pursue that with the architect. JC then reported on the new rules for E-Rate. The library gets a good amount money through the E-rate program, approximately \$30,000 in discounts on our internet and telephone services. The program should also cover the cost of replacing equipment but there has never been enough funding for that under the current plan. Libraries have been asking to make the E-rate process easier so that more libraries can access this funding, especially small libraries with small staffs. President Obama has mandated that broadband should be more available across the country. The FCC has set aside up to \$2.5 billion to increase access to high speed internet in schools and libraries. In addition to that \$2.5 billion, \$1 billion is being designated for equipment based on the square footage of the facility served. We could receive \$70,000 over a 5-year period for our library system in funds for equipment. Telephone and cell phone discounts are being phased out of the discount program. The new program focuses closely on high speed internet so, next year, the rules for applying for funding will change dramatically. Steven Trumbo mentioned that he attended the Art after Hours event at the Carrico Branch. He said the parking lot was full and that he appreciated the variety of artists. JC added that Janet Arno puts a lot of work into Art after Hours to secure a variety of artists and to have a high quality program. He added, with the thought of a full parking lot at Fort Thomas, that we also need to take care of some parking issues at Cold Spring and then we need to move on to Fort Thomas to add spaces.

#### **COMMITTEE REPORTS:**

- Board member selection committee: Steven Trumbo was re-appointed to the Board for another term by Campbell County Judge-Executive Steve Pendery. Paul Johnson moved to dissolve the Committee, Steven Trumbo seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS:**

- Certification of Board Members: Cathy Howard asked Charlotte McIntosh for information on how she will know what she has credit hours she has completed in regard to certification. JC reported that he is sending in completed Learning Active Report forms for the Board to KDLA in September. Christie Fillhardt has completed 4 hours and needs to do one more. Charlotte reported that, even though Cathy went to a PLA conference in March, she still has to take the five initial modules provided by KDLA. She added that you have to complete the initial certification modules provided by KDLA before you can take other workshops for re-certification. After initial certification, trustees only need two hours of training per year for re-certification or eight hours total over the course of the trustee's additional term, if re-

appointed. Charlotte will ask Beth Milburn at KDLA about temporary certification and counting other workshops like the ones offered by the DLG and at library conferences. Cathy then asked again if we want to require Board members to receive their initial certification before they can be re-appointed. Paul Johnson moved to require that board members achieve initial certification and to maintain annual certification requirements to be re-appointed, Steven Trumbo seconded, all were in favor and the motion carried.

**NEW BUSINESS:**

- Disposal of Surplus Items: JC explained that the Library has weeded 3,459 items weeded from the collection. Paul Johnson moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Approval of Firm for Annual Audit: JC explained that the current firm, Bramel and Ackley out of Fort Wright, has completed the previous two audits. He suggested that the Board remain with Bramel and Ackley for this and the following year. After that time, Steven Trumbo stated that the Board should seek a different firm as a good practice recommended by the State Auditor's Office. Paul Johnson moved to retain the current firm, Christie Fillhardt seconded, all were in favor and the motion carried.
- Approval of Annual Tax Rates for FY2014-15: Mike Whiteman asked about the oral presentation of the Library's tax rates to the Fiscal Court as mandated in House Bill 1. Cathy, JC, Paul and Louis will go to the Fiscal Court's regular meeting on September 3. Steven Trumbo moved to adopt the same tax rates as the previous year pursuant to the Court of Appeals' Order in the pending lawsuit. The Library's tax rates would be 7.7 cents per \$100 of assessed valuation on real property, 9.4 cents per \$100 on personal property, and 2.6 cents per \$100 on motor vehicles; said rates to go into effect September 21, 2014. Mike Whiteman seconded, all were in favor and the motion carried.
- Approval of 2014 KDLA Annual Report. Christie Fillhardt moved to approve the annual report, Paul Johnson seconded, all were in favor and the motion carried.
- Review/Revision of Changes to Circulation Policies: Steven Trumbo moved to approve the changes, Christie Fillhardt seconded, all were in favor and the motion carried.
- Mike Whiteman asked about Little Libraries project. JC has talked to the City of Fort Thomas and is trying to pursue the idea with Southgate, Dayton, and Newport. Ryan Salzman from the Bellevue Alliance is working with NKU's Leadership group on the "big build" in March. The Friends of the Library are paying for plaques to identify the little libraries. The Library's name and logo will not appear on the plaques. The plaques will say something like "Take A Book, Leave A Book". We will be a collection point for donated books for the program and then a distribution point for bags of books that folks can use in their little libraries. Mike is totally in favor of the project but does not want our name to be attached to the little libraries for liability reasons. Mike is happy that the Friends are supporting the effort.

**FINANCIAL REPORT:** Paul Johnson moved to approve the Financial Report, Christie Fillhardt seconded, all were in favor and the motion carried.

**MINUTES:** Christie Fillhardt moved to approve the minutes as presented, Steven Trumbo seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, September 17<sup>th</sup>, 5:30 p.m. at the Newport Branch

**EXECUTIVE SESSION:**

- Steven Trumbo 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, Christie Fillhardt 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 6:01 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, Mike Whiteman 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 return to open session at 6:41 p.m.

**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 6:44 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary