

## **BOARD OF TRUSTEES REGULAR MEETING**

**December 17, 2014**

**Newport Branch**

### **MINUTES**

**CALL TO ORDER:** President Cathy Howard called the regular meeting to order at 5:33 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, and Steven Trumbo; absent: Mike Whiteman. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Doug Williams, Technical Services Manager; Heather Semelroth, Children's Programmer; Jeff Prudencio, It Coordinator; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** No changes.

**INVITATION FOR PUBLIC COMMENT:** None

#### **AUDITOR'S REPORT:**

Stephanie Huhn and Tatiana Salava, of Bramel & Ackley, P.S.C., presented their independent auditor's report of the library's financial statements and also reported on their audit of Library Director's expenses and reimbursements. The Library received a clean audit without any noted discrepancies in internal controls. The Library Director's expenses appear to be in keeping with his position. No unusual activity was noted. Steven Trumbo moved to approve the auditor's report, Paul Johnson seconded, all were in favor and the motion carried.

#### **MANAGERS' REPORTS:**

Chantelle Bentley Phillips reported on the software for the nTouch phone that will be installed on three computers at each location to enable hearing-impaired patrons to communicate more easily with others using sign language as well as those in the hearing world who do not use sign language. We will be having a kick-off event to announce this new service to our communities in April or May. Louis Kelly's wife, Melissa, will be helping us test the software once it's installed. Chantelle also reported on the formal job descriptions for volunteers that are now being promoted on our website under "About Us" and "Employment". With these formal job descriptions, we are treating volunteer positions more like paid positions and will interview and fill the positions when they come open. We are hoping this will provide more stability to our volunteer workforce. Chantelle also reported on the two recent vacancies created at Newport when two of our part-time reference assistants both turned in their notice of resignation. Leah Jakaitis and Rex Trogdon will both be leaving us on the 2<sup>nd</sup> and 4<sup>th</sup> of January, respectively, to pursue full-time work.

Heather Semelroth demonstrated her new program, Cook the Book! A Delicious New Story Time. Cook the Book story time will feature a food-related story as well as making and eating an easy recipe based on the book. Heather walked the Board through the whys behind the program – learning through all the senses, bonding, making new friends and developing social skills, being active, problem solving, using the scientific method, acquiring life skills and gaining confidence. The Board then got to taste the product of Heather's Cook the Book program, a healthy and tasty veggie dip.

Doug Williams reported on the Polaris upgrade that had happened earlier in the day. Problems that were noted in the previous upgrade should be addressed in this new version. The upgrade allows our collection of e-materials to be updated in the catalog each night, removing records for items which are no longer accessible. Doug also reported on another new automated feature, auto renewal. For this feature, a patron who has an item checked out will have that item automatically renewed, instead of receiving a notice, as long as there are no outstanding holds on the items. If there are holds, then the patron will receive a notice to let them know the item will soon be due. Doug also reported that this version of Polaris will automatically not display bibliographic records that do not have any items records attached to them and, conversely, will display bibliographic record that have newly associated item records.

Jeff Prudencio reported on our mobile printing service and the ability to filter print jobs. Jeff talked to cohorts at Xavier University and San Jose State who use the same service for mobile printing, PrinterOn, and they confirmed there is no way to filter what is being sent to print. Steven Trumbo asked if we can track and maintain a record of what has been printed. He then mentioned that observed behavior is maintained behavior and that might be an incentive to prevent patrons from printing instructions, for example, for making bomb. Jeff explained that the software, LPT1, doesn't do a very good job of keeping a history of print jobs and, basically, what you'd get is a list that says patron X printed a .jpg file at such a time on this date. Cathy Howard stated that she has no interest in keeping track of what's printed through the mobile printing service. Doing so provides little reassurance in appropriate use and increases liability for inappropriate use. Paul Johnson questions whether or not we should be offering mobile printing. Cathy added that we have employees around the printers at all times and we have policies that talk about inappropriate material in our libraries. She asked, how many issues have we actually had with this service. JC Morgan stated that we have only had one, which was intercepted by staff. JC Morgan agrees with Cathy that it doesn't make sense to take away the whole service just because something might happen. Paul Johnson again asks, have we always provided this service and should we provide this service? He wants to make sure we give it an airing and come away with confidence that we have done everything we can do to make sure it's used properly. JC stated that it is a fairly new service and it may go away if it's not financially viable for the company that we are sharing the costs with. Jeff added that he can review the stats to see if it is worthwhile to continue providing it. Jeff also reported that we are seeing increased use of our website and this will probably increase when our new app is released. Finally, Jeff reported that he recently installed new switches for our network.

**PRESIDENT'S REPORT:** Cathy reported on a thank you note received from Angie Smith, a staff member from our sister library in McLean County. Angie came to Campbell to spend time with and learn from Michele Turner and Diane Katz in our Outreach Services Department.

**REGIONAL LIBRARIAN'S REPORT:** Charlotte McIntosh's written report is attached.

**ATTORNEY'S REPORT:** Louis Kelly will report in executive session.

**LIBRARY DIRECTOR'S REPORT:** JC reported on a vehicular accident at the Carrico/Fort Thomas Branch. An elderly person was reversing out of a parking spot along the side of the building and ended up hitting the gas pedal too hard. The car hit the book return and the light pole that was behind it. The return had only recently been fixed from previous incidents. The light pole had just received a new bulb. The patron's insurance company will cover the full cost of replacement for the book return and the light pole. The book drop will need to be custom painted as we had only recently paid for a custom paint job

(at the time of repair) ourselves. The return and the cart inside it will cost around \$5,500. The light pole that was hit was different from the rest of the light poles from the last time it was hit. Fort Thomas has decorative light poles and this one was last replaced with general light pole. We will get estimates for both types of lights. We are also getting an estimate to install poles that will protect this side of the building in the event of another accident. This accident could have been much, much worse if the building had been struck or if patrons had been in the walkway in front of the building.

**COMMITTEE REPORTS:** None

**UNFINISHED BUSINESS:**

- Mobile Printing: Discussed by Jeff Prudencio under Managers' Reports.
- Newport Repairs: Architect Joe Hayes was not able to attend the meeting. JC reported that civil engineers looked at the Cold Spring parking lot today. The snow guards are on order and, hopefully, will be installed before December 31<sup>st</sup> at both Cold Spring and Newport. JC talked to mechanical engineer about sound design for the expanded space at Newport. We are installing a screen that can be lowered and raised remotely and a mounted projector. We don't really have any lighting design. Paul Johnson asked if the bank with vegetation behind the Cold Spring Branch is library property. JC responded that we own up to the far side of the curb cut onto French Street. When the parking lot is taken around the building we will have to clear the row of trees and then put in a detention pond. This detention pond will be where the shed is now.
- Review/Approval of Director's Contract: Cathy Howard discussed JC's evaluation with him before the meeting. His contract is the same three year contract as in the previous cycle. Louis Kelly drafted the contract based on the previous version. Louis added a clause to the contract that says if the Board were to take no action on the Director's contract at the time of expiration then the director would continue to work and be compensated on a month-to-month basis until action was taken. JC added that he appreciates the comments from the Board in his evaluation and appreciates the opportunity to continue to serve the library. Christie Fillhardt moved to approve the Director's contract, Steven Trumbo seconded, all were in favor and the motion carried.

**NEW BUSINESS:**

- Destruction of Government Records: The Director is required by law to keep email archived for 2 years. JC is asking permission to delete email from 2012. JC added that public entities are encouraged to monitor their email accounts and delete items that are not required to be kept for the 2 year period. Steven Trumbo moved to approve JC deleting his archived email from the calendar year 2012, Paul Johnson seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: 2,702 items were withdrawn from the Library's collection in November. In addition, we will be disposing of 10 old computers. Four of those will be scrapped and/or recycled. Six computers are slated to be sent to Robertson County Public Library. This library system has a total budget of \$150,000. Their director had put out a request for any computer equipment that anyone could send them. We would like to give them these six computers plus an older and unused server. We will also be surplusing a broken printer that had been for salvage and a broken battery backup device. Paul Johnson moved to approve the disposal, Steven Trumbo seconded, all were in favor and the motion carried.

- Removal of inactive patrons with fines/outstanding materials: JC reported that inactive patrons are removed after 4 years if they don't owe the Library any fines, fees or materials. Those that do are currently kept forever. This would be considered bad debt if we were for-profit company. Currently, we have about 497 inactive patrons who owe us approximately \$100,000. We will likely never see them or the materials they checked out again. JC would like to go back 7 years and get rid of any inactive patrons. Then, from this point forward, we would like to delete all patrons with no activity for more than 7 years regardless of any money or material outstanding on their accounts. The small balance program that we are initiating with Unique will do skip checks on all 50 states and should help alleviate some of these situations going forward. Steven Trumbo mentioned the statute of limitations on debt might not allow collection after 7 years anyway. Christie Fillhardt moved to approve the removal of inactive patrons with outstanding fines after 7 years, Steven Trumbo seconded, all were in favor and the motion carried.
- Review/Approval of Volunteer Policies: JC pointed out that we added a section on substance abuse for volunteers that, if suspected, the volunteer would need to submit to testing or would no longer be allowed to volunteer. Steven Trumbo moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Investment Policies: Christie Fillhardt moved to approve the policies as presented, Steven Trumbo seconded, all were in favor and the motion carried.
- Healthcare Waiver Options: JC reported that the library currently pays an average of \$440 per month to employees who are covered by the Library's health insurance. We offer a waiver of \$220 to those employees who choose not take partake in the health insurance plan offered by the library. This health insurance waiver encourages folks to find insurance elsewhere. Currently, the library puts that money into a 401K account for the employee through Kentucky Deferred Compensation. However, after January 1<sup>st</sup>, we will no longer be able to contribute this money to these 401K accounts for our employees. We have looked into other options like a 401A, simple IRAs, 529 plans, or FSA. None of these options are viable except the 529 or FSA but an FSA would cost the library additional money to execute. Other libraries in same situation are just giving the staff the stipend as money in their paychecks. This does, however, increase the taxable income for the employee and employer. If we quit offering the waiver, it would only take 6 of the current 12 employees who do not take the library's insurance to enroll for it to cost us more money than the waiver system in place now. Paul Johnson asked if there were any other tax implications that we should consider. JC stated that It might cost a bit more for FICA and retirement. JC added that the Board needs to take action now because this change becomes effective January 1<sup>st</sup>. JC asked the Board to allow the library to continue to offer the health insurance waiver to employees but to allow the library to redirect the incentive from the 401K accounts to the employees' salary. Steve Trumbo moved to approve the redirect of the health insurance waiver benefit, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Security of Personal Information Policy: Steven Trumbo moved to approve the policy as presented, Christie Fillhardt seconded, all were in favor and the motion carried. The new policy will be included in the General Policies.

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

**MINUTES:** Christie Fillhardt moved to approve the minutes as presented, Paul Johnson seconded, all were in favor and the motion carried

**NEXT MEETING:** Wednesday, January 21st, 5:30 p.m. at the Carrico/Fort Thomas Branch

**EXECUTIVE SESSION:**

- 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, Christie Fillhardt 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.
- Steven Trumbo moved that the Board of Trustees of the Campbell County Public Library end the closed session, Paul 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 7:16 p.m.

**ADJOURNMENT:** Paul Johnson moved to adjourn the meeting, Steven Trumbo seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 7:16 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary