

BOARD OF TRUSTEES REGULAR MEETING
January 18, 2017
Carrico/Fort Thomas 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. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Mike Fair, Digital Inclusion Coordinator; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT: No comments.

MANAGERS' REPORTS

Pam Posik reported on personnel changes at the Carrico/Fort Thomas Library. Page David Graham resigned and was replaced by Danielle Bolton. Then Patron Services Assistant Lori Crawford and Lisa Boettger resigned at same time. Lori left to work for the Fort Thomas schools. Paige Wilson, who comes to us from Gallatin County Public Library, and Angela Kramer, a Fort Thomas patron, replaced them. Mike Fair was promoted to the Digital Inclusion Coordinator position. Mike began with CCPL in 2012. He started as a part-time Adult/Teen Programmer while working to get his MLS. Mike has been doing lot of tech training. We are focusing on finding another Adult/Teen Programmer. Beth Eifler will now be supervising this position. We have five interviews set up over the next two weeks. We hope to get that person started by the middle of February. Beth and Pam also added a café style table and re-organized the Teen area of the building including shifting the collection. The table has power outlets in the middle. Tutors use it quite a bit. We had to have an outlet installed in the wall for the table and, within an hour of the install, we had someone plugged into that outlet. The teen area is now a more inviting space with homeschoolers using it and just more people back there. Study Room use for December 2016 was up 34% over December 2015; November was up by 18% and October by 30% over the previous year. Pam also reported that she is the chair of the Competencies Committee. During 2015, the entire staff went through technology competencies testing and everyone passed. We are on a 2-year cycle and so we are doing it again in 2017. Right now, we are reviewing the list of competencies for each position to decide what we will add and subtract; very basic stuff will be removed along with any services or equipment that we no longer offer. We have had 150 people register for our digital library card and 17 of those online cardholders have come in to one of the branches to get a real card. Most come in less than a month after registering for the digital card.

Mike Fair reported on his new position of Digital Inclusion Coordinator. This position was created to address specific goals in the Strategic Plan. Mike will be focusing on technology instruction and bridging the digital divide. He will also be making the public aware of high tech/low cost resources available for them. Currently, Mike is maintaining the

programmer responsibilities at Fort Thomas until a replacement is hired. He is researching offsite equipment and the cost of a learning management system for training staff. Mike reported he is also developing content for upcoming train-the-trainer meetings and is working to determine who on staff has special expertise on software or equipment. He attended the January SafetyNet Alliance meeting and talked about what the library has to offer for technology training. The Newport Adult Learning Center will be offering GED practice tests at all three branches. The problem with the GED is that it has moved online and, Mike added, some of those without a high school diploma do not use computers regularly. Cathy Howard stated that she thinks this helps to point to our relevance. Libraries have always helped people take part in society. Paul Johnson added that in the article, "Twelve Ways Libraries are Good for the Country," item number ten is "libraries build technology skills", which goes along with Mike's statistic showing that 41% of those 65 and older are not online.

Kiki Dreyer Burke reported on the Drop Your Drawers campaign. We collected almost 7,000 pairs of underwear. We provided a lot of PR support for the project, both in print and digitally. Statewide, we collected 27,105 pairs. We had patrons donate to the campaign that had been saving up and buying underwear throughout the year. Christie Fillhardt's company donated \$100 to the campaign and Carla did yeoman's work in getting money from the Fort Thomas community. Kiki reported our new library cards are in but we are not going to start using them until all the old cards are gone. The cards with the riverboat scene and Cam will be given to all three branches then each branch has its own card with a locally identifiable background. We only ordered 7,000 cards because we may have another address to add at some point when the satellite location becomes reality. Digital Marketing has done a lot promotion of holiday programs. Downloads for the app topped 9,000. The informational card for the app is one of the best things we did to promote the app. We have had 49,000 page views and 3,000 FB likes. Our most popular was the mannequin challenge. We will be sponsoring some social media contests in 2017 like tell us your favorite children's books to win a book. This is a fun way to get numbers up and get people used to using our social media sites. The Food for Thought series kicked off and we created a postcard for the last two Signature Series events. Kiki reported that she is working on a new design for a wrap on our new outreach vehicle. She added this is the third vehicle she's wrapped and it gets easier each time. We are designing a new children's sticker with Cam in a cape as a super hero. PR is also working on the promotional package for the Smithsonian exhibit as well as Summer Reading, El Dia, Literacy Fair and Arts & Culture. We are considering putting Cam in a hard hat for the build a better world theme for summer reading.

ATTORNEY'S REPORT

Louis Kelly reported the Court of Appeals has not certified the record in the plaintiffs' appeal. When they do certify the record, the plaintiffs will have 60 days to file their brief. However, he has no idea when the certification will happen.

PRESIDENT'S REPORT

Cathy Howard reported on a thank you note for our Drop Your Drawers campaign from Molly Wesley with the Family Resource Center at Newport Primary. It said, "Wow. Many thanks!" Former Board member and Newport resident, Angela Siddall sent a note of thanks to the Library for being such an important part of our community. She said the river cities were lucky to have the libraries and those who run it.

REGIONAL LIBRARIAN'S REPORT

Lucinda Chandler's written report is included in the Board packet.

LIBRARY DIRECTOR'S REPORT

JC Morgan reported that he, Joe Hayes and David Anderson attending the monthly meeting of the Planning and Zoning Commission for the City of Cold Spring to discuss the plans for the road that is to run behind the Cold Spring Library. The commission thought it was premature to give up their plans for the road without a thorough look at their Comprehensive Plan. The former Mayor remembered they were thinking about building a Home Depot or an office complex on the nearby property and that road would serve as a back entrance. The commission wanted to include the decision on the road in their Comprehensive Plan which should be finalized in the next six to seven months. They asked us if there was an immediate need for a decision. JC replied that we would like to be able to budget for the parking lot work at Cold Spring in the coming fiscal year and that we were concerned about safety, but that other than those two concerns, there was no urgency.

JC showed the Board the rough sketches for the possible expansion to the Fort Thomas Library. The sketches show the building with two possible roofs – a gabled roof and a hip roof. JC asked the Board which roof they preferred. The gabled roof allows for a cathedral ceiling and matches the current roof. It is also the cheaper roof and has less problems. JC is hoping to have the donor for the Fort Thomas expansion come to the March Board meeting. Paul Johnson asked about the financing for this project. He wanted to know where we would go for additional funds if we began and then, in the middle of the expansion, needed more money. He added that this project, for him, ranks way below the importance of a southern branch. JC added the donor knows this is not on our list of priorities but that, if he really wants this and will fund it, we will go with it. The Board prefers the gabled roof because it is less trouble.

Christi Fillhardt mentioned she has to go out of town for work on February 8 and so can't attend the PR training. Cathy Howard and Tracy Smith will be going to Frankfort for Legislative Day. The training session on February 8 is from 6 to 8 pm in the Board Room at Cold Spring.

JC reported that he had set aside \$10,000 to repurpose the Board Room into a meeting room for Cold Spring. However, with the Board expressing concerns with that project and it potentially causing some issues for Administration, JC would like to use the money to adjust the AV system in the Presidents Room. We need a stronger projector in that meeting room and we

need to add a panel mic to the system. The current ceiling projector will go to Fort Thomas. The Board is okay with the repurposing the money for the AV system at Newport.

Cathy Howard had two questions about JC's written report. She asked if we have had any responses to the RFP for a new auditing firm. JC said, yes and he has a meeting with a firm on Friday. She also asked about the data analysis and modeling. Cathy wondered what we want to know. JC talked about some of our ideas. Cathy also asked if we would be looking at the circulation at the Library Express units -- pre and post implementation. JC said we will isolate the circulation in those zip codes and compare.

COMMITTEE REPORTS:

- Alexandria Satellite Exploratory Committee – Request for Proposal for Rented/Leased Space for Satellite Library: JC reported that we have had no responses to the RFP for the satellite location but the deadline is February 3rd.

UNFINISHED BUSINESS:

- Request for Proposal for Removal and Replacement of Library Marquees: JC reported that he had not heard from any companies for the marquee RFP. Chantelle Phillips added that she did have one person come to Newport to ask for a copy of the RFP and measure the marquee.
- Library Express Units in Silver Grove and Melbourne: JC also reported that he met with the Silver Grove fire chief and he has been easy to work with. At St. Phillips, a parishioner wants to handle the electrical work for their Library Express. Jerry Fields is getting prices on awnings for the units. Our Friends have provided the money to purchase them. Cathy Howard asked if we will be doing a ribbon cutting for the Library Express locations. We could have library card sign-ups at the ribbon cutting.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,762 items withdrawn from the collection. We also withdrew a Dell computer and two broken power backup units. The disposed collection items were given to the Friends of the Campbell County Public Library for their regular book sales. Paul Johnson moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Policy Review/Revision: Christie Fillhardt moved to approve the General Policies 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, Christie Fillhardt, all were in favor and the motion carried.

NEXT REGULAR MEETING: Wednesday, February 15th, 5:30 p.m., at the Cold Spring 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 6:45 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary