

BOARD OF TRUSTEES REGULAR MEETING

March 18, 2015

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 JC Morgan, Library Director; Doug Williams, Technical Services Manager; Jill Liebisch, Adult/Teen Services Programmer; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

Architect's Report: Joe Hayes, of Robert Ehmet Hayes & Associates, reported on the bids for the interior lower level renovation at Newport. Three companies bid on the base bid and the four alternate bids. Paul Johnson moved to accept Century Construction as the lowest bidder with the base bid and alternate bids 1, 2 and 4, Steven Trumbo seconded, all were in favor and the motion carried.

Joe Hayes also reported on the proposed parking lot renovations for Newport. This would include replacing the storm water sump pump, adding approximately 50 more parking spots, and additional lighting. This would fix the sump pump issues and underground storm water drainage issues. Steven Trumbo moved to put the Newport parking lot renovations out to bid, Christie Fillhardt seconded, all were in favor and the motion carried.

Lastly, Joe Hayes reported on the continued issues with gutters and the leaks in the roof at Newport. Kramer is aware of the issues and will not be paid the rest owed on their contract until it is fixed.

MANAGERS' REPORTS:

Chantelle Bentley Phillips showed the Board the two color schemes presented by the designers from Interior Solutions Group for Newport's lower level.

Jill Liebisch reported on the success of the adult/teen programming at Newport, particularly the adult craft programs. The adults seem excited about the options in programs. Jill and Valerie Davis, Newport's Adult/Teen Librarian, work closely on developing the program series and have developed a loyal following for their programs. This year they've done a craft program series focusing on felt while last year they did a paper craft series. Jill also reported that the patrons are very receptive to simple crafts with minimal cost -- things they can do easily at home. They continue to attract new patrons to their programs and registration is almost full for every program through May. Jill has appeared on Fox 19 twice to promote programs -- the YART and for their winter programs.

Doug Williams reported that his department has been down two staff members but is not too far behind on processing incoming material. Technical Services acquired a new staff member on Monday, Kylie

Webster, who came to the department from Carrico/Fort Thomas where she was a page. Doug added that it's her third day and she is ahead of where he thought she would be. Next week, Doug and JC have interviews for the Collection Services Coordinator position. Doug reported that the collection budget is looking good. The ordering year comes to an end on March 31st. The break in ordering gives the department time to reconcile orders and budget. JC added that Doug has been working extra hours since he's been short-handed, coming in early and staying late most days.

PRESIDENT'S REPORT: Cathy Howard reported on two comments. The first was an email from CJ Connor, former Cold Spring Children's Librarian who now works for Cincinnati Public Schools. CJ sent an email to thank the Friends for allowing her to select books for her high school library which is in desperate need of newer titles. The second email was from JC Morgan about the little library build. JC noted the great team work that went into building the little libraries, all the work that Paul Johnson did ahead of time, the help of Cathy Howard's father Tony Howard, and the great work of Ryan Salzman and Danielle Heiert. He also noted that Joe Hayes provided a pro bono design of the little libraries to distribute to those who wanted to build their own.

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

ATTORNEY'S REPORT: Louis Kelly not present.

LIBRARY DIRECTOR'S REPORT: There were no questions about JC's written report. JC Morgan reported on Louis Kelly's presentation on the history of the lawsuit at KPLA's Spring Conference. Our Digital Marketing Manager, Rachel Folz, also gave two presentations -- Social Media 101 and 201. She was told that, hands down, they were the best presentations on social media that some of the attendees had ever attended. JC reported that he is preparing to start working on the next Long Range Plan. The current plan is a two-year plan and ends in 2016. He wants to hire a consultant to help him develop the next plan. JC thinks a consultant would bring a lot to the table. With the Board's permission, he would like to pursue a consultant. He suggested that the Board could meet with some potential consultants. Paul Johnson suggested that identifying what you want to get out of the long range plan is as necessary as who you get to do it. He also suggested including former and current Board members and, obviously, staff in the conversation. JC added that the Board would be involved in deciding which planning model to use. JC also reported on the library's finances and noted that we have \$1.8 million in reserve. By the time we receive our next significant tax revenue check in October or November, we would have \$1.765 million left. With current building projects, we will be down to approximately \$1 million in reserves. Finally, JC announced that the KPLA Standards rankings we released at the Spring Conference and we have moved from Enhanced rating to the Exemplary ranking. It's a great achievement for the library as we are one of only seven libraries in the state to have achieved this rating.

COMMITTEE REPORTS:

- Assignment of Budget Committee: Paul Johnson moved to appoint himself and Christie Fillhardt to the committee, Steven Trumbo seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Disposal of Surplus Materials: 3,655 items were withdrawn from the Library's collection in February. Also, damaged meeting room tables and chairs as well as surplus gaming equipment were withdrawn. Christie Fillhardt moved to approve the disposal, Steven Trumbo seconded, all were in favor and the motion carried
- Review/Approval of Circulation Policies. Paul Johnson moved to approve the policies, Steven Trumbo seconded, all were in favor and the motion carried.

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

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

NEXT MEETING: Wednesday, April 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 6:52 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary