

BOARD OF TRUSTEES REGULAR MEETING

March 19th, 2013

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: Cathy Howard, Paul Johnson, Rebecca Kelm, Angela Siddall and Steven Trumbo. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Doug Williams, Technical Services Manager; Glen Horton, Digital Services Manager; and Chantelle Bentley, Assistant Director.

REVIEW OF AGENDA: No changes.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS:

Doug Williams reported on end of year ordering. He also reported that Technical Services had lost two staff members, a Catalog Librarian and a Technical Services Assistant, early this fiscal year that were just recently replaced with one Technical Services Assistant, Maressa Mayhugh. She is handling music CD and software ordering. Maressa will also be working directly with software vendors to find out what we can't obtain from them so that money doesn't remain encumbered.

Glen Horton reported on the new e-mail system. He needed to replace the old e-mail system because the system has stopped being supported or developed. He also reported on the new website which was launched January 1st. Since the launch, content has been added such as an online item request form and a Request a Technology Training Session form. We have also added the resource Ed2Go which offers instructor lead online courses for over 300 different courses. Colleges have been using Ed2Go to provide more classes and now it is being offered in libraries. Glen also reported on the soon to be launched Zinio which is an online newsstand. CCPL's Zinio collection will offer about 80 titles that patrons can read on a computer or other mobile devices for free. Glen reported on a social media ad campaign that is currently running on Facebook. CCPL's Facebook page has just over 1,300 "friends". The addition of text message notification is going well. Next month, through Polaris, patrons will be able to sign into their accounts and select their notification options as well as change their contact information. Finally, Glen trained the Board on the new e-mail system which will be used for all official electronic communication with the Board.

Chantelle Bentley reported on the three Signature Series events that have been held at Newport since the beginning of the year as well as the increasing attendance with each event. She also reported that the magazine shelving will be taken down and rearrange to open up the area in front of the large window to allow for additional seating during Signature Series events. Chantelle also reported the Newport is finally at full staff with the hiring of, Jill L. Liebisch, for the Adult/Teen Programmer position and Yvonne Ullrich as Library Page/Courier. Both Jill and Yvonne will begin working at Newport on April 1st.

ATTORNEY'S REPORT:

- Louis Kelly reported on pending litigation.
- Steven Trumbo 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, Cathy Howard 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 5:10 p.m. to discuss litigation involving the Library.
- Steven Trumbo moved that the Board of Trustees of the Campbell County Public Library end the closed session, Angela Siddall 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 5:25 p.m.

PRESIDENT'S REPORT: Rebecca Kelm reported comments from patrons that had been received at the branches. From Carrico/Fort Thomas, a mother who had brought her daughter to one of Children's Librarian Laura Stanfield's programs commented that her daughter enjoyed the program so much that she woke up the next day and wanted to come back. The mother also thanked us for all of the wonderful programming. Rebecca mentioned a Sunday art show with work from students at three Fort Thomas elementary schools that happened at the Carrico/Fort Thomas Library. The branch attendance numbers for the day were triple that for a normal Sunday. At the Newport Library AARP Taxaide is offering free tax preparation again this year and despite a change to a later start time, people still are showing up an hour before the branch opens to get in line. Rebecca commented on how every time she is at the Cold Spring Branch the parking lot is always busy. A Carrico/Fort Thomas patron who visits from Florida says that the library is always on her list of places to go, along with Skyline and Graeters. Finally, in regard to the Capital Campaign, Rebecca urged the Board to involve themselves and their friends at some level of the campaign.

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

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

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

- Board Bylaws and Articles of Incorporation: Paul Johnson moved to approve the Board Bylaws and Articles of Incorporation, Steven Trumbo seconded the motion, all were in favor and the motion carried. In addition, Cathy Howard moved to make Louis Kelly the Registered Agent for the Library, Angela Siddall seconded the motion, all were in favor and the motion carried.
- Board Policies: Cathy Howard moved to approve the Board Policies, Angela Siddall seconded the motion, all were in favor and the motion carried.
- Board Procedures: Steven Trumbo moved to approve the Board Procedures, Paul Johnson seconded the motion, all were in favor and the motion carried.

- **Board Member Selection Process:** The Board approved the use of the new selection forms and process.
- **Appointment of Board Member Selection Committee:** The Board discussed whether the two outgoing Board members, Rebecca Kelm and Angela Siddall, should be on committee. Ultimately, Paul Johnson and Cathy Howard volunteered for the Board Member Selection Committee. Steven Trumbo moved to approve Paul Johnson and Cathy Howard as the Selection Committee members, Angela Siddall seconded the motion, all were in favor and the motion carried.

NEW BUSINESS:

- **Circulation Policies:** Cathy Howard moved to approve the Circulation Policies, Angela Siddall seconded the motion, all were in favor and the motion carried.
- **Board Budget Committee:** Steven Trumbo volunteered for Board Budget Committee, Rebecca Kelm will also serve. Cathy Howard moved to approve Steven Trumbo and Rebecca Kelm as the Board Budget Committee members, Angela Siddall seconded the motion, all were in favor and the motion carried.

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

MINUTES: Steven Trumbo moved to approve the minutes for the February meeting, Angela Siddall seconded the motion, all were in favor and the motion carried.

NEXT MEETING: Tuesday, April 16th, 4:30 p.m. at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Rebecca Kelm called the meeting to end at 5:40 p.m.

Respectfully Submitted,
Chantelle Bentley, Assistant Director

President

Secretary