

## BOARD OF TRUSTEES REGULAR MEETING

April 19, 2017

Carrico/Fort Thomas Branch

### MINUTES

**CALL TO ORDER:** President Cathy Howard called the regular meeting to order at 5:34 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Carla Landon, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Joe Hayes, of Robert Ehmet Hayes & Associates; Pam Posik, Carrico/Fort Thomas Manager; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

#### INVITATION FOR PUBLIC COMMENT:

- None

Cathy Howard welcomed our new Facilities Specialist, Melissa England, and then said good-bye to Jerry Fields who was retiring on April 30<sup>th</sup> after 13 years of service. Cathy thanked Jerry for treating our library buildings as if they were his own house and handling them how he handled his own property.

**ARCHITECT'S REPORT:** Joe Hayes reported Mike Bishop had completed field checks with the coding officers of KLH to do a mechanical estimate on the property at 405 Washington Street which was higher than expected. Joe then talked about the HVAC costs of adding extra rooms with individual controls to the property (shown in the floor plan study dated 03-15-17). He then showed a new plan (dated 4/18/17) which is a more open plan with one meeting room. In this plan, we would need to demo one wall and build two walls. The new walls would expand the space for the meeting room and the staff space. JC went back to the owner with our changed floor plan. The owner of the building reminded JC that he had said he could do the buildout for \$160,000. We could then pay back the owner over the course of the 5-year lease. The latest floor plan only uses one HVAC system. JC added that we specked a new system that could cost \$25,000

Paul Johnson asked a question about using the existing HVAC system. He doesn't understand the need for additional air conditioning. Paul does not think this space has to be ideal because we do not plan to be in it for a long time. Paul is okay with the space not being perfect and wants to spend less. Cathy Howard agrees with Paul that we can make it nice enough without spending a lot of money. Paul Johnson also mentioned his concerns about the cost of furniture. Joe Hayes offered to create another floor plan if the Board gave him an idea about how much they want to spend. JC added the owner will be looking at the new floor plan on Friday to see what the buildout for that plan will cost. Paul wants the Alexandria Satellite Exploratory committee to work on this and to have input. JC said we still have an option to lease until after the next Board meeting so there is time to talk about the plan further.

Dave Anderson, Cold Spring Branch Manager who will also be managing the Alexandria location, talked about the furniture options for both floor plans. Dave commented that we could buy cheaper furniture but, currently, we are within the ALA standard of expected cost per square foot for finishing a library. Tracy Smith asked if the building would be done when school started. JC Morgan said we will not make that date. Cathy asked how much do we really want to spend on this space and can we reuse the furniture buy for this location in a new building? JC pointed out that the library-constructed furniture at

Carrico/Fort Thomas is 20 years old so it lasts. We might have to reupholster the furniture because the wood lasts but the fabric does not.

## **MANAGERS' REPORTS**

Pam Posik reported Paige Wilson, who had been working as a part-time Patron Services Assistant, filled the programmer position vacated by Mike Fair. Pam also reported the brickwork for the marquee was complete. She reported on the work of Mike Fair in the newly created position of Digital Inclusion Coordinator. Pam reported there are many outreach opportunities with the schools and that Mike and Paige went to Highlands middle school with our mobile hot spot to sign up the students for library cards. The schools want Paige to come once a month to teach a class. Mike and Paige signed up 70 6-graders for new library cards. Pam reported she has been working on procedures for the express units and training staff on them. She is also updating our technology competencies. Pam attended the Innovative User Group conference the first week of April. Innovative now owns Polaris.

Kiki Dreyer Burke reported on the library express postcards being sent to all the businesses and residents in Melbourne and Silver Grove as well as to our regular mailing list. The wrap on the children's outreach vehicle is done and the vehicle is in the parking lot so please look at it when you leave. Kiki added that, from a PR standpoint, the Smithsonian Traveling exhibit is done. It opens in a week. Kiki is pulling together copy about the artist Chris Felix and his process in creating the commemorative painting. She added the theme for summer reading is build a better world. The children's department is creating a video to use to promote summer reading in the schools. Kiki added we now have 11 book clubs so they won't fit in our current brochure. Kiki is working with a graphic designer on a new design for the book club brochure. Kiki reported that Andrew, our Digital Marketing Coordinator, approached foreign language professors at NKU and asked them to read picture books in other languages for El Dia. He also created a video to promote the Smithsonian. Kiki said that, in social media, the more videos and pictures there are in posts the more people are likely to click on them.

## **ATTORNEY'S REPORT**

Louis Kelly reported our brief for the appeals court is due on May 8<sup>th</sup>. He is almost finished writing it. JC added Louis and his firm gave us four tickets to the Reds that we are giving away at the Express ribbon cutting and that Louis is presenting at the Spring KPLA conference on open record requests.

## **PRESIDENT'S REPORT**

Cathy Howard read a thank you note from Linda Fields, Jerry Fields' wife. She also read a note from a patron who arrived late at the library, right before closing, but who still received good service and warm greetings from the staff.

## **REGIONAL LIBRARIAN'S REPORT**

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

## **DIRECTOR'S REPORT**

There were no questions about JC's written report. JC reported we have hired Sarah Town, an HR temp from CM personnel to fill our HR position until we decide to hire permanently for that position. He also reported we will be receiving three Naloxone kits, one for each branch, to use in the case of an overdose. The entire staff will be trained on administering the drug during our staff meeting on May 12.

## **COMMITTEE REPORTS**

- Alexandria Satellite Exploratory Committee: JC reported this committee will meet when appropriate.

## **UNFINISHED BUSINESS**

- Digital Marquees: JC reported the digital marquees will be installed on May 1. For the Carrico/Fort Thomas marquee, the brickwork was rebuilt because the sign was going to be much taller than the brick and the brickwork had structural problems.
- Library Express units in Silver Grove and Melbourne: JC reported we have ordered awnings for the express units but do not have an install date. Paul Johnson asked about signage on awnings. JC added Pam Posik has been working on the workflow to get books to and from the express units but Polaris has been slow to add Melbourne and Silver Grove to our list of branches.

## **NEW BUSINESS**

- Uniform Financial Information Report (UFIR) for FY2015-16: Paul Johnson moved to approve the report as presented, Carla Landon seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 2,950 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. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Policy Review/Revision: JC discussed the updates to the Emergency Procedures.

**FINANCIAL REPORT AND MINUTES:** Paul Johnson moved to approve the minutes and the financial reports as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, May 17, 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, Carla Landon seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 7:03 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary