

**BOARD OF TRUSTEES REGULAR MEETING**  
**October 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, Carla Landon, Christie Fillhardt, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

**INVITATION FOR PUBLIC COMMENT:**

- None

**MANAGERS' REPORTS**

Pam Posik reported on staff changes at Fort Thomas. On Eric Sherwood's second full day as Patron Services Supervisor, Fort Thomas' Page Supervisor, Tracie Gibson, fell at work. Today is her first day back. It has been a challenging two and half months. However, Eric has been all that we hoped he would be. He's been a calm, efficient scheduling maestro. He has learned his job as well as Tracie's and has been working split shifts. He's done whatever he needs to do to keep the desk covered while also testing his staff on their tech comps. Pam went ahead and tested Eric even though his were not due because he needed to know his in order to test his own staff and Tracie's staff. Pam added they are thrilled to have Tracie back. Part-time Patron Services staff member, Lori Wagner, also left during this time so Eric and Pam have been filling in the gaps. A retired librarian has been hired to replace Lori. This person worked for the State Library of West Virginia. Pam also reported on Storytime in the Park that took place last Friday, October 13. Laura Stanfield organized this event. About 200 people attended to experience a balloon artist, face painter, carnival games, and multiple mini-storytimes. One grandmother stated that she was pleasantly surprised with all the activities. Laura has ideas for improvements for next year. Pam reported that Paige Wilson is kicking off a homeschool program next week. She connected with a homeschool mom during chess club. She has 26 people registered for the program. The homeschool mom runs a Facebook page for home schooling families and she has promoted Paige's program to this group. Pam also reported on some furniture swapping with Fort Thomas furniture going to the Alexandria Branch. Dave is taking four tables and twelve chairs from Fort Thomas, which will be replaced with new furniture. Fort Thomas is getting hard wood chairs without padding. JC added that Andrew took some great photos of Storytime in the Park.

Kiki Dreyer Burke reported on the upcoming Signature Series even featuring author Luke Dittrich. His grandfather performed lobotomies and experiments on the patient that is the focus of his book. Kiki is having hard time marketing this event. Kiki is also working on a new logo Signature Series. The logo includes a quill and music note with a lighter font. The next Signature Series event features Falcon Theater's production of *Letters from Vietnam* in January. Kiki also reported on Drop your Drawers. She went to our illustrator to get a special image of Cam for the DYD campaign. The rest of the state is still using Captain Underpants. Kiki also reported on the Alexandria Branch. She has been working on a sign for the building, updating library cards, and updating the insert for the new patron brochure. The tentative opening for the Alexandria Branch is on January 15, 2018. Kiki reported that we have received lots of good comments about the marquee. The Halloween programs page on our website is getting

many visits. Kiki showed the brochure developed for the Thinking Money exhibit. This exhibit is focused toward teens, which is a difficult audience to reach at a difficult time of year to reach anybody of any age. The exhibit will be with us from the middle of December to the middle of January. Kiki also reported the Friends 2018 book sale bookmark is at the printer.

#### **ATTORNEY'S REPORT**

Louis Kelly had nothing to report at this time.

#### **PRESIDENT'S REPORT**

Cathy Howard reported on a comment from a child at Cold Spring who wanted us to know that the library is best building in the neighborhood. She mentioned reading a Collaborative Summer Reading newsletter that referenced our Little Library building event and Danielle Heiert's project. Cathy also read a thank you note from Bobbie Bryant and Tad Long of the Kentucky League of Cities

#### **REGIONAL LIBRARIAN'S REPORT**

Regional Librarian's written report is included in the Board packet.

#### **DIRECTOR'S REPORT**

There were no questions about JC's written report. JC reported on the packet with his evaluation materials including his self-evaluation and the Board's evaluation form to complete. He also provided the Board with a proposed contract as well as salary comparisons for other library directors in the state. At the November meeting, we will set aside time at end of the meeting so the Board can discuss JC's evaluation. JC reported the grand opening event for Alexandria would be 3 to 4 hours. The Board discussed the idea of having a grand opening versus an open house. Paul Johnson wanted to have something that would encourage people from southern Campbell to attend. JC reported that Barry Jolly should be done with the build out by mid-November.

#### **COMMITTEE REPORTS**

Alexandria Satellite Exploratory Committee: David Anderson reported the fire rated doors have been installed at Alexandria and a new tile floor has been installed in the foyer. He said Alexandria has its own page on the wiki and has been assigned a phone number. PR will probably expand the newsletter to 12 pages to include Alexandria's programming. We are gathering furniture for the branch – some from Newport and Fort Thomas, some from the Appeals Court, some from the Friends. YouthBuild helped us move the furniture. It is being stored at Newport and in the shed at Cold Spring. Dave reported he is also taking Fort Thomas' meeting room television and that Pam is getting new, bigger one. Jeff has figured out where to install the rack and Rick Stolz is taking care of security cameras. We are expecting a contract with Millennium at end of the week. Millennium is going to an all-in-one unit for printing/scanning/copying. The unit prints in color and print jobs can be sent over Wi-Fi. Shelving has been ordered. Dave reported he is working with KPC Architectural Products on other incidentals. Collection Services is building the opening day collection. Dave reported we have determined a schedule for programming and are getting feedback from programmers. We have talked about the job descriptions for the Alexandria staff. We will be posting the Branch Supervisor job on October 23 with the plan to start interviews the week of November 6. Carol Freytag is getting the incidentals for children's area. JC asked if the Board is ready to dissolve the Alexandria Satellite Exploratory committee. Paul Johnson said he would like to hang onto it for another month until the grand opening is planned and other things are settled.

**UNFINISHED BUSINESS:**

- None

**NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,886 items withdrawn from the collection. These disposed items will be 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.
- Certification of Trustees: JC reported that Paul Johnson's initial certification has expired. He needs one more hour of continuing education to recertify. Carla Landon's temporary certificate expires on May 31 but she has completed her continuing education. Cathy Howard has also completed her continuing ed.
- Review/Revision of Board Policies: Christie Fillhardt moved to approve the policies as presented, Carla Landon seconded, all were in favor and the motion carried.
- Review/Revision of Board Procedures: Carla Landon moved to approve the procedures as presented, Tracy Smith 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, Carla Landon seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, November 15, 5:30 p.m., at the Cold Spring Branch.

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

**ADJOURNMENT:** Tracy Smith 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 6:20 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary