

**BOARD OF TRUSTEES REGULAR MEETING**  
**April 20, 2016**  
**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, Steven Trumbo, Paul Johnson, Christie Fillhardt, and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Janet Arno, Adult Programming Coordinator; Rachel Folz, Digital Marketing Manager; Kiki Dreyer-Burke, Public Relations Manager; Tad Long, Kentucky League of Cities; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** Agenda was changed to place Executive Session first so that Louis Kelly could leave earlier in the meeting for personal reasons.

**INVITATION FOR PUBLIC COMMENT:** None

**EXECUTIVE SESSION:**

- 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, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Steven Trumbo, Board Vice President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 5:33 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, Paul Johnson seconded the motion, all were in favor and the motion carried.
- Steven Trumbo, Board Vice President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 5:45 p.m.

**LONG RANGE PLANNERS REPORT:**

Tad Long presented bound copies of the 2016 Five-Year Strategic Plan to the Board. Tad mentioned the management team had invested a lot of time and effort into creating this plan. He added that the plan lays out a sturdy and durable vision for going forward in next 5 years. Tad added that while the mission of the library has changed over the years, it will always be the place where knowledge resides and where people come to learn. He then asked if the Board had any questions. The next steps include turning over the plan to a graphic designer and then printing the plan. We will receive a PDF for printing. Christie Fillhardt asked if there will be copies available at our branches in a display. JC answered that copies will be available online and in printed form.

**MANAGERS' REPORTS**

Pam Posik reported that the Carrico/Fort Thomas has been burning through Pages/Shelvers. They have hired two more new pages in the last month. Mike Fair went to the Public Library Association's 2016 conference in Denver and came back energized and excited. He will be discussing what he learned at an upcoming branch staff meeting. Fort Thomas has had a big surge in study room use -- 219 reservations in February and 223 in March. The rooms are being used quite a bit for tutoring. Pam had white boards installed in the study rooms to accommodate the users' needs. Jerry painted the meeting room last

week. Also, Pam bought a bench for the lobby with funds donated by a patron who was very complimentary of the service the staff provides. Pam mentioned that Paul Johnson has attended the last two Arts & Culture events and was acknowledged as a Board Member at both events. He was applauded by the attendees. Fort Thomas has developed a long standing partnership with Fort Thomas elementary schools and annually hosts the art show for all three schools. This year's art show, called Covering the Classics, attracted more than 250 people. Pam also reported that she, Mike Fair and Beth Eifler met with the librarian of Fort Thomas High School to see how they could work together to keep kids reading over the summer. They are still fleshing out what this will look like but the school's librarian wants to incorporate our summer reading plan into the one offered at the school.

Janet Arno shared the statistical summary of her programs with the Board. Of all her programming series, Signature Series and Arts & Culture demand the most specialized attention. Janet added that these programs reflect on the Library's as a community gathering place. Also, we have expanded services by adding ASL interpreters to the Signature Series events. The new lower level Presidents Room at Newport will hold the Regional History series and will allow for a larger attendance. In past years, we've had issues with having to keep attendance under 100 people. Janet added that we appreciate that beautiful space. Janet is working with Dr. Andrea Gazzaniga on the next line up for Let's Talk which is held at our Cold Spring Branch in the fall. Fostering partnership opportunities is a big part of Janet's job. Each year, she works with Northern Kentucky University for the Lets' Talk series and worked with NKU's First Year program to bring in Doc Hendley for the last Signature Series event. Janet also works with NKU's Scripps Center for Civic Information to host one event in the Six@Six Community Lecture Series. We are one of only few institutions whom they invite to host these programs and they have expressed an interest in continuing our partnership in the lecture series for the 2016- 2017 season. Janet reported she worked with the Kentucky Career Center on hosting a youth job fair at our Newport location; over 100 youth attended the job fair. Janet also continues to work with Arts Wave's wonderful Arts Sampler program. We were awarded 4 programs this past February – one each at Cold Spring and Newport and two at Fort Thomas. Also, the touring company of the Cincinnati Opera is returning to Fort Thomas next month with their rendition of Carmen. Janet also works with St. Elizabeth as we host their mammography and cardio mobile units at our branches. We also host Hoxworth's mobile blood donation unit at our Cold Spring location. Hoxworth stated that they get one of their biggest donations for units of blood at Cold Spring. Janet has been working on Art After Hours, our adult Summer Reading finale. She has lined up 19 artists as well as music and food for the event. Janet also reported that she writes as many grant applications as she can, focusing on ones that are good prospects. Due to Janet's efforts, we have been awarded a Smithsonian traveling exhibit for spring of 2017 and we were one of 50 libraries in the country to be awarded the Thinking Money exhibit from the American Library Association. Lastly, Janet reported on the favorite part of her job – her book clubs. She hosts daytime book clubs with 50 in attendance in two great groups. Janet thanked the Board for allowing her serve at the library and she thanked them for their time and service to the library.

Rachel Folz reported on a video she created in conjunction with Xavier University on 3D printing. Rachel recorded video of kids at Cold Spring's monthly Minecraft Club designing in Minecraft. She then recorded their creations being printed at Xavier's makerspace in their McDonald's Library. Rachel also reported on a long term project she is working on with Pam Posik. They are working on creating an online library card so that patrons can access our databases and content on KLU without ever entering our doors. Cathy Howard mentioned that she wants to be able to log into her account on our website with a username instead of barcode. She added the barcode could be tied into the initial log in process but then the patron could create a username and not need the barcode every time. Rachel added that we are verified on Facebook. We get a check by our name on the banner and a pop up box states that

“Facebook confirmed this is an authentic page for this business or organization.” Also, Rachel reported that she presented two sessions at KPLA’s Spring Conference -- Social Media 101 and Social Media 102. There will be major updates coming to our app in May, including the ability to add an additional library card to your account. Rachel wanted to affirm for the Board that we selected the right app vendor, Capira, as they were front and center this time at the PLA Conference in Denver. She added PLA was wonderful and she will be presenting what she learned at the management team meeting. Rachel is working on Summer Reading and a new Kroger Community Awards video. Since we started with this program in 2012, our Friends have received \$7,000.

Kiki Dreyer Burke reported that Summer Reading has been dominating her time. She showed the Board a mocked up version of the Summer Reading brochure. Cam is featured in our Summer Reading material with the theme Ready Set Read. Kiki added the whole thing has a lot of energy and Jim did a phenomenal job with the brochure. The Florence Freedom has provided us with free vouchers to a game as a prize for reading. Cam will be there to throw out the first ball. Carol Freytag, our Early Literacy Outreach Librarian, has created a program to push 1000 Books before Kindergarten and we will be aggressively pursuing parents to participate. Kiki mentioned the Silent Crafting and sensory movie programs happening this summer. With these programs, we are continuing with our focus on groups that we don’t normally reach. Carol and Kiki developed an early literacy Cam logo to use just with early literacy programs. Kiki showed the early literacy deck of cards that Carol and Jim created. The 52-card deck includes 26 alphabet cards, 26 pictures cards for a matching game, and then 4 instruction cards explaining how parents can use the deck to interact with their child. The Play Explore Read logo with Cam is on the backside of the cards. Carol geared the instruction for parents who don’t really know how to start. We will give the decks away at the Literacy Fair and then at outreach events. Kiki also reported that we are working with Kenton CPL and Boone CPL to reach new parents. We are putting together a brochure to talk about storytimes that will be distributed at parenting classes with a voucher that says comes the library and we will give you a book. Steven Trumbo asked what St. Elizabeth charges for their mailing list. Kiki mentioned the new floor displays that hold our newsletters and the new book club brochures. She is also working on a redesign for our library card. Christie Fillhardt asked if Cam will be on the card. Cathy Howard asked if we have a Spanish language version of our brochures. We then talked about the possibility of creating some essential pieces in Spanish and putting those on our website.

Christie Fillhardt left the meeting at 6:37 p.m.

#### **PRESIDENT’S REPORT**

Cathy Howard reported on a patron comment we received that was very complimentary of the Doc Hendley Signature Series event and a comment from a patron who loved one of our Teen Tech Week programs.

#### **LIBRARY DIRECTOR’S REPORT**

There were no questions about JC’s written report. Paul Johnson asked about the PLA Conference. Rachel Folz and Chantelle Bentley Phillips discussed what they had learned and experienced at PLA. JC discussed our recently updated Emergency Procedure Manual. Rachel Folz called the FBI about what to do if we receive a bomb threat through social media. She asked if we should engage the person through social media like we would, based on our current procedures, over the phone. She also called the local police and asked them what we should do for bomb threat or active shooter situation. Rachel learned that they will treat everyone as a suspect until they know who the shooter is. JC discussed Hide Run Fight. Cathy Howard asked how we use the Emergency Procedures Manual. How do we get staff to use it? JC talked about the videos we show at Half Staff Day. He added that we also talk about the

procedures at branch staff meetings. We have fire drills and Code Adam drills every year. Each year we learn a little bit more. JC said the Board doesn't need to approve of this manual but he wants them to be aware of it. Paul Johnson said he used to write these type of procedures and he feels like we need to demonstrate Run, Hide, Fight.

#### **COMMITTEE REPORTS**

- Budget Committee: Nothing to report.
- Board Member Selection Committee: We've had one application and several calls expressing interest in the positions.

#### **UNFINISHED BUSINESS**

- Approval of 2016 Five-Year Strategic Plan: Carla Landon moved to approve the plan as presented, Steven Trumbo seconded, all were in favor and the motion carried.

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 3,832 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. Paul Johnson moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.

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

**NEXT MEETING:** Wednesday, May 18<sup>th</sup>, 5:30 p.m., at the Cold Spring Branch.

**BOARD STRENGTHS AND INTERESTS ASSESSEMENT:** Rachel Folz and Kiki Dreyer Burke had a discussion with the Board to determine what library events and activities they are interested in attending and supporting. They also asked what amount of time the board members are able to commit to these activities. They also discussed options for more formal PR training for the Board.

**ADJOURNMENT:** Steven Trumbo 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 8:00 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary