

BOARD OF TRUSTEES REGULAR MEETING

March 15, 2017

Newport Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 5:35 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Carla Landon, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Doug Williams, Technical Services Manager; Jeff Prudencio, Information Technology Coordinator; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- Michael Winkfield, Author Learning Center

MANAGERS' REPORTS

Chantelle Bentley Phillips reported on the removal of the collection from the Kentucky Room to improve that space for meetings, the better than expected use of our new document destruction service, and AARP's Taxaide service. She also reported on the latest program for the Deaf community (a talk on the communication rights of students), requests for ASL interpreters for our regular programs and the cost associated with providing those interpreters. Chantelle reported on increased requests to proctor tests, the recent upgrade to the AV system in the Presidents Room, and recruiting volunteers to be docents for the Smithsonian Hometown Team's exhibit.

Jeff Prudencio reported on the e-rate filing process, finding a replacement for our web filtering software (which is required to get e-rate funding), and Wi-Fi trouble at Newport. He also reported that e-rate has money available to purchase/upgrade equipment that provides access the internet. Jeff is hoping this new equipment will help solve some of the Wi-Fi issues at Newport. He also reported that we could not apply for e-rate if we did not comply with CIPA but that e-rate money cannot be used for CIPA compliance. Jeff is also getting ready to roll out the first batch of public computers with Windows 10.

Doug Williams reported the on library express stations being set up as new branches in Polaris. He also reported on a new process to submit records to OCLC to support interlibrary loan. Doug reported that our delivery service has been suspended for months but should be back up by July 1. Christine Galbaugh, our interlibrary loan librarian, has been using USPS but cannot use book rate because those deliveries get pushed back and are delivered last.

ATTORNEY'S REPORT

Louis Kelly will report during Executive Session.

PRESIDENT'S REPORT

Cathy Howard reported on a thank you note received from Rebecca Kelm and read from the *12 Ways Libraries Are Good for the Country*.

REGIONAL LIBRARIAN'S REPORT

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

DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported the fleece jackets ordered by the Board had not arrived. JC also reported on the Public Library Think Tank he and Chantelle Phillips attended in Miami, Florida. JC took a tour of branches of the Miami-Dade Library system. They have 50 branches but are open less hours than we are. They also provided a tour of the library's new "techno" bus, which has everything from sound to video equipment.

COMMITTEE REPORTS

- Alexandria Satellite Exploratory Committee: JC reported the approved location at 405 Washington Street in Alexandria has held a bunch of different retail stores. There are things that are not up to the code requirements of an "assembly function" like a library. Those elements not up to code can remain; but, if we touch or install anything associated with those items, we will need to bring it up to code. We need to move the electrical box. Also, the code enforcement officer said we could use the stairwell but the doors had to be unlocked at all times. The owner agreed to go half with us on a new emergency door. The HVAC units had gunk in them and did not have an installed filter. We asked for the units to be replaced. The owner wants to clean them instead. The coils in the furnace are old. We will check them carefully after his tech has cleaned them. The next step is to make an official blueprint and to get KLH to come in and figure out where vents will go as well as more outlets. Paul Johnson asked if we move the electric panel are we then responsible for all the wires. JC said that we are. Paul then asked about someone possibly reviewing the code enforcement officer's work. JC was not sure who would do that, but that KLH and our architect have both questioned some of the findings. Louis Kelly added that most of the codes are state codes. JC would like to push the plan forward. He added that Mike Bishop (architect) is willing to go out and do the field measurements and then KLH will take over with addressing the plans. The owner has given a 30-day option on the site while we conducted various inspections. The Board is okay with moving forward on the plans.

UNFINISHED BUSINESS

- Request for Proposal for Removal and Replacement of Library Marquees: JC reported the second proposal for the marquees required a couple of addendums. This RFP limited companies to the two software products we were willing to buy. The PR staff had a training session with the two products – Daktronics and Watchfire -- so they better understood how they each work. He reported that the staff preferred the Daktronics product, but that the Watchfire vendor, Commonwealth Signs, is the low bid. The other company, Quality Signs, offered both products but both bids were higher than Commonwealth. Cathy Howard and Carla Landon are both uncomfortable with the cost of the higher bidder even though the Daktronics software was preferred. Christie Fillhardt asked about the products that Kenton and Boone County libraries use for their digital signs. JC said that Boone uses Watchfire and the Kenton used Quality Sign to install their digital marquees. JC asked the Board to approve low bid because we are running out of time to complete the project in this fiscal year. Paul Johnson moved to accept the low bid for the removal and replacement of the library marquees, Christie Fillhardt seconded, all were in favor and the motioned carried.
- Library Express units in Silver Grove and Melbourne: JC reported on the May 2nd ribbon cutting for the Library Express units in Silver Grove and Melbourne. We will have in attendance: Trey Grayson, Steve Pendrey, Cathy Howard, school staff and student plus our donor's family. The

ribbon cutting will happen at 11 am for Silver Grove and 1 pm for St. Philip's. We will also have the drum line from St. Philip's Academy at their event. We have a simple contract with both locations stating what we are doing and that they are providing the space. The contracts also state we will put the space back in its original condition if we remove the units. We are still looking for an awning company to work with and this part has been tougher than we thought because they do not typically do the marketing piece on the awnings.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,579 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. Christie Fillhardt moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- Destruction of Government Records: The following documents will be destroyed per the approved retention schedules: 2009- 2012 employee timesheets and attendance files and 2009-2012 employee leave requests. Paul Johnson moved to approve the destruction of the documents as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Policy Review/Revision: Paul Johnson moved to approve the Circulation Policies as presented, Christie Fillhardt 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, April 19th, 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 6:55 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 7:03 p.m.

ADJOURNMENT: Christie Fillhardt 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 7:03 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary