

CAMPBELL COUNTY PUBLIC LIBRARY  
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BOARD OF TRUSTEES REGULAR MEETING  
FEBRUARY 16, 2010  
COLD SPRING BRANCH

MINUTES

CALL TO ORDER: President Dr. Ann Painter called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were Dr. Ann Painter, Rebecca Kelm, Judy Voelker, Angela Siddall and Donald E. Grosenbach Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Dixie Meyer, Human Resources Manager; Andre Souza, Technology Services Manager; Dave Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; and Linda Black, Business Office Assistant.

REVIEW OF AGENDA: There were two changes to the agenda. Paul Poland did not attend. Dawna Haupt, Library Accountant, was present to provide a report.

INVITATION OF PUBLIC COMMENT: Michelle Shaw editor for the Campbell County Recorder was in attendance to observe the meeting.

MANAGERS REPORTS: Dave Anderson reported that questions about the building of the South Branch have increased. Polaris numbers indicate that 8400 items were circulated to Pendleton County residents during 2009. Of those items, 85% of the circulations were from the Cold Spring Branch.

Andre Souza reported that the servers are running well. The Library will be replacing its servers this calendar year. He has applied for the E-Rate discount with Cincinnati Bell. Andre Souza reported that a new color printer had been purchased for the Fort Thomas/Carrico Children's Department. He has gotten quotes for replacement of the Cold Spring and Newport color printers. Andre Souza informed the Board that the library will possibly be using a volunteer (a co-op) from Daymar College to update the software on the public computers.

Dixie Meyer reported that February was Healthy Heart Month. She explained some of the activities she had planned for the staff. A fruit basket and vegetable tray was delivered to each branch. There will be a drawing of completed entries

of the Healthy Heart puzzles and four gift cards will go to the winners. Any employee interested may submit their name to a drawing for a three month free membership to Town and Country Sports and Health Club. Dixie Meyer also reported that the library will be implementing salary caps.

Dawna Haupt told the Board how much she enjoyed working at the library. Dawna Haupt reported to the Board that she was working on the Emergency Procedures and Polaris Committees. Dawna Haupt also explained that she had put tax exempt certificates on the wiki for employees to use when making purchases. The audit was fine. She is now working on updating the fixed asset inventory and cleaning up the financial files in the cabinets in her office.

PRESIDENTS REPORT: Dr. Ann Painter thanked everyone who attended Legislative Day in Frankfort. Dr. Ann Painter thanked JC Morgan for his representation of the library during the event.

CORRESPONDENCE: None

ATTORNEY'S REPORT: None

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte McIntosh explained the Trustee Tip that was distributed to the Board concerning the financial responsibility of Board members.

LIBRARY DIRECTOR'S REPORT: JC Morgan's written report is attached. There were no questions on the Director's written report. JC Morgan thanked the members of the Board who attended Legislative Day in Frankfort. JC Morgan reported that Legislative Day was successful despite the snow. JC Morgan noted that the postcards sent to the legislators by patrons made an impact. JC Morgan also reported to the Board that he will be attending National Legislative Day in Washington, DC on May 5<sup>th</sup>. KPLA will pay for his expenses during that trip. He will also take some vacation while in DC. JC Morgan told the Board that Cindy Brown will be meeting with staff at the end of February to get their input on the South Branch construction. Cindy Brown will attend the March Board meeting to discuss some of the ideas. JC Morgan explained that the Park and Ride project near the Newport Branch is still under consideration.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS: Personnel and Circulation Policies will be reviewed at the next meeting. JC Morgan asked if there were any questions on the IRS tax return for the library that was included in the board packet. JC Morgan will be adjusting some policies over the next year in relation to the changes in the tax return.

TRANSACTION REPORTS: Donald E. Grosenbach moved for approval of the financial reports. Angela Siddall seconded. All were in favor. Motion carried.

MINUTES: Judy Voelker moved for approval of the minutes from January 19<sup>th</sup>, 2010 meeting. Donald E. Grosenbach seconded. All were in favor. Motion carried.

NEXT MEETING: March 16, Tuesday, 4:30p, Newport Branch

ADJOURNMENT: 5:10p.

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PRESIDENT

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SECRETARY