

BOARD OF TRUSTEES REGULAR MEETING

October 15, 2013

Carrico/Fort Thomas Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Steven Trumbo, Mike Whiteman, and Christie Fillhardt. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Vincent, Carrico/Fort Thomas Branch Manager; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT:

- Larry Robinson of Cold Spring

MANAGERS' REPORTS:

Pam Vincent welcomed our new Board members. She then reported on facilities changes at the Carrico/Fort Thomas Library -- concrete work in the front parking lot; restriping the entire parking lot and then having the parking spots at the front of the lot angled to make parking easier; new black top in the back parking lot. Lots of good comments have been received from patrons about the angled parking spots. Pam went on to report that soon the book drop will be lowered to make it more accessible for drivers in all types of vehicles. Also, the doors leading to the back parking lot will be automated, hopefully, by end of this week. This will provide easier access to those using the handicap parking spots in the back lot. Shelving units in Children's Area were recently replaced with mobile shelving units so they can be moved during programs with large crowds. With the shelving in this area moved, we can accommodate 100 more chairs. Finally, Pam reported that Fort Thomas is fully staffed and has been for a couple of months. The staff is doing well and they had a good branch meeting last month. Christie Fillhardt then commented that she liked the parking lot angled and has always worried about backing out from those spots. Cathy Howard mentioned that she loves the mustache and banned books display.

Kiki Dreyer Burke reported that the annual report to the community will be inserted into the November newsletters. She also reported that in October we will be offering Tech Talks, a program on internet security for local government employees at all three of our locations. Books by the Banks was well attended and lots of people commented on our display which was mostly pictures of library events. A marketing push for our KLU Advantage collection will happen in November. Patrons will be encouraged to log in first to see those titles available only to CCPL patrons in addition to the overall KLU collection. This will be a change of behavior because patrons don't typically log in until they are ready to check out items on Kentucky Library's Unbound. The tag for the marketing push will be "Sign in. See more". Kiki also reported that the Signature Series is really popular with 300 plus people attending these events. We will be changing the way patrons can register for these events. There will be no advanced registration and people can now only register two months prior to an event when we begin promoting it on our website.

ATTORNEY'S REPORT:

- 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, Paul Johnson 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 4:40 p.m. to discuss litigation involving the Library.
- Steven Trumbo moved that the Board of Trustees of the Campbell County Public Library end the closed session, Paul Johnson 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 5:15 p.m.

PRESIDENT'S REPORT: Cathy Howard reported on comments received from a patron at Carrico/Fort Thomas who likes the way we display DVDs. She also reported on comments received about the recent amnesty period and from a patron who likes the quick pick shelves at Fort Thomas. Cathy also reported that JC had received a letter from Dayton Schools thanking us for a donation of books from the Friends. In addition, we received a thank you from our sister library, McLean County, for a donation of 30 boxes of books from the Friends that will help grow their collection. Finally, Cathy mentioned a recent article on the Bengals website where the writer was going through his recently deceased father's wallet and lists the content. The first item he found was a Campbell County Public Library card.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte further reported on Auditor Edelen's good government summit and that the tip for the month, in her report, is about the criteria for contract employees and regular employees and how to be able to tell the difference. This is more important for libraries without a Human Resources manager. Paul asked Charlotte for the form that he needed to complete for CEUs for attending Auditor Edelen summit. Paul will get credit for his attendance to apply for re-certification. Then Charlotte discussed the need to schedule orientation for the new board members, Christie Fillhardt and Mike Whiteman. Charlotte will email them to set up the orientation.

LIBRARY DIRECTOR'S REPORT: No questions about written report. JC talked about the forms for his annual evaluation and the process for the evaluation. Everyone is okay with current system. Then JC reported on some surplus property that needed to be approved for removal. He listed around 19 shelving units that were just removed from the Carrico/Fort Thomas Children's Area; tons of flat metal shelving that we are no longer using do to various rearrangements of space at all three locations; half of the reference desk that was removed during the Newport remodel; and computer carrels and tables from Fort Thomas; plus signs saying "Information" that used to hang over the reference desk at Carrico/Fort Thomas and Newport. Steven Trumbo moved to approve the list as reported, Christie Fillhardt seconded the motion, all were in favor and the motion carried.

JC then reported on the Eagle Scout project began back in January of this year which involved building a pergola at Fort Thomas. The construction was supposed to have been completed over the summer or early fall at the latest. When this did not happen the prospective Eagle Scout was given a six-week period to complete the work. This extension ended on October 15. Now that we have reached the deadline without completion, Paul Johnson is going to take over project. In conjunction with the concrete work for that project, the small parking lot behind building is being made handicap accessible and will need to have its sidewalk widened for handicap accessibility. Finally, JC reported on Auditor Edelen's good government summit. There were several speakers from auditor's office about good governance. It was very enlightening and it was good to hear what they were saying and to

know that we are already doing much of what they are suggesting. It takes a lot of work and I was very gratified that we are doing so well, JC said.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Review/approval of auditing firm for FY2012-13. Paul Johnson moved to engage the same auditing firm that was engaged for last year's audit, Bramel and Ackley. Steven Trumbo seconded the motion, all were in favor and the motion carried.
- Review/approval of changes to Board Policies, Paul Johnson moved to approve the changes to the Board Policies, Steven Trumbo seconded the motion, all were in favor and the motion carried.
- Review/approval of changes to Board Procedures, Steven Trumbo moved to approve the changes to the Board Procedures, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Review/approval of Board Bylaws and Articles of Incorporation. Steven Trumbo moved to approve the Board Bylaws and Articles of Incorporation, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Change in Board meeting time/day to the third Wednesday of the month at 5:30. In regard to making this change, JC reported, we've received a comment or two, from time to time, that the current meeting time is not necessarily convenient for the public and the change of day will make the meeting more convenient to some current board members. Steven Trumbo commented that making the business of the library transparent was important and that the new date and time would make the meetings more accessible to people who work during the day. Paul Johnson moved to approve the change of the meeting day and time to go into effect in December 2013, Steven Trumbo seconded the motion, all were in favor and the motion carried.

FINANCIAL REPORT: Paul Johnson moved to approve the financial report, Steven Trumbo seconded, all were in favor and the motion carried.

MINUTES: Steven Trumbo moved to approve the minutes as presented, Paul Johnson seconded, all were in favor and the motion carried.

NEXT MEETING: Tuesday, November 19th, 4:30 p.m. at the Cold Spring Branch.

ADJOURNMENT: Cathy Howard called the meeting to end at 5:37 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

President

Secretary