

BOARD OF TRUSTEES REGULAR MEETING
September 17, 2014
Newport 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, Steven Trumbo, and Mike Whiteman. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Doug Williams, Technical Services Manager; Valerie Davis, Adult/Teen Services Librarian; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS:

Chantelle Bentley Phillips reported on a new hire to the Newport Staff. Sally Tamborski was hired into our open part-time Reference Assistant position. She also reported on the entire staff getting into creating displays to entice patrons to check out materials they don't usually check out. The staff is having a great time developing ideas for more and more creative displays. Mike Whiteman shared a great idea he had for a display. He thought we should create a display of on items we've purchased based on patron requests that would then advertise we buy books based on suggestions and requests from our patrons. Mike has a friend that didn't know we purchased materials on request and thought it was a fabulous service.

Valerie Davis reported on our YART that occurred the previous Saturday. More than 400 people attended the YART that offered affordable art from about 35 local artists including artists from Northern Kentucky University. Those attending the YART also moved on to our Friends Book Sale which was the cross promotion we were hoping for with this event. Valerie then reported on the committees that she is currently serving on for YALSA. Valerie is the Chair for the Literature Symposium Marketing Taskforce. She's the first person from a Midwest library to chair this committee. Valerie has also been selected to serve on the Edwards Award Committee and is the incoming chair. (The Edwards Award is given to a young adult author whose body of work creates a significant and lasting contribution to the field of young adult literature.) Valerie reported that she has had many good experiences working on YALSA committees. In her various roles on these committees, she has be able to share ideas with librarians from across the country. She has also been responsible for creating manuals for some of the YALSA committees on which she has served. For the YALSA Literature Symposium, she gets to introduce the closing speaker R.L. Stine.

Doug Williams reported on the Polaris upgrade that took place in August. The upgrade went fairly well except for the Overdrive integration. That issue has been corrected and now patrons can place holds and check out Overdrive material through Polaris. There are 37,000 e-items available that patrons may now check out from Polaris. Doug also reported on this August's inventory at our Cold Spring. That is pretty much done except for final report. There were only 600 items we did not inventory that should have been on the shelves. These were deleted from the collection. We also found 300 items on the shelf that should not have been shelved because they had previously been withdrawn. Doug reported that Collection HQ is working well as a collection development tool. We are able to use it to inform not only our weeding process but also our selection process.

ATTORNEY'S REPORT: Louis Kelly reported that he had nothing to report.

PRESIDENT'S REPORT: Cathy Howard had nothing to report.

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

LIBRARY DIRECTOR'S REPORT: There were no questions on JC's written report. JC then reported on various building improvements and repairs for the Newport location. First, there is a drainage issue with Newport's roof caused by undersized gutters. The gutters on the left side facing the building are coming off due to ice damage from last winter. The roof currently only has ice catchers installed above the doors as required by the building code. They should probably be around the entire roof. The downspouts are also residential sized 6" pipes. These feed into an underground 6" pipe that takes the water away from the building. The pipe, however, is the same diameter down each side of the building. The gutters back up as they feed into this pipe which causes the gutters to overflow. Due to this overflow, we have leakage in the stairwell on the right side of the building. The estimate for replacing gutters and downspout was high enough that JC requested a quote for replacing the entire roof. The roof has leaked off and on since the building was built. With possible damage underneath the roof above the stairwell, JC thought that some of the existing roof might have to be replaced anyway. The price for replacing the gutters and the roof, including the roof over the stairwell, came in at \$423,000 which was higher than JC had anticipated. The cost for replacing the gutters and downspouts by themselves, as estimated, would be \$182,000. However, that price doesn't include replacing the pipes underground because as that would require a plumber. JC reported that we first need to get the underground pipes sized correctly, get that part of the system working, and then take care of the resizing and replacing the gutters. A stop gap would be to repair the existing gutters until we are certain of the sizes needed and the costs for replacing them. We would also need to add ice catchers on the entire roof, but JC doesn't want to do that if the entire roof or major sections would also need to be replaced. The roof is only 10 years old. JC would like to get the pipes done this fall and the gutters re-secured.

Paul Johnson asked about the company that installed the roof and the gutters. Was there a contract? Is there a warranty on the roof even if the company is out of business? Paul suggested that there may be a paper trail we could follow. JC added that, in the roofing

company's defense, they installed what the architect specified. Paul added that we need to look at the possibility of getting adjustments made through the contract or warranty. JC said the general contractor's exposure was for 2 years. Paul thinks we should explore the possibility of the warranty and the contract as due diligence. JC added that the specifications book for this part of the construction is pretty vague and, as he's been told, the roof would not have been built in the same fashion today. JC is going to get a price on the underground piping and will talk to our architect about an overall plan and so that we have an expert in this area. Paul added that we should get a second opinion. JC will talk to the architect about overseeing this project and reporting to the Board on his finding and suggestions.

JC then reported on the BAS at Newport. On Monday, we had a leak from the pipes feeding into the inner loop from the heat exchanger. To address that, we had to switch the outside well pump to run constantly instead of intermittently, only coming on when outside water was needed. When the pump comes on, it shakes the heat exchanger which shakes the inner loop pipes. These pipes were PVC and the jarring caused them to break which caused the leak. Jerry Fields contacted Geiler to replace the PVC with copper pipe. Luckily, we had just turned off the feed from the city water to the loop which would automatically adjust to keep a set water pressure. If the city water had been on, we would have had a much worse leak. The replacement pipes on the inner were braced together instead of securing to the wall. Jerry will be bracing them to the wall. JC added that he wants to tie the gutter pipes into the geothermal discharge pipe for better drainage and to move all discharge and storm water further away from the building. He has spoken with the Sanitation District and the Division of Water to ensure that they would not have an issue with this arrangement. JC has also asked to have an alarm installed on the inner loop to alarm when the water pressure drops below a set level. A drop would indicate a leak in the pipe. The BAS does not currently monitor whether there is adequate water pressure in the inner loop. If the inner loop pump is turned off, the BAS will turn off the HVAC units in the building because cooling water would not be pumped into them. Unfortunately the BAS cannot turn the HVAC units back on, however. The HVAC units have to be turned back on by flipping the breaker at the electrical panel. That problem will correct itself as newer units with better programming replace the older HVAC units. Until then, we will use the breakers to reset the units. The estimate for adding an inner loop water pressure alarm would be about \$1,100.

JC asked for the Board's approval to engage Hayes and Associates to manage these projects. Paul Johnson moved that we first deal with the water pressure and the alarm and then hire Joe Hayes from Robert Emet Hayes & Associates, Steven Trumbo seconded, all were in favor and the motion carried.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

- Paul Johnson asked for ideas/suggestions for his talk to the staff during Staff Day.

NEW BUSINESS:

- Disposal of Surplus Items: JC explained that the Library has weeded 2,308 items from the collection. Mike Whiteman moved to approve the disposal, Steven Trumbo seconded, all were in favor and the motion carried.

FINANCIAL REPORT: Paul Johnson moved to approve the Financial Report, Mike Whiteman 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: Wednesday, October 15th, 5:30 p.m. at the Carrico/Fort Thomas Branch

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

ADJOURNMENT: Steven Trumbo 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 6:33 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary