

BOARD OF TRUSTEES REGULAR MEETING

July 19, 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 and Tracy Smith. Absent: Christie Fillhardt. Also present were JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Mike Fair, Digital Outreach Coordinator; Kiki Dreyer Burke, Public Relations Manager; Andrew Moorhead, Digital Marketing Coordinator; David Anderson, Cold Spring Branch Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS:

Pam Posik reported on Connie Herschede's retirement. Her last day is Friday, July 28th. Connie's replacement as Carrico/Fort Thomas' Patron Services Supervisor is Eric Sherwood. Eric comes to us from Boone County Public Library where he worked both circulation and reference. Emily Vater, who works part-time as an Information Services Assistant, submitted her resignation effective August 13. Emily and her family are moving to Texas for a job opportunity. The position was posted internally and Fort Thomas Patron Services Assistant Cassie Fischer accepted the position. Cassie has been with the library for 3 years, first as a page, then as page with courier duties, and then as patron services assistant. JC Morgan added that Fort Thomas set a branch record for most programs offered and highest attendance, mostly in outreach visits. Paige Wilson, Joyce Emery, and Laura Stanfield have all had more outreach visits this past year. Plus, the branch gets Mike's outreach numbers. Pam reported that Fort Thomas' Summer Reading participation is up 11 percent from last year.

Mike Fair reported on his outreach events as Digital Inclusion Coordinator. Mike sees many folks in many age ranges at the Adult Learning Center, including those who are unemployed and under employed. Plus, people in their late teens to early 20s taking the GED test. Our digital patron card is popular with this group. Fines have stopped them from being able to use the library so using the digital card provides them with access to online services. Those in this group can't address library fines while in survival mode. Mike reported on a more recent partnership with the Senior Employment Center where he teaches skills on using the mouse, attaching files, email, basic Word and Excel. Mike brings 10 laptops for the students and one for himself as the presenter. Plus, two other staff members help Mike with the students. Mike is also working with Mentoring Plus. Mentoring Plus is akin to Big Brothers/Big Sisters and works with at-risk youth. This group is vulnerable to online predators so Mike is offering an online security class with them. Mike also reported that we are using the mobile hotspot to issue cards offsite. We did that at Highlands Middle School and at the ribbon cuttings for the Library Express units. Mike reported that 946 patrons took technology trainings from February 2017 to the end of June. Mike would like us to have 2,000 trainings in the new fiscal year. Mike also reported on Litmos, our new learning

management system. This system can delivery training as well as track what trainings staff have taken. It can also track CEUs and award certificates.

Kiki Dreyer Burke reported the awnings covering the Library Express units now have our name on them. She also reported on the redesign of the book club brochure. Kiki decided to go with a booklet format to fit the 11 book clubs we now have at all three locations. She created three different bookmarks to support the teen book clubs. Kiki ordered solar eclipse glasses. She added that we will talk about how best to distribute them at management team tomorrow. Kiki reported that in September and October we have Bluegrass bands at our Signature Series events.

Andrew Moorhead reported the digital signs are all up and running. The branch managers handle adding their branch programs and PR handles service signs and system-wide events. Also, we have been hearing that more patrons are attending programs because they saw the sign for the event on the marquees. Andrew reported we have reached 10,000 downloads of the app. Also, we have reached 800 Instagram and 1,149 Twitter followers. We have 4,824 people who like our Facebook page. Andrew thinks some of this is attributed to the new camera PR purchased and all the quality photos of our events he has been able to add to our social media accounts. Andrew also reported he had phone meetings with staff from Cerkl last month and they reported our click rate is 21 percent. The national average is around 2.9 percent. Finally, Andrew encouraged the Board to send him any ideas they have for improving our social media presence.

ATTORNEY'S REPORT

Louis Kelly was not present this month.

PRESIDENT'S REPORT

Cathy Howard read a thank you from Paul Johnson for the memorial for his mother. She also read a cute note from a child from Alexandria who wants to work at the library, comments from a Kent State practicum student who enjoyed his time training at the library, and a patron complimenting our clean buildings. She also read comments from patrons about how much they like the Library Express units. To date, we have had 263 items checked out from the express units with 119 of those items being kids' books.

REGIONAL LIBRARIAN'S REPORT

The written report is included in the Board packet.

DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported on the learning activities sheets submitted to KDLA so Board members get credit for classes for their certification. He will take care of submitting them to KDLA. JC also reported that Melissa Yankee, our new HR Coordinator, is doing very well. He reported we are collaborating with Red Bike and the City of Newport to install a Red Bike kiosk at the Newport Branch. To go along with this project, we are looking to install a concrete walk next to the Red Bike kiosk that will make access to the library more efficient. JC also reported on the concrete pads installed at Fort Thomas outside the French doors in the meeting room.

COMMITTEE REPORTS

- Alexandria Satellite Exploratory Committee: David Anderson reported on the plans for the site at 8333 Alexandria Pike, owned by Barry Jolly. Barry Jolly is taking on most of the cost of the build

out. We are covering the costs for flooring, painting, furniture, shelving, etc. The building has 2,962 sq. feet. It offers less staff space but the public space is within 150 sq. feet of the Washington street location. Joe Hayes did the drawing but we have not had a coding officer go through the building. Barry Jolly will be taking care of coding and permitting. Barring any coding issues, we can inhabit the building as soon as he finishes the build out. Once the Board approves the location, Barry will talk to the other tenants with the plan to have them moved by August 30. The build out should take 90 days. There is a 3-month lead time on furniture. We could open by mid-January. We will pay less than full rent during the build out. \$2,000 per month until we can move in. Then we will pay \$3,000 per month until January 15 and then pay one payment per year on the rent. The Common Area Maintenance fee is \$375 per month. JC offered to give Barry Jolly \$40,000 on January 15th to include the Common Area Maintenance. Barry said yes to \$40,000 a year for 5 years. Paul Johnson moved to accept the 8333 Alexandria Pike location, Tracy Smith seconded, all were in favor and the motion carried.

- Board Member Selection Committee: JC reported that the chosen candidates for incoming Board members would be presented to the Fiscal Court by the County Judge-Executive at their meeting tonight.

UNFINISHED BUSINESS: None

NEW BUSINESS

- Cashing out South Branch CD on 13 Aug 2017: JC asked the Board to approve cashing out a South Branch CD to pay for the starting day collection for the Alexandria Branch. We will need \$50,000 for that collection. On August 13, we have \$50,234 CD that will come available. Paul Johnson moved to approve the cash out of the CD, Tracy Smith seconded, all were in favor and the motion carried.
- Destruction of Government Records: Tracy Smith moved to approve the destruction of 4,666 purged inactive patron records from 2013-2017, Paul Johnson seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 7,208 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. Tracy Smith moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Tax Rates for 2017: For FY2016-17, our tax rates were set at 7.8 cents per \$100 for Real property, 7.8 cents per \$100 for Personal property, and 2.6 cents per \$100 for Motor Vehicles, KDLA has determined 8.1 cents per \$100 is the compensating rate for both Real and Personal property that would allow approximately the same amount of revenue as last fiscal year. The combined tax rates would produce approximately \$4.7 million in revenue. Paul Johnson moved to set our tax rates for FY2017-18 at 8.1 cents per \$100 for Real property, 8.1 cents per \$100 for Personal property, and 2.6 cents per \$100 for Motor Vehicles, Tracy Smith seconded, all were in favor and the motion carried.

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

NEXT MEETING: Wednesday, August 16th, 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, Tracy Smith seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:39 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary