

BOARD OF TRUSTEES REGULAR MEETING

June 18, 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; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

Little Libraries (Ryan Salzman): Ryan Salzman reported on the little libraries that are being built and placed throughout Bellevue. He reported that soon there will be 8 little libraries. The books fly off their shelves, especially children's books. Mr. Salzman said that the "big library" and the little libraries should work together in a collaboration that would be enduring. He also reported that Northern Kentucky University has a leadership group that needs a philanthropic project and Mr. Salzman would like to include them in the collaboration. Our Friends group gave money for indicator signs to place on the little libraries. He added that we want to get as many little libraries out in the community as possible. JC Morgan added that we wanted to grow the libraries in the river cities, which are good walking communities. NKU's leadership group could have a build day and then sell for cost of materials, about \$40. Then the library could sponsor a decorating contest with different categories. Mr. Salzman suggested an early August build date. We will need to identify the number of little libraries to build. Again, the NKU group will build the little libraries but we could look for sponsors for purchasing the material. For stocking books in the little libraries, Mr. Salzman reported the stock that passes through is about 1 a day. In a week, his little library lost 21 books but 14 new books were added back in. The stewardship of the books needs to be considered as well as any city regulations. He added that he worked with the City of Bellevue to create a program to allow little libraries to be placed without interfering with local ordinances. Perhaps we can use the Bellevue model to take to other communities. Anticipating city ordinances is very important as is advertising for the Big Free Library. Mike Whiteman asked about people taking the books from the little libraries and then selling them in secondhand bookstores. Mr. Salzman thinks that the books that are taken aren't being sold because the big expensive books are often left in his little library. Mike Whiteman also asked about Ryan's vision for the partnership and then asked, "What if someone put material inappropriate for kids in their little library. How would it look if the public library was connected to this? Laws against pandering to kids, would we be liable?" Mr. Salzman said that short of bad press he doesn't think there would be that much to worry about. He added that the home owner is required to take ownership of the little library even if they leave. JC Morgan added more about the Friends sponsoring the starter kits of books for the libraries and a contest to get the little libraries out into the community.

INVITATION FOR PUBLIC COMMENT:

- Larry Robinson of Cold Spring

MANAGERS' REPORTS:

Chantelle Bentley Phillips reported on our outreach efforts to the schools during the month of May to promote Summer Reading. Valerie Davis, Newport's Adult/Teen Librarian, was able to schedule visits with Newport Central Catholic and Newport Middle; which are two more schools than she got into last year. Valerie also has contacts with some of the teachers and librarians in the schools in our service area and can get them to distribute our flyers even if we can't get in to visit and talk to the kids about Summer Reading. Joan Johnsen, Newport's Children's Librarian, was able to schedule visits at Lincoln Elementary and Newport Intermediate. Plus, she dropped off brochures at three other schools. Joan was disappointed with her outreach visit response this year because she makes numerous contacts to each school. Chantelle also reported on the change in selection for our juvenile collection from the Children's Librarians to the Collection Services Juvenile Librarian. With the change in status from exempt to non-exempt for our Children's Librarians, Chantelle reports that it was time to remove a good portion of this responsibility from their plates so that they could focus their 40-hours each week on in-house programming and outreach. The Children's Librarians will continue to work with Collection Services on our juvenile collection and will make suggestions for purchases but will no longer be responsible for the bulk of the ordering. Finally, Chantelle reported that our computer use has returned to the levels previous to Newport expanding to 28 computers. Newport is again experiencing patrons having to wait for computers and make reservations. This is especially true during the first part of the week which is always the busiest.

Doug Williams reported that as part of our two-year long range plan we will be working to reduce the waiting period for patrons who put items on hold by two days. He also reported that he is finding out a lot about our circulation system as he prepares for our move to Polaris 4.1R2 which will happen in August. After the move, we may see a change in how holds are handled in Polaris. Doug added that he is a little scared about this because he doesn't know exactly how it will work. We will be able to place holds on Overdrive e-materials from our PAC. He's not sure how that will look but the functionality should be a lot cleaner. Finally, Doug reported on the end of the year calculations for the collection budget. With our \$710,000 budget for materials, we came in at 98.5% spent at the end of May. The \$50,000 in funds allocated for the South Branch collection will go into a CD at the end of the fiscal year.

ATTORNEY'S REPORT: Louis Kelly said that he had nothing to report at this time.

PRESIDENT'S REPORT: Cathy Howard reported on how much she enjoyed watching the YouTube videos created to promote Summer Reading and the Instagram time lapse video of Summer Reading Kick off at each of the branches. Cathy also mentioned that she was at the Carrico/Fort Thomas Branch two days after Summer Reading Kick off and the children's area was crawling with kids. Even today, at Newport, the energy feels different.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Steven Trumbo asked about the survey in Charlotte's report and how can we work to improve kindergarten readiness especially for those in the river cities. JC mentioned that by writing letters to the superintendents he tried to remove barriers for our librarians trying get into the schools to talk to kids and get them excited about Summer Reading. He also mentioned Michele Turner and Diane Katz' efforts with their Summer Fun Fridays where they go out into the community and provide books as well as a story time and craft for whomever is at the locations they visit.

LIBRARY DIRECTOR'S REPORT: There were no questions on JC's written report. Paul Johnson asked about what happens when we have a dispute from a patron sent to collection. JC reported that Unique Management sends the dispute to him and then he sends them what documentation we have available to substantiate the library's claim. If the dispute is within a year of the item being lost, we can provide them with more complete documentation. Paul Johnson was concerned about this and questioned whether we should be paying for Unique's service. JC reported that the cost is \$8 per person regardless how long Unique pursues them. We pay them about \$800 month and we have recouped thousands in materials and fees.

Newport parking: JC reported that with hosting bigger programs like those in the Signature Series that typically have over 300 people in attendance, we are very limited in our parking. In addition, parking those with disabilities becomes more difficult. JC added that the library owns property under 471 to the east of the Newport building. JC was contacted by a gentleman interested in leasing that space from the library and then using it to store portable storage units. If the gentleman built the lot then he could lease a part of the lot for free until he recouped the cost of building it. JC asked the Board if this was something they would be concerned about, if should we pursue it further, or should going back to the original plan of expanding the lot ourselves. Steven Trumbo asked how much it would cost to build the lot. Cathy Howard would also like to know what cost we would incur as compared to what we could recoup. Steven added that he thinks we should consider a partnership and that, were the terms acceptable, Louis could write up a great contract. The Board needs more information before making any commitments.

Certificates of deposit: JC reported that we have money left over from the 2013-14 FY budget that was designated for the South Branch materials collection that will be going into a CD. We have another CD that is getting ready to mature that will rollover. In total, the Library will have 3 certificates of deposit.

Millennium Business Systems: Millennium provides all our copiers/printers with paper, toner and service. As per our contract, we receive 10% of their profits on our machines. JC received a check for \$840 that reconciles the receipts for the year. JC is trying to get Millennium to move their fax services over to taking credit cards. As part of our contract, Millennium was expected to provide a license for Envisionware's LPT1 software and for support. However, we learned that the library actually holds the license for that software as a part of the contract for other Envisionware software that the Library uses. Millennium gave JC a check for \$1800 to cover the amount we paid for the LPT1 license and support for the last two years and for the coming year. In our revenue sharing with Millennium, they pay for support and licensing of mobile printing as well so JC is working on an addendum for the contract to cover that service as well. Millennium also provided a check for \$3000 which is an advance for the coming fiscal year's revenue sharing.

HB1 Registration Fee/Budget report: JC asked the Board for permission to pay to the registration fee of \$500 with an electronic check or credit card. We have to pay this fee to be able to post our budget on the DLG's website. Steven Trumbo moved to give JC Morgan the authority to pay the Department for Local Government with an e-check or credit card, Christie Fillhardt seconded, all were in favor and the motion carried.

COMMITTEE REPORTS:

- Board Member Selection Committee: Paul Johnson reported that he and Cathy Howard interviewed Tracy Smith from southern Campbell County. Both Steven Trumbo and Tracy Smith

will be submitted to the state for consideration with Steven being our first candidate. Paul Johnson moved and Christie Fillhardt seconded, all were in favor and the motion carried. JC Morgan will handle submitting those names to the State Librarian.

UNFINISHED BUSINESS:

- Certification of Board Members: The thought behind this is that Board members must have their certification complete before they can be reappointed. Paul Johnson move to table the topic until next month when Mike Whiteman would be present for the discussion, Christie Fillhardt seconded, all were in favor and the motion carried. (Mike Whiteman had to leave the Board meeting early this month).

NEW BUSINESS:

- Disposal of Surplus Materials: This includes 4,500 items weeded from the collection. Paul Johnson moved to approve, Christie Fillhardt seconded, all were in favor and the motion carried.
- HB1 Training: JC Morgan, Dawna Haupt, Mike Whiteman and Paul Johnson all attended the training session. Paul said that, from the stand point of a layman, he thought it was good session. JC mentioned that Dawna told him she thought it was not any more difficult than anything we do now as far as tracking the budget. It will have less duplication of information and will be open to everyone; more transparent and a lot of information will be consolidated in one place for all of the districts. JC added that it is a lot easier for us as we can enter the information online but we will still be doing a UFIR. How our fees and tax rates are to be reported to the Fiscal Court is still being discussed by the Department for Local Government. We will have to take out a newspaper ad that says where you can get access to our budget, etc., which will point directly to our website. The budget we will list on the DLG's website is in a different form than we normally use for our budget. The website goes public on October 15. There are very serious ramifications for non-compliance. The DLG will publish all districts that are not complaint in the newspaper including a list of the Board members and executive directors. Non-compliant districts will not receive any state funds for grants or taxes collected on the district's behalf. If an organization is non-compliant for two years, they can then dissolve that special taxing district. We are considered a "non-enterprise with taxing authority" because we offer a service not a product. Finally, if we budget \$710,000 for library materials and we actually spend \$720,000, we will need to amend the budget on the DLG's website before the end of the fiscal year and the Board would have to approve it.
- Bob's Rules of Order: JC sent a copy of *Bob's Rules of Order* separate from the June Board packet. JC indicated to the Board that if they liked they could adopt these procedures to use to conduct their meetings. If adopted, then we will have to send to the DLG. Cathy Howard pointed out that JC removed Election of Officers from the document but did not remove it from the table of contents. JC will fix this. Paul Johnson moved to adopt Bob's Rules of Order for handling business, Steven Trumbo seconded, all were in favor and the motion carried.

FINANCIAL REPORT: Paul Johnson moved to approve the Financial Report, Steven Trumbo 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, July 16th at, 5:30 p.m. at the Carrico/Fort Thomas Branch

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

ADJOURNMENT: Cathy Howard called the meeting to an end at 6:41 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary