

BOARD OF TRUSTEES REGULAR MEETING

November 18, 2015

Cold Spring 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 Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Terrie Hatfield, Human Resources Manager; Clara Gerner, Cold Spring Adult/Teen Librarian; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None.

LONG RANGE PLANNERS:

Bobbie Bryant provided a summary of our survey results. Bobbie reported our marquees and newsletter are how most people hear about our programs and services. However, patrons are still missing our messages. She and Tad hope to be able to point out other ways to reach people in our communities. Most of those responding to our survey think we are on the right track overall. Bobbie reported our staff got very high remarks on the survey. The comments about the South Branch were mixed. Technology seems to be what people are struggling with the most. She added that the difficulties reported may have been caused somewhat due to the high average age of the respondents. She and Tad will return to go over the report with Management Team. Most of their data gathering is complete and, with her and Tad's travel schedules getting lighter over the holidays, they will have more time to review and analyze the survey results.

MANAGERS' REPORTS:

Dave Anderson reported that Pat Wade is retiring after 27 years with CCPL, the last 14 as Cold Spring's Circulation Supervisor. Her last day will be November 30th. Anne Fertitta has been offered and accepted the position. Anne is currently a part-time Reference Assistant at Carrico/Fort Thomas. Anne's first day at Cold Spring is Monday, November 23rd. She will have 3 to 4 days to train with Pat. Dave reported he is chairing the In House Computer Training Committee again this year. He added the work from the Core Technology Competencies Committee has informed the content of the upcoming In House Training. Dave reported on a huge donation for our Drop Your Drawers Drive. Cold Spring received 185 pairs of underwear from one person. So far, his branch has collected 614 pairs of underpants. Cold Spring Children's Librarian, Ashley Wright, has a new Lego club that is going well. She has an average weekly attendance of 25 patrons. Carol Freytag, our Early Literacy Outreach Librarian, set herself a goal of reaching 500 kids a month when she first started at CCPL. Currently she is visiting 600 kids per month, exceeding her goal in a mere 8 months. Dave reported on Cold Spring's Staff Picks Display. Books are displayed with the staff member's name, title and then why someone should read it. Books on this display include titles at Cold Spring that should be circulating but aren't. The display has pushed 150 titles that weren't circulating. Dave then reported on a fun thing that happened at the Cold Spring

Branch. On Saturday, November 7th, a crew came in to film a Doritos commercial. This commercial may be shown during the Super Bowl. The crew's location person had been scouting location for days for a location for the set but in most libraries, she said, technology has taken over the building so you couldn't take a shot without technology being visible. She liked Cold Spring because it still has a nice classic library look. The commercial's director was also involved in the new Cate Blanchett movie filmed in Cincinnati.

Clara Gerner reported on her Minecraft Club. She showed pictures of kids during the club. Some of the kids use our laptops and some bring their own. Often, their caregivers stay to figure out what Minecraft is all about. Minecraft Club is the second Monday of every month from 5-7 pm. Prizes are awarded. Parents of the kids have even donated prizes. Clara mentioned that, sometimes, there are more kids than computers so she explained how she cycles kids through the computers to give everyone time. Clara also reported on how she has been looking for a YouTuber to come in and talk to kids about how to make professional videos for YouTube, how he or she gained a following on YouTube, and how much work goes into the production of even a simple video. She has finally found a YouTuber who is willing to Skype into a program and talk to the kids. The YouTuber, Darkosto aka Tom Ruby, creates music for videogames as well as programs games. He used to be a music teacher. Clara also mentioned Alison Morgan, JC's wife, has a computer program that allows you to build an object in Minecraft and then print the designed object through a 3D printer. She will let Clara and her Club have access to this software in March, print the 3-D items at Xavier University, and then bring the completed objects to the kids in April. Clara reported on her outreach program, Club 21, which happens at the Campbell County Middle School once a week. Clara was invited to talk at an annual Dioceses meeting at Brossart High School. She spoke about online electronic resources such as KYVL.org and Kentucky Libraries Unbound. She partnered with a librarian from Boone County Public Library. This coming Monday, she and Newport's Adult/Teen Librarian Valerie Davis will be meeting with advanced classes to tell them how to use KYVL and how to cite their sources. Clara reported on her Food for Thought Series. City Barbecue is providing all of the food again. In fact, they are getting a Little Library to distribute books to kids. Clara and Carol Freytag will be visiting the restaurant during the weekly family night.

Terrie Hatfield reported she has hired 4 part-time employees since her last report to the Board. She added we had a successful Staff Day. She has set up employees to be certified/recertified on CPR and using the AED. Terrie also scheduled supervisors who either needed to take Excellence in Leadership with ERA or needed to finish their classes through that program. Terrie also scheduled a flu shot clinic for staff in October. Payroll Options will be handling the reporting we are required to provide for the Affordable Care Act. Terrie also set up meetings for staff with representatives from the Kentucky Retirement System and Kentucky Deferred Comp. Terrie also reported that, this year, she is now a one-to-one coach at Crossroads Elementary on Mondays.

PRESIDENT'S REPORT: Cathy Howard reported on two letters received by the Library, one making a \$500 donation because the staff at Newport was always kind to the donor's mother.

REGIONAL LIBRARIAN'S REPORT: Lucinda Chandler's written report is attached.

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

LIBRARY DIRECTOR'S REPORT: There were no questions about JC's written report. JC added the Drop Your Drawers Campaign had received 185 pairs of underwear from a woman with a granddaughter who

had a bladder control problem until diagnosed and she had had a really hard time at school. The woman had been praying for somewhere to donate and found our campaign perfect. JC is trying to take this campaign statewide. Currently, he has 50 libraries on board. There are 119 library systems for the 120 counties in Kentucky. Steven Trumbo had questions about proposed changes to the meeting room and study room policies. The Board will continue to discuss the meeting room and study room policies at a future meeting.

JC reported on the work of our Library Accountant because Dawna Haupt was not able to attend the meeting. He reported the auditors have completed their fieldwork and the audit team is working on the draft of their report. They will be at the December meeting to present their findings. We have one more year with Bramel & Ackley and then we will rebid the job. Dawna updated her CPR and AED certification. Dawna taught two financial literacy classes to 8th graders at Highlands Middle School. She also volunteered at the Dayton Fall Festival. JC reported there will be better integration with Envisionware for credit card payments after the upcoming Polaris upgrade. He also reported Dawna still independently tracks the paid time off of the Library's staff to make sure it is accurate and she double checks our payroll reports to ensure that we are paying the correct taxes and paying them to the correct city for our staff. Dawna is also a one-to-one reading coach. And, she still loves working for the library.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,859 items withdrawn from the collection. Christie Fillhardt moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- Review/Approval of Collection Development Policies: Steven Trumbo moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of the Income and Disbursement Policies: Steven Trumbo moved to approve the policies, 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, Steven Trumbo seconded, all were in favor and the motion carried.

DISCUSSION OF THE DIRECTOR'S PERFORMANCE: Cathy Howard stated she has received everyone's comments about JC Morgan's performance.

NEXT MEETING: Wednesday, December 16th, 5:30 p.m. at the Newport Branch

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

ADJOURNMENT: Steven Trumbo moved to adjourn the meeting, Carla Landon seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:26 p.m.

Respectfully Submitted,

Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary