

BOARD OF TRUSTEES REGULAR MEETING

July 15, 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, and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Joe Hayes, Hayes and Associates; 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

ARCHITECT'S REPORT

Joe Hayes reported the bids for the parking lot expansion for Newport are due on July 30th. To date, three companies have expressed interest. He also reported the interior renovations at Newport are wrapping up and a walk through to do a final punch list is scheduled for tomorrow's construction meeting. Joe also reported that we continue to have leaks in the roof at Newport and we continue to work with Kramer Roofing to determine a cause and solution.

MANAGERS' REPORTS:

Pam Posik reported on recent staff changes at the Carrico/Fort Thomas Branch. Part time Circulation Assistant Lorrie Green submitted her resignation in June. She is moving on to full-time work in her field. Pam and Circulation Supervisor Connie Herschede hired Chris Clark to replace Lorrie. Chris is a recent NKU graduate and a veteran of the Kenton County Public Library circulation department. Library Page Hailey Taylor resigned in May. She found a job closer to her home in Pendleton County. Page Supervisor Gwen Stephens and Circulation Supervisor Connie Herschede selected Mary Nedderman as Hailey's replacement. Mary began her page training on June 3. Pam also reported that the core technology competencies are going well. Fort Thomas has 19 to complete by July 31st. So far, they have completed the core technology comps of 16 staff members. Pam reported that the bollards have been painted to match the building so they blend in better. At the end of August, the meeting room carpet will be replaced with carpet squares. Pam has also ordered a second AWE children's computer for Fort Thomas. The current AWE is always busy. For the first 6 months of this year, the AWE had 1,000 sessions with 446 hours of use. Finally, Pam reported the Carrico/Fort Thomas Branch will be conducting an inventory of its collection in August.

Kiki Dreyer Burke reported she has received good feedback on the newsletter redesign. She is still tweaking it with suggestions from the programmers. Kiki's recent promotion efforts include the Regional History Series at Newport, Art & Culture and Art after Hours at Carrico/Fort Thomas, and the new book club brochure for the titles being read by our 5 adult book clubs over the next 6 months. Kiki

also reported she is working on a direct mail piece for the visit by young adult author Barry Lyga. The postcard sent for El Dia de Los Ninos and the Family Literacy Fair provided a clear indication that direct mail pieces work. This postcard had both programs on it and each event had over 400 people in attendance; nearly double the typical attendance. The Barry Lyga program will also be the first program to be scheduled for the new meeting room (Presidents Room) at Newport. Clara Gerner, the Cold Spring Adult/Teen Librarian, is partnering with the Campbell County School District to bring author Barry Lyga in at one their schools and then he will appear at Newport. Kiki also reported she continues to work on the inflatable version of Cam. Inflatable Cam will be 12 feet high, 8 feet wide and 10 ½ feet deep. At that size, inflatable Cam is too big to fit on a trailer. Kiki has ordered additional banners to use in the parades and at outreach events. Kiki also reported on the additional promotional items she has ordered for the parades and outreach events.

Rachel Folz reported on our new website and gave a basic demo of the site. When the website is finished, it will be easier to share pages from our website on social media sites like Pinterest. The new site has a great search feature and is very responsive. Once the developer is done with their work on the site, we will then have the Red Team go in and try to break it. The Red Team will consist of staff members selected by Management Team. After the Red Team, Rachel will be in each branch testing it with the public. Rachel reported she has also redesigned the style of the public access catalog to match the website's new style. Book Letters' style has also been updated. Rachel is hoping for a seamless transition for the public. She also reported our app now has 3,048 users. Rachel reported she uses Facebook to promote programs that do not require registration. Rachel uses this to extend our promotions outside our typical users. When Facebooks users say they are going to an event, other Facebook users see it and will want to go. Cathy Howard said that she likes the new subject line being used for email notification.

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

PRESIDENT'S REPORT: Cathy Howard reported on a letter received from former Board of Trustees President Rebecca Kelm. Rebecca worked at the last Friends' book sale and got to take a look at the newly remodeled lower level at Newport. Rebecca loves it. Cathy reported on a comment from a patron who loves automatic renewals. She also mentioned a comment received from Mansion Hill resident, John Robson, who said "What a good and transparent operation is the Newport Public Library."

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

LIBRARY DIRECTOR'S REPORT: Steven Trumbo asked about Charlotte McIntosh's replacement. Paul Johnson asked about the open records request from SmartProcure. JC reported that SmartProcure is a nonprofit based in Atlanta that is compiling a database on the national level that public entities and vendors can access for determining fair pricing on goods and services. They are just information gathering. Paul stated that he is interested in the end result and the possibility of using this database to compare what we pay for goods and services. JC reported the annual report to the Kentucky Department of Libraries and Archives (KDLA) will be brought to the next Board meeting after the new regional librarian has approved it. In regard to the continued leaks on the roof at Newport, JC reported he will keep working with Kramer Roofing to get these leaks fixed. JC reported Dawna Haupt has taken care of our DLG registration and paid the registration fee.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

- Community Room at Newport (aka the President's Room): JC wants to expand the name to include the president of the Friends group. The Board is fine with this expansion of meaning.

NEW BUSINESS:

- Destruction of Government Documents: JC asked the Board to approve the destruction of 5,000 inactive patrons records from our database. Steven Trumbo moved to approve the destruction of the records, Paul Johnson seconded, all were in favor and the motion carried.
- Disposal of Surplus Items: This month's disposal includes 1,504 items weeded from the collection. Paul Johnson moved to approve, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/approval of Service Animal Policy: Steven Trumbo moved to approve the policy, 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, Christie Fillhardt seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, August 19th, 5:30 p.m. at the Cold Spring Branch.

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

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

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary