

BOARD OF TRUSTEES REGULAR MEETING

August 16, 2017
Cold Spring 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 Tracy Smith. Absent: Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Dave Anderson, Cold Spring Branch Manager; Janet Arno, Adult Programming Coordinator; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Coordinator; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS:

David Anderson reported on some maintenance to the landscaping, the cicada killer wasps, and staff changes. Cold Spring lost both Miss Ashley and Miss Molly this month. Miss Ashley, Cold Spring's Children's Librarian, is leaving for family obligations and Miss Molly, Cold Spring's Children's Programmer, is in the final year of her Master's in Education and can no longer work full-time. However, Molly will remain with the Cold Spring Library but will transfer to the Patron Services desk. Dave will be interviewing, first, for a new children's librarian and, second, for a new programmer. Dave reported that he has winterized all the vehicles. For this year's Jolly Thursdays, our average attendance was 283 per program. The final program was rained out for the second year in a row. We also had a booth at Festival on the Lake last week. We do not know the attendance number yet. In years past, the festival drew 5,000 to 6,000 folks. We saw many people and even signed some folks up for library cards. Clara's Minecraft and coding clubs are still going strong. Cold Spring has a tech heavy group of teens who have been turning from video to tabletop games. The baby sign language program is gaining traction. Dave also reported that Food for Thought and Let's Talk are back this fall. Plus, NKU used the meeting room for retreats for two departments over the last two days – the Chemistry and Political Science departments with about 30 professors each.

Janet Arno reported that programming is alive and well. Janet remains focused on series programming and continues to develop Signature Series, Arts & Culture, Regional History, Let's Talk, and the Spotlight series. Janet added that we had 90 attendees for the program on Mammoth Cave. She also reported that we have a good relationship with NKU as they provide the speakers for Let's Talk. Clara Gerner and Amy Carroll do a good job hosting that series. Janet reported that Signature Series and Arts & Culture require most of her attention. These big events take a lot of staff to produce. We have nice core group of volunteers who help as well. We had the assistance of Youth Build this past year but will not have them for the upcoming Signature Series due to staff cuts. Janet reported that Hometown Teams was, of course, the biggest news of the year. CCPL was part of the first eight organizations to be selected for the grant. The Kentucky Humanities Council then received more grant money and could allow another eight organization to sponsor the exhibit. We received a \$1,500 programming grant from the Kentucky Humanities Council and a \$500 community grant from Walmart. We also had to recruit and schedule docents to work the exhibit. We had 19 community members who served during the 5 days the exhibit

was open each week. Almost 900 patrons viewed the Hometown Teams exhibit. Our biggest take away from Hometown Teams was the community connections and partnerships we were able to cultivate because of the exhibit. This year's Regional History was also tied to Hometown Teams. Unfortunately, the attendance for these programs fell far below those programs with the traditional topics for this series. We did have a number of walk-ins to the programs that were new to the library, which is always good. Janet added she really appreciated the opportunity to have worked on the exhibit. Our next exhibit will be ALA's Thinking Money. It will be with us from December 12 until January 23. We were one of 50 libraries in the country selected to host this exhibit. ALA and FINRA require us to work with non-commercial entities as we look for partners for this exhibit. We are working with Abdullah Al-Bahrani, Director of the Center for Economic Education and Assistant Professor of Economics at Northern Kentucky University, who will be presenting five programs during the run of the exhibit. Janet reported that we received nine programs from Artswave for the Saturday of their Art Sampler Weekend in February. We had 442 attend programs during that one day of the sampler weekend. We will be working with the Scripps Howard Center for Civic Engagement again by offering one of their SIX@SIX lectures. Janet added our patrons so appreciate the carotid artery and mammography screenings we offering through St. Elizabeth. Janet's two book clubs are now up to 60 attendees for two groups. And, Janet adds, we continue to welcome new people. Art after Hours welcomed 450 people and all of our Board members. Janet thanked the Board for serving and supporting our programs.

Dawna Haupt reported that all the annual filings have been done with Secretary of State and all the DLG reports are done. Actuals were filed on Friday so we are in compliance. The fiscal year that ends June 30, 2017 is closed. Dawna is still working on the Capital Campaign. There are still a handful of people that need to finish their pledges. Dawna reported the Parade Committee has one more parade, the Alexandria Fair parade. Dawna is glad Melissa Yankee is here to handle all the payroll and paid time off accruals. Her self-help book club is a small group of women who come every month and have good discussions. Dawna talked to the Kentucky Governor Scholars again this year about careers in accounting and the services of the library. Dawna reported she has taken care of the Friends filings and their contributions though the Kroger, Scrips and Amazon Smile programs. This is Dawna's seventh school year of working as a one to one reading coach at Silver Grove Schools.

Melissa Yankee reported that she has a wide range of experience with recruiting, payroll, unemployment, and workers compensation. She has worked in the manufacturing, distribution, and healthcare industries. Melissa has been a patron since 2013. Since starting at CCPL, Melissa has re-established relationships with vendors, schedule Kentucky Deferred Comp, cleaned files, scheduled leadership training for supervisors, and scheduled CPR/AED/First aid training. Melissa has also sent out "getting to know Melissa" e-mails with prizes and scheduled laughter yoga for Staff Day. Currently, she is working on ideas for cancer awareness month and Heart Healthy Month. Melissa will be sitting for the PHR exam in the spring.

ATTORNEY'S REPORT

Louis Kelly had nothing to report this month.

PRESIDENT'S REPORT

Cathy Howard read a letter from Ken Gibson, director of Xavier University Library, praising Doug Williams for his work serving as the chair of programming of the OVGTSL 2017 conference.

REGIONAL LIBRARIAN'S REPORT

The written report is included in the Board packet.

DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported the next PLA conference will be in Philadelphia in March 2018. Paul Johnson would like to attend the conference. JC invited the Board to attend Staff Day on Friday, September 29th. JC also asked for a head count for the Board appreciation dinner.

Louis Kelly administered the oath of office to Christie Fillhardt as she has been re-appointed to the Board for a second term.

COMMITTEE REPORTS

- Alexandria Satellite Exploratory Committee: Barry Jolly agreed to our contract on a handshake and began demolition on the 8333 Alexandria Pike location. Unfortunately, as we were working on a newspaper article/ad about the new location, JC received a call from Barry about coding issues with the building. The building does not have a fire suppression system. JC asked our architect Joe Hayes to do a preliminary Chapter 34 evaluation to determine the building's fire safety score. The building is 3,000 square feet and has 9 points of egress. The whole building has to be evaluated not just the level we will be occupying. JC reported we have been working with Barry on this for the last week. We are on hold for now until we work through the cost of fire protection.
- Board Member Selection Committee: Paul Johnson moved to dissolve the committee, Tracy Smith seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,191 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, Paul Johnson seconded, all were in favor and the motion carried.
- Tax Rates for 2017: JC reported the property evaluations were amended by the Department of Revenue after our last meeting. We will have to rescind the rates passed in July and adopt the new compensating rates -- 7.7 cents per \$100 for real property, 7.7 cents per \$100 for personal property, and 2.6 cents per \$100 for motor vehicles. Paul Johnson moved to rescind the rates approved during the July Board meeting and set our tax rates for FY2017-18 at 7.7 cents per \$100 for real property, 7.7 cents per \$100 for personal property, and 2.6 cents per \$100 for motor vehicles, Christie Fillhardt seconded, all were in favor and the motion carried.
- Approval of FY2016-17 annual report to KDLA: Christie Fillhardt moved to approve the report as presented, Paul Johnson 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, Tracy Smith seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, September 20th, 5:30 p.m., at the Newport Branch.

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

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:28 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary