

## **BOARD OF TRUSTEES REGULAR MEETING**

**April 19, 2011**

**Newport Branch**

### **MINUTES**

**CALL TO ORDER:** President Rebecca Kelm called the regular meeting to order at 4:30 p.m.

**ATTENDANCE:** Board members present were Rebecca Kelm, Judy Voelker, Angela Siddall, Steve Trumbo, and Donald Grosenbach. Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Chantelle Bentley, Newport Branch Manager; Doug Williams, Technical Services Manager; Joanne Rentschler, Collection Development Manager; Sandy Prell, Carrico/Fort Thomas Branch Manager; and Darci Gressick, Human Resources Manager.

**REVIEW OF AGENDA:** No questions or changes.

**INVITATION FOR PUBLIC COMMENT:** No comment.

#### **MANAGERS REPORTS:**

JC Morgan welcomed Sandy Prell as the new Carrico/Fort Thomas Branch Manager.

Chantelle Bentley reported that the AARP tax service served a total of 258 patrons, averaging 30 people per session. Chantelle stated that she recently presented at KPLA along with two of her staff members – Valerie Davis, Young Adult Services Librarian, and Jessica Powell, Adult Services Librarian – and has attended the first two sessions of the Library Leadership Institute with Jessica Powell, Adult Services Librarian, and Laura Stanfield, Children’s Services Librarian at the Carrico/Fort Thomas branch.

Chantelle reported that there is an issue with the rain gutters on the west side of the building that is being investigated and that they are working to address the noise issue in the building in response to a patron complaint. Chantelle informed the Board that the Newport branch will have a student from Daymar College working on to cover books twenty hours per week and the student will be paid through the college.

Doug Williams reported on the staffing changes that have been affecting his department – Brandy Babb has been serving as Interim Carrico/Fort Thomas Branch Manager, which is causing a backlog in her Technical Services responsibilities; Linda Black will be moving to Technical Services full-time effective Monday, May 5; workspaces and work processes will be changing with the coming staffing changes. Doug also informed the board that some of the collection development funds left from the current fiscal year will be set aside for the purchase of an opening day “shelf-ready” collection for the coming South Branch.

Joanne Rentschler reported on the steps she is taking to prepare reference materials for her successor.

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

**PRESIDENT'S REPORT:** Rebecca Kelm reported that she attended the SWON event at Jungle Jim's in support of Janet Arno, Adult Services Librarian at the Cold Spring Branch, who was nominated as Librarian of the Year.

**LIBRARY DIRECTOR'S REPORT:** JC Morgan's written report is attached; there were no questions regarding the report. In legislative news, JC Morgan reported that there have been no additional cuts library budgets at the state level since the announcement of the 1.5% reduction; however, more cuts are possible due to a \$160 million budget shortfall. JC will be traveling to Washington D.C. in May; and there will be a patron postcard campaign aimed at the fiscal courts this summer with an August 1 deadline. JC informed the Board that he will be meeting with the interior designer at the Newport Branch on Thursday, April 21 to discuss the first design draft. JC stated that there was no update on the HarperCollins e-books situation. Statistical reports generated by KDLA from public library data statewide were provided to the Board members and are available online through KDLA as well. There were no questions regarding the Emergency Procedures. JC Morgan reported that Glen Horton would begin his position as Digital Services Manager on Monday, May 23; second interviews for the Collection Services Coordinator position will be held within the next week. Ryan Stacy, Adult Services Librarian at the Carrico/Fort Thomas branch, will be moving to a part-time Reference Librarian position once a new Adult Services Librarian has been selected; and the Library and Ryan will be required to continue to contribute to the state retirement plan through the end of 2011. JC Morgan discussed with the Board the reassignment of Linda Black's administrative duties and requested that the Board consider receiving future monthly board packets in electronic format, the Board was receptive to this suggestion; JC will continue to provide the Board with paper copies of the agenda at each meeting and the Library will maintain hard copies of each packet. JC Morgan had nothing further to add to Chantelle Bentley's report on the Library Leadership Institute.

**COMMITTEE REPORTS:** The budget committee has scheduled a tentative meeting date of Thursday, May 5, 2011 at 3:00 p.m.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** A motion was made by Donald Grosenbach and seconded by Steve Trumbo to accept the Uniform Financial Information Reporting (UFIR) form; all were in favor and the motion carried. Steve Trumbo made a motion to approve the Income and Disbursement Policies; the motion was seconded by Angela Siddall; all were in favor and the motion carried. JC Morgan reported that he has been in contact with the Soil and Conservation District regarding the South Branch; they have expressed interest in sharing a building provided they have easy access to an office from the outside and accommodations for five meetings each month; there has been no discussion yet regarding signage or

exchange of funds. Rebecca Kelm requested consideration for shelving space for circulation of returned materials in the South Branch and Judy Voelker suggested a movable wall at the public computers to allow for privacy when programmers are conducting computer classes and expressed concern about the predetermined flow of the described floor plan; JC Morgan reassured the Board that flexibility has been incorporated in the plan for the architect's design. The use of sustainable materials was discussed and will be kept in mind throughout the South Branch building process. The Board agreed that no significant changes will be made to the South Branch Building Program at this time. JC Morgan will forward it to the architect; community meetings will be held in the future once the project has progressed. The Board briefly discussed the creation of a slogan and an abbreviated mission statement; however, in-depth discussion regarding the Library's mission statement has been postponed pending input from the Regional Librarian.

**FINANCIAL REPORTS:** Donald Grosenbach made a motion to approve the Financial Reports; Steve Trumbo seconded; all were in favor and the motion carried.

**MINUTES:** Angela Siddall made a motion to approve the minutes from the March 15, 2011 meeting; Steve Trumbo seconded; all were in favor and the motion carried.

**NEXT MEETING:** Tuesday, May 17, 2011, 4:30 p.m. in the Lunch Room at the Carrico/Fort Thomas Branch.

**ADJORNMENT:** Rebecca Kelm called the meeting to end at 6:05 p.m.

Respectfully submitted,  
Darci Gressick, Human Resources Manager

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President

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Secretary