

BOARD OF TRUSTEES REGULAR MEETING

June 17, 2015

Newport 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, and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Charlotte MacIntosh, Regional Librarian; Joe Hayes, Hayes and Associates; Tad Long, Kentucky League of Cities; Bobbie Bryant, Kentucky League of Cities; Dan Miller, Miller Consulting; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT:

- Larry Robinson of Cold Spring

ARCHITECT'S REPORT:

Joe Hayes reported the gutter replacement at the Newport and Cold Spring Branches is complete. He and Jerry Fields did a punch list for this project that included the installation of the ice guards. Also, the ridge cap has been replaced at Newport. Joe reported on the lower level renovation at Newport. He said that the carpet and ceiling grid are in, the walls are painted, and the doors and hardware are on order. For the parking lot and storm water sump pump project at Newport, we received only one bid and that was from Century Construction. The bid for just the parking lot work was well over our expected bid for the entire project. The bid was sent to nearly 15 companies but we received only one because construction companies are now overwhelmed with work but are still running on lower staffing due to the recession. Plus, the additional bid of the sump pump work may have scared away asphalt companies and general contractors. We will take the project back to bid without the sump pump. Then we can bid the sump pump on its own at another time if it becomes necessary. Paul Johnson asked about the additional collection point with the larger gutters and pipes to get water away from the building. The Board is okay with re-bidding the project.

LONG RANGE PLANNING CONSULTANTS:

Kentucky League of Cities: Tad Long and Bobbie Bryant reported the Kentucky League of Cities has 365 cities that are members of the League. They provide a number of different services for these member cities -- lobbying, insurance, financing, consulting, and strategic planning, etc. They have 65 staff members to call on to help with projects. In Northern Kentucky, they have worked with the Northern Kentucky Health Department in Grant County on writing a business plan for a grant to fund 27 different projects. They've provided a leadership workshop training for the Covington City Council. As for their process, they work with the Board, director and managers to determine what needs to happen immediately, what needs to happen in the next 2 years and what is on the horizon for 5 year plus. They also get feedback from the public through surveys and sitting in the library and talking to patrons. For their deliverables, they provide reports that can be posted online. When they lead meetings with the public, they provide the notes from those meeting within 24 to 48 hours. Cathy Howard asked about the timeline. Initially they look at 1 year but think they can be completed in 9 months.

Miller Consulting: Dan Miller is the senior consultant and owner. Dan reported that he primarily works with non-profits and has worked with organizations throughout the country. He has completed long range plans for nine libraries. The Kentucky Department of Libraries and Archives has used his strategic plans as examples of how to properly conduct a strategic planning process. Dan is also a Trustee at Scott County Public Library. Dan Miller's process includes getting input from the public, staff and trustees. He uses the SWOT approach. He also uses online surveys and staff meetings. Dan will lead 3-4 public input meetings that will be well publicized. The Board of Trustees will be involved throughout the process. Dan will establish at time table for goals. He will offer the Board a complete proposal of costs and will provide a strategic plan to be approved by no later than the April Board meeting.

MANAGERS' REPORTS: None

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

PRESIDENT'S REPORT: Cathy Howard read comments about our redesigned newsletter. One patron said, "I'm so impressed. Great job." Another comment came from a patron at the reference desk who said that she appreciated Christine Galbaugh [our Interlibrary Loan Librarian] and the library in general and that she was impressed with the whole system.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte mentioned upcoming conferences that might be of interest. She also clarified that if a Board member left before their term ended, they must send a letter of resignation to the Fiscal Court.

LIBRARY DIRECTOR'S REPORT: No questions about written report. Steven Trumbo asked about the size of our physical collection and wondered if we needed to expand the collection. Christine Fillhardt was surprised about the patrons who had stolen items from Fort Thomas and the Cold Spring patrons leaving their son after hours. JC added that Dawna has been talking to him about new government accounting standards and how we will start to feel the effects of those changes in standards this year. GASB 68 is nationwide but, here in Kentucky in particular, GASB 68 will affect the pension system and how the liability is shared. Now every entity in the Kentucky Retirement System will have to carry some pension liability on their books. Also, JC expects that the number of auditors who are willing to take on a government audit will decrease and those that remain will increase their costs.

COMMITTEE REPORTS:

- **Budget Committee Report:** JC reported the budget is based on the same tax rate as last year. We will have to take some money from reserves to cover the capital expenditures in the current fiscal and we will have to do the same in the coming fiscal year. JC projects that we will have about two months of operating money remaining in November. This amount is our true reserves. We should, however, have six months of operating money in reserves and we will eventually increase our reserves back up to appropriate levels. For the proposed budget, JC reported that the percentage that the Library pays into retirement went down but that the overall cost of benefits went up. He also allocated more money for programming and the collection including the digital collection. Paul Johnson moved to approve the proposed budget for FY2015-16, Christie Fillhardt seconded, all were in favor and the motion carried. Paul Johnson moved to dissolve the Budget Committee, Steven Trumbo seconded, all were in favor and the motion carried.

- Board Member Committee: Steven Trumbo and Christie Fillhardt interviewed two applicants for the open Board position -- Erin Wilkins of Bellevue and Carla Landon of Fort Thomas. Both expressed dedication to the library and both candidates are very active in the library and in their communities. Steven Trumbo moved to submit both names to KDLA who will pass them along to the County Judge-Executive Steve Pendery for his consideration, Christie Fillhardt seconded, all were in favor and the motion carried. Christie Fillhardt moved to dissolve the committee, Paul Johnson seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Community Room at Newport: Paul Johnson moved to name the new community room the Presidents Room, Christie Fillhardt seconded, all were in favor and the motion carried.

NEW BUSINESS:

- Disposal of Surplus Materials: 1,937 items were withdrawn from the Library's collection in May. Paul Johnson moved to approve the disposal, Steven Trumbo seconded, all were in favor and the motion carried.
- Review/Approval of the Acceptable Behavior Policy: Christie Fillhardt moved to approve the policy as presented, Steven Trumbo seconded, all were in favor and the motion carried.
- Review/Approval of the Overtime Policy: Christie Fillhardt moved to approve the policy as presented, Paul Johnson seconded, all were in favor and the motion carried.
- Approval of Auditor for FY2014-15 Financial Statements: Steven Trumbo moved to approve Bramel and Ackley as the auditor for the FY2014-15 Financial Statements, Christie Fillhardt, seconded, all were in favor and the motion carried.
- Transfer of Reserve Funds to Operating/Capital Funds for FY2014-15: JC reported we will need to move \$300,000 to cover the \$290,000 bills outstanding for capital expenditures. Christie Fillhardt move to approve the transfer, Steven Trumbo seconded, all were in favor and the motion carried.
- Approval of Long Range Planning Consultants: Steven Trumbo moved to approve contracting with the Kentucky League of Cities for conducting a long range plan, Christie Fillhardt seconded, all were in favor and the motion carried.

FINANCIAL REPORTS 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, July 15th, 5:30 p.m. at the Carrico/Fort Thomas 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, 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 6:47 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, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:53 p.m.

TOUR OF NEWPORT RENOVATIONS: Chantelle Phillips escorted the Board through the work being completed on the lower level at Newport. Everything is coming together nicely.

ADJOURNMENT: Cathy Howard called the meeting to an end at 7:05 p.m. Steven Trumbo moved to approve the adjournment, Paul Johnson seconded, all were in favor and the motion carried.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary