

BOARD OF TRUSTEES REGULAR MEETING

February 19th, 2013

Cold Spring Branch

MINUTES

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

ATTENDANCE: Board members present were: Cathy Howard, Paul Johnson, Rebecca Kelm, and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Dave Anderson, Cold Spring Manager; Elise Tapp, Human Resources Manager; Dawna Haupt, Library Accountant and Chantelle Bentley, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS:

David Anderson reported on the addition of security cameras to the Cold Spring Branch as well as the light added to the shed to illuminate the staff parking lot; all roof leaks in the branch have been fixed except the one over Dave's office; we have purchased and wrapped a second Ford Transit Van and the old Dodge Van that has been used for moving material between branches is being return to KDLA in Frankfort; recent staff changes include CJ Connor and Hedi Scheidel leaving our employment to take position with the Cincinnati Public School District, Ashley Wright is now the Children's Librarian and Molly Walker is the Children's Programmer for Cold Spring; Dave and Clara Gerner are currently interviewing for the part-time reference position that was vacated when Molly became the Children's Programmer; the branch recently held a class to show patrons how to use their iPads with Kentucky Libraries Unbound that was filled to capacity; during Teen Tech Week, the library is hosting a Minecraft Survival Brawl that patrons can join in online from our branches or in their own homes; the new magazine boxes are making it more apparent to patrons that there are old issues to check out.

Elise Tapp reported on health care reform and how it will affect us in the near future; our new drug policy; sexual harassment and diversity training for all new hires will consist of videos to watch as well as covering the procedures for reporting an incident; current employees will get this same training on Staff Day; Elise is currently conducting payroll audits with all employees.

Dawna Haupt reported that there are more invoices from vendors to be paid due to more items being added to the Library's collection; in regard to our Section 170c tax status, all paperwork has been filed and now everything is with IRS; as for the Capital Campaign, Dawna is in charge of handling payments and sending out reminders for payments; she is also the Chair of the Parade Committee and they are working on the plans for our upcoming parades; Dawna just began an MBA program and feels it is already enhancing her work at the Library.

ATTORNEY'S REPORT:

- Louis Kelly reported on pending litigation.
- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss litigation involving the Library, Steve Trumbo seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 4:40 p.m. to discuss litigation involving the Library.
- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library end the closed session, Steven Trumbo seconded the motion, all were in favor and the motion carried.
- Rebecca Kelm, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 4:55 p.m.

PRESIDENT'S REPORT: Rebecca Kelm reported on the Signature Series events which have recently taken place in January (*Soldier, Come Home*) and February (John Carter Cash) and noted the good press we have received from these programs. Rebecca also pointed out some recent comments left in the Suggestion Box at the Carrico/Fort Thomas Branch that complimented the building, "A wonderful place and so nicely maintained. . . .", and the new website. Rebecca read a letter complimenting the production of *Soldier, Come Home* and thanking us for offering it to the community. Rebecca mentioned a podcast that is being produced by a group of moms in Fort Thomas and how one of those podcasts was created in Fort Thomas' meeting room. Rebecca also referred to a newspaper article covering our book clubs; the article highlights, in particular, Janet Arno's book club. Rebecca noted how these types of comments are typical of the high quality programs offered at the Library.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached. Charlotte discussed the different options available for certification training -- five online sessions available on the Trustee page of the Kentucky Department of Libraries and Archives website, training available at the Spring KPLA conference in Lexington or training as a group with Charlotte. Trustees have four years after initial certification to earn two more hours of credit for re-certification.

LIBRARY DIRECTOR'S REPORT: There were no questions regarding JC Morgan's written report.

COMMITTEE REPORTS: Steven Trumbo and Paul Johnson noted that the Director's report covers the status of Capital Campaign Committee. Paul Johnson moved the Board's Capital Campaign Committee be dissolved and responsibility handed over to the Continuation Committee which will consist of Jim Morgan, Scott Lubansky, JC Morgan and Rebecca Kelm, Cathy Howard seconded the motion, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Board Bylaw Changes: The Bylaws are being separated from the Board Policies and then combined into a single document with the Articles of Incorporation. There were no questions for this second reading of the Board Bylaws.

- General Policies: Steven Trumbo moved to approve the General Policies, Cathy Howard seconded the motion, all were in favor and the motion carried.

NEW BUSINESS:

- Board member selection process: Openings will be posted after the March meeting just like a regular job opening for a paid position at the Library; we will accept letters of interest and resumes then conduct interviews. Boone County Public Library uses a form for an application that could be useful in the evaluation process. Rebecca Kelm and Angela Siddall will be leaving at the end of their terms. We will be looking for representatives from the Cold Spring and Newport areas. If the Board would like to add the application as well as keep the requirement for letters and resumes, this needs to be decided and ready for the March meeting. Paul Johnson agreed to help JC Morgan with producing a suitable form.
- Personnel Policies: Cathy Howard moved to approve the Personnel Policies, Paul Johnson seconded the motion, all were in favor and the motion carried.

FINANCIAL REPORT: Steven Trumbo moved to approve the financial reports, Paul Johnson seconded the motion, all were in favor and the motion carried.

MINUTES: Cathy Howard moved to approve the minutes for the January meeting, Steven Trumbo seconded the motion, all were in favor and the motion carried.

NEXT MEETING: Tuesday, March 19th, 4:30 p.m. at the Newport Branch.

ADJOURNMENT: Rebecca Kelm called the meeting to an end at 5:30 p.m.

Respectfully Submitted,
Chantelle Bentley, Assistant Director

President

Secretary