

BOARD OF TRUSTEES REGULAR MEETING

June 15, 2016

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 Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Joan Johnsen, Newport Children's Librarian; Doug Williams, Technical Services Manager; Michael Gregory, Collection Services Librarian; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS

Chantelle Bentley Phillips reported Newport's Children's Librarian, Joan Johnsen, is retiring in August. She also reported part-time reference assistant Sally Tamborski turned in her resignation, effective June 23rd. Sally accepted a full-time Librarian position with the Chillicothe Correctional Institute in Chillicothe OH. Chantelle reported on the recent programs for the deaf community held at Newport. "Deaf Rights: What You Need to Know" was presented by Louis Kelly and covered employment rights. We had 29 in attendance and the attendees asked a ton of questions including those on topics beyond employment. We had a family-oriented Silent Crafting program on Saturday, June 11th. Three families enjoyed 6 different craft activities as well as talking and sharing their daily experiences. Finally, Chantelle reported the chiller in the Server Room had been malfunctioning and was found not working with a blank panel on numerous occasions. It was discovered the unit had some bad wiring associated with a switch that had been installed above the chiller during the lower level renovation to allow repair workers to turn off the unit. That switch is now disabled. A positive aspect of the situation is we discovered we have an alarm through the BAS that will send an email if the temperature in the server room is too warm.

Joan Johnsen reported that she and JC Morgan both started at CCPL in January of 2003. She was located at the old Carnegie building in Newport for a short time and then moved the current location when it was opened in 2004. Joan helped to build the children's collection and, as she said, people rushed into the new building. Joan reported it has been a great 13 years. Joan then read some thank you letters from kids at the schools she visits and showed the Board her "go-to puppet" for school visits, Norbert the Dragon. Joan added she goes to a lot of career days and talks about how she was reading at one year old and now she has a job in a library.

Doug Williams discussed the end of the fiscal year and wrapping up finances. He says Technical Services will be within \$20,000 of the allotted budget after receipts clear. Doug also discussed

the upcoming inventory at Newport. We will have 11 teams to inventory 70,000 items. The Newport Inventory will take place on Friday, August 12th. Doug added, for FY2016-17, the budget for the collection was increased by 5 ½ percent. Michael Gregory's collection assessment will help inform the spending of that money.

Michael Gregory reported on his Collection Assessment which was sent to the Board prior to this meeting. The assessment broke down the collection into audience and material type. It compared our collection to the state library standards and compared our fiction collection to award lists and to American Library Association lists. We have an excellent collection of classics and good quality literature. Currently, Michael reported, we are working to improve the median age of collection and working to get new material in the non-fiction collection. Cathy Howard asked why the branches differ in the various categories. Michael explained it can be as simple as having different librarians in charge of the branch collections. Collection Services has plans to weed according to age over the next few years. There is data that reinforces the idea of getting rid of older material to aid in increased circulation. Cathy then asked how Polaris determines which branch gets credit for circulation when a book is placed on hold. Michael replied the branch where the book belongs gets credit for the circulation even if an item is checked out at another location. That is just how Polaris works. Michael reported from the survey we conducted for the long range plan, 96 percent of the respondents were satisfied with the collection and we received very few negative comments. Michael reported Collection Services is working to replace highly used DVDs and to aggressively replace "grubby" items. From the demographic data Michael reviewed, the county's population is aging; given that, he has added more money for large type and audiobooks. He is also looking to create a small Spanish language collection at Newport this year and to make Spanish language materials easier to find. He reported he is looking forward to improving the collection.

ATTORNEY'S REPORT

Louis Kelly will report in Executive Session.

PRESIDENT'S REPORT

Cathy Howard reported on a thank you note received from a patron who brought her iPad into the Carrico/Fort Thomas Branch and spoke to Emily Vater at the reference desk. Emily knew right away what was wrong with the person's device. The patron wanted to express her appreciation for having such a valuable employee.

REGIONAL LIBRARIAN'S REPORT

Lucinda Chandler's written report is included in the Board packet.

LIBRARY DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported on the Board Member Selection Committee. We had 10 applicants for our three open positions and he is really proud of the response. Christie Fillhardt and Carla Landon interviewed all the applicants over two evenings on June 7th and 8th. One applicant rescinded her application after realizing the Board meetings

were on Wednesdays. As for the geographical coverage of the county, most of the candidates were from the North and one from the South. We need someone from the Alexandria area. The candidates selected for our three board positions are Jon Cullick (Bellevue), Jason Gay (Dayton), Ken Moore (Cold Spring), and Tracy Smith (Alexandria). Since Cathy and Paul would like to be re-appointed, we have the requisite six names for the three open positions as Steven Trumbo has resigned.

COMMITTEE REPORTS

- Budget Committee: Paul Johnson moved to dissolve the committee, Carla Landon seconded, all were in favor and the motion carried.
- Board Member Selection Committee: Paul Johnson moved to submit the six names of the candidates for the three board positions -- Jon Cullick (Bellevue), Jason Gay (Dayton), Ken Moore (Cold Spring), Tracy Smith (Alexandria), Cathy Howard (Fort Thomas) and Paul Johnson (California) -- to the state library, Carla Landon seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Election of New Officers: Paul Johnson moved to approve the slate of new officers for the board:
 - Cathy Howard – President;
 - Carla Landon, Vice-President;
 - Christie Fillhardt, Secretary;
 - Paul Johnson, TreasurerCarla Landon seconded, all were in favor and the motion carried.
- Approval of the Five Year Strategic Plan: Kiki Dreyer-Burke went over the new version of the Strategic Plan. This version will be printed and then turned into a PDF and loaded onto our website. Carla Landon moved to approve the plan as presented, Paul Johnson seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,559 items withdrawn from the collection. These disposed items will be given to the Friends of the Campbell County Public Library for their regular book sales. Paul Johnson moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- FY2015-16 Budget Amendments for DLG Report: JC reported the budget produced for each fiscal year in May is reported to the DLG. At the end of the fiscal year, we report our actual expenditures. To do that, we have to amend our estimated budget prior to June 30 so that actual expenditures do not exceed budgeted expenditures. Paul Johnson moved to approve the budget amendments, Carla Landon seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES: Paul Johnson moved to approve the minutes and the financial reports as presented, Carla Landon seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, July 20th, 5:30 p.m., at the Carrico/Fort Thomas Branch.

EXECUTIVE SESSION:

- Paul Johnson 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, Carla Landon 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 6:16 p.m. to discuss litigation involving the Library.
- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library end the closed session, Carla Landon 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 6:48 p.m.

ADJOURNMENT: Christie Fillhardt moved to adjourn the meeting, Carla Landon seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:50 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary