

BOARD OF TRUSTEES REGULAR MEETING

May 20, 2015

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, and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Carol Freytag, Early Literacy Outreach Librarian; Janet Arno, Adult Programming Coordinator; Dawna Haupt, Library Accountant; Terrie Pulliam, Human Resources Manager; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

ARCHITECT'S REPORTS: JC Morgan reported in the place of Joe Hayes. JC reported that we had met with engineer Greg Brown to talk about the parking lot and the storm water discharge pump to allow him to explain his changes to the storm water pump. Greg Brown told us the pump is oversized and the catch basin is undersized. The pump processes 500 gallons of water a minute and the space only holds 300 gallons so the pump is constantly going off and on as it has water. He wants to increase the size of the catch basin, use a smaller pump, and have the pump stay on longer. This pump manages water from the east side of the building and prevents it from going onto the parking lot. With Greg's plan, we will have a 15 foot catch basin with 2 pumps. As the basin fills, the pumps will work for about 5 minutes then will shut off until the basin fills back up. We were concerned about external parts on the pump that could be violated or vandalized. Therefore, we've beefed up the housing to stainless steel and made other adjustments that will make it less vulnerable. The parking lot and storm water drainage piping along the building's edge will go out as the base bid. There would be an alternate bid for the new catch basin and two sump pumps. The project will go out to bid on June 1st, allowing two weeks for responses, and then we will open bids on June 16th at 10 am. Joe and JC will have recommendations on the bids at the June Board meeting.

Paul Johnson asked to be caught up on the status of the roof at Newport. JC reported Kramer had determined where the leak was and had installed a patch that seemed to be working. The new gutters are all in place and working fine. However, Kramer still needs to replace the ventilation ridge cap above the stairwell because water continues to get under the current cap. Kramer also needs to replace one gutter at Cold Spring. JC also reported that we still owe \$9,000 to Kramer. Finally, JC reported the current construction at Newport is about 3-4 weeks from completion.

MANAGERS' REPORTS:

Dave Anderson showed the Board the new carpet for the Cold Spring meeting room which will be replaced in August. Dave also reported that when Jerry Fields is done with the Newport remodel, he will work on the small kitchen at Cold Spring to change it to storage for Public Relations. Dave also reported on the Small Balance program with Unique Management. Patrons reported to this program owe more than \$10 but less than \$25. The program is intended to get patrons back to library faster with the hope

of preventing them from being sent to the full program. We have about a 2 to 1 return rate for the full program so, for example, we've spent around \$65,000 to send patrons to collections and we have received \$71,000 in cash and \$60,000 in material. After one month of participating in the small balance program we are experiencing a 14 percent return rate for monies owed and 30 percent return rate for material. Finally, Dave reported on the activities of the Community Events Outreach committee. The biggest news for that committee is that we will be partnering with Campbell County Parks and Recreation and the Campbell County Cooperative Extension Office to offer Jolly Thursdays at A.J. Jolly Park throughout June and July. Cathy was very impressed with the handout for Jolly Thursdays which was created by Jim Pleshinger.

Carol Freytag, our new Early Children's Literacy Librarian, reported she was previously employed at Boone County Public Library where she worked adult reference and then on the book mobile. Carol reported she was working on Born to Read bags for mothers who sign up for WIC with the health department. She is also working on storytime kits based on different themes to check out to daycare centers. We are looking into getting these cataloged and perhaps allocating more money for creating more kits. Carol will also be participating in the Dayton, Bellevue and Newport Schools' summer lunch program by providing activities and crafts. She also wants to increase the number of kids that she reaches through her outreach visits to centers. Currently, Carol sees 300-350 children but would like to increase that number to 500. She is also developing a summer reading outreach program for the centers she visits. Each class room will get a log and can fill in a Cam paw print for each literacy activity. They will get the logs on their June visit and then, on the July visit, Carol will collect the logs and then each kid will get a brand new book. Carol also has a great new storytime iPad for outreach which allows her to bring music with her to visits. Finally, Carol reported that she provides storytime cards to the teachers at the daycare centers to show what she does during each visit.

Janet Arno reported on her responsibilities outside of her series programs – Signature Series, Arts and Culture, Let's Talk, and Regional History. She did want to mention that the increase in attendance for Let's Talk was due to working with Chick-Fil-A who donated the meal portion of the program. Janet has struggled with scheduling traveling exhibits due to our limited space for such exhibits and our inability to offer a secured space. However, that will change once the lower level of Newport is complete. Janet reported that she did secure a Superman memorabilia exhibit to go along with the Brad Ricca Signature Series presentation at our Carrico/Fort Thomas Branch and a Lego exhibit at our Newport Branch the weekend before Christmas. She has secured \$10,000 in grant funding for programs in the Created Equal and Arts and Culture Series. Janet also reported on the Discover Tech: Engineers Make a World of Difference exhibit offered by the American Libraries Association and the Space Science Institute. Janet compiled and submitted a very lengthy application to have our library considered for this exhibit which will be awarded to 8 only libraries nationwide. Janet again worked with Artswave this year to schedule 8 programs at our branches during their Arts Sampler Weekend. She reported that we had 384 participants at these 8 programs. Of particular note, the program presented by CCM's Preparatory Ballet Company was the first exposure to ballet for many of the kids in attendance. Janet also reported on scheduling mobile screening visits at our branches which provide our patrons with a wonderful preventative measure and the ability to take action. Janet reported on the Scripps Howard Center for Civic Engagement's Six @ Six presentations. They still want to work with us even though they are decreasing their lineup for the next series. Janet is also working with Northern Kentucky University on their First Books program for incoming freshman and she worked with NKU on their Emily Dickinson Festival for which we received seven donated copies of the Collected Works of Emily Dickinson. Janet is currently working on the adult summer reading finale, Art after Hours, and continues to lead two adult book clubs with an average of 47 members.

Dawna Haupt reported some problems we've been having with credit cards and how Polaris handles refunding credits to patron accounts. She also reported on letters sent to Capital Campaign donors to update them on the campaign and what's going on at the library. Dawna reported her participation on the Parade Committee and all the work that has gone into designing/ordering the Cam giveaways for the parades, determining how many handouts for each parade, stuffing bags and getting everything ready to go. She also reported on the Bank of Kentucky transitioning to BB&T and how that affects all of our accounts with them. Dawna reported on completing the UFIR for the DLG, wrapping up our accounts at the end of the fiscal year, working with the Friends' finances and continuing as a One-to-One reading coach. Dawna mentioned that, as part of her MBA program at Thomas More College, she received an achievement award for a Capstone project that her MBA co-horts group completed at Cincinnati Children's Hospital.

Terrie Pulliam reported on recently posted positions, the Benefits Fair she organized for staff on May 12th and the rates increase for health and dental insurance. She also reported that we will no longer be able to provide stipends for those staff members not taking health or dental insurance through the library.

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

PRESIDENT'S REPORT: Cathy Howard commented a stack of thank you notes received including one from the Director of Robinson County Public Library about the lawsuit and how JC Morgan was her rock throughout the lawsuit. She also mentioned that we had honored our volunteers with thank you notes and gift cards to Kroger. Cathy also mentioned the Mayor of Alexandria had set an email congratulating us on our Exemplary Status. We've received positive comments about the new app and our Little Library event.

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

LIBRARY DIRECTOR'S REPORT: No questions about written report.

COMMITTEE REPORTS:

- Budget Committee Report: The committee has not met at this point because JC is finalizing numbers. JC will contact Christie and Paul to establish a date to meet.
- Board Member Nomination Committee: We've received only one application, Erin Wilkinson, who is a friend of Mike Whiteman. The application period ends on May 31. Steven and Christie will interview candidates in June.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Disposal of Surplus Materials: 2,267 items were withdrawn from the Library's collection in April. Also, a Dirt Devil Handheld Vacuum, MLI-669 sound monitors/computer speakers, a Rock Band drum set, a Dance Dance Revolution Dance mat, and a Magnavox VHS/DVD player were surplus. Steven Trumbo moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.

- Community Room at Newport: JC suggested naming the new room either The President's Room or after long-time Board member and President Janet Dosch. The Board will ponder these and other ideas at their next meeting.
- Review/Approval of Updated Personnel Policy on Part-Time PTO and Health Insurance Waiver Benefit: Steven Trumbo asked if we really fall within the number required to be subject to IRS fine for this benefit. Christie Fillhardt moved to approve the disposal, Steven Trumbo 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, June 17th, 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, 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 go into executive session at 6:56 p.m. to discuss litigation involving the Library.
- Mike Whiteman moved that the Board of Trustees of the Campbell County Public Library end the closed session, Steven Trumbo 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 7:26 p.m.

ADJOURNMENT: Cathy Howard called the meeting to an end at 7:26 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