

CAMPBELL COUNTY PUBLIC LIBRARY

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BOARD OF TRUSTEES REGULAR MEETING

June 15, 2010

NEWPORT BRANCH

MINUTES

CALL TO ORDER: Vice-President Rebecca Kelm called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were Rebecca Kelm, Donald E. Grosenbach, and Angela Siddall. Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Chantelle Bentley, Newport Branch Manager; Doug Williams, Technical Services Manager; Joanne Rentschler, Collection Development Manager; Charlotte McIntosh, Regional Librarian; Darci Gressick, Human Resource Manager; Dawna Haupt, Library Accountant; Cindy Brown, Building Program Consultant; Linda Black, Business Office Assistant.

REVIEW OF AGENDA: No questions.

INVITATION OF PUBLIC COMMENT: No comment.

NEWPORT MANAGERS REPORT: Chantelle Bentley reported that there were some staff changes at the Newport Branch but the staff has been remarkably stable. Chantelle Bentley also reported that they had been shifting the non-fiction area and preparing for inventory on August 13<sup>th</sup>. Chantelle Bentley explained the system of cross training between the circulation and reference staff. Chantelle Bentley reported that the Summer Reading kickoff was a huge success. Over two hundred children signed up on the first day and over eight hundred people were in the building throughout the day. Chantelle Bentley reported on the updated Emergency Procedures Policy. Changes included Code Adam for lost children, a server will be moved to the Cold Spring Branch as a backup for the Newport Branch and cell phones will be purchased for each branch in case phone service is interrupted. Chantelle Bentley also explained Branch floor plans, re-establishing library services fire drills.

TECHNICAL SERVICES MANAGERS REPORT: Doug Williams reported the end of the year for the collection had gone smoothly and ordering for next year and the South Branch has begun. Doug Williams talked about the upgrade to Polaris 3.6. Due to the concurrent change in computer servers, the transition will take two days. Doug Williams reported that he is working on the inventory with Chantelle Bentley and explained the inventory process.

COLLECTION DEVELOPMENT MANAGER: Joanne Rentschler reported on the Library Collection Analysis that was sent to the Board. Rebecca Kelm remarked that Joanne Rentschler's document was great. Joanne Rentschler recommended additional weeding and how money is allocated between the three branches. Joanne Rentschler also recommended discussing with the staff what is needed for the collection, reassembling the database committee and ordering more e-books. Joanne Rentschler also told the Board over sixty-two hundred books had been set aside for the South Branch.

PRESIDENTS REPORT: Dr. Ann Painter was not present.

CORRESPONDENCE: None.

ATTORNEY'S REPORT: Angela Siddall moved and Donald E. Grosenbach seconded the motion to propose a tax rate of 6.8 cents per \$100 assessed valuation of Real Property and 10.5 cents per \$100 assessed valuation of Personal Property or a rate that would produce a 4% increase over the amount of revenue that would be produced by the compensating tax rate, whichever rate is higher. All were in favor. Motion carried. Bob Jennings will place two ads in the newspaper before the public hearing on July 21<sup>st</sup>. Bob Jennings reported that he will not be at the July Board meeting.

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

LIBRARY DIRECTOR'S REPORT: JC Morgan's report is attached. There were no questions on the Director's report. JC Morgan reported on and explained the situation with SWON. JC Morgan will not pay the Library's annual SWON dues until some internal situations are resolved in the organization.

COMMITTEE REPORTS: No Committee reports.

UNFINISHED BUSINESS: Dawna Haupt reported on the audit of leave accruals. Forty employees have been audited so far. Dawna Haupt reported there were discrepancies. She is continuing to audit and reporting to Managers about employee leave accruals once each month. Employees who have been discovered to have accrued time in excess of the Library's maximum balances have been given until November to use their excess time. After that point, the Library will not allow any use or accumulation of time earned in excess of the balances that are given in policy. Darci Gressick reported that the library will

have to pay the Kentucky Retirement System approximately \$10,180.06 for two employees who worked in excess of 100 hours per month. Darci Gressick also reported that two employees had been set up incorrectly for local tax withholdings. These two issues have been corrected moving forward. The Library is working with one staff member to determine the best approach to fixing the residual issues. Don Grosenbach requested that the Library compensate the second staff member (approximately \$150) for its failure to properly withhold taxes. All agreed.

Angela Siddall reported for the Board Member Selection Committee that there were eight applicants for Dr. Ann Painter's Board position. Judy Voelker and Angela Siddall will interview the applicants on June 22<sup>nd</sup> and the 23<sup>rd</sup>. They will report back to the Board at the July meeting.

The Board Officer Nomination Committee recommended Rebecca Kelm, President; Angella Siddall, Vice-President; Donald E. Grosenbach, Treasurer; Judy Voelker, Secretary.

Cindy Brown, Building Program Consultant, asked if there were any questions on the South Branch building program that had been distributed to the Board. Cindy Brown explained that the building program is a guideline and a starting point. A discussion followed. Rebecca Kelm thanked Cindy Brown for her help. A final draft will be sent to the Board for the July meeting.

**NEW BUSINESS:** Rebecca Kelm suggested that the Board revisit the Long Range Plan.

JC Morgan suggested the following changes to the Personnel Policies: Part time staff who become full time begin accumulating Sick and Vacation leave during their first full pay period as a full time staff member. In the past, the Library gave credit for part time hours that had been worked. We will no longer do that. Semi-full time staffs are limited to 29 hours per week. The new Health Care regulations state that the employer has to provide health insurance to people who work more than 30 hours per week. Only two employees currently are semi-full time. Donald E Grosenbach made a motion to approve the changes. Angela Siddall seconded. All were in favor. Motion passed.

**TRANS ACTION REPORTS:** Donald E. Grosenbach moved and Angela Siddall seconded. All were in favor. Motion carried.

**MINUTES:** Angela Siddall moved and Donald E. Grosenbach seconded. All were in favor. Motion carried.

**NEXT MEETING:** (July 20, Tuesday, 4:30p, Carrico Branch)

ADJOURNMENT: Donald E. Grosenbach moved Angela Siddall seconded the motion to adjourn. All were in favor. The meeting adjourned at 6:15.

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PRESIDENT

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SECRETARY