

**BOARD OF TRUSTEES REGULAR MEETING**  
**December 21, 2016**  
**Newport Branch**

**MINUTES**

**CALL TO ORDER:** Vice President Carla Landon called the regular meeting to order at 5:33 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, Carla Landon, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Dawna Haupt, Library Accountant; Stephanie Huhn, Bramel & Ackley, P.S.C.; and Chantelle Bentley Phillips, Assistant Director.

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

**AUDITOR'S REPORT**

Stephanie Huhn, Bramel & Ackley, P.S.C, presented the audit of the financial statements for the fiscal year ending on June 30, 2016, as well as an audit of the Director's expenses for FY 2015-16. Stephanie delivered an unmodified opinion on the Library's financial statements. Stephanie added there were no exceptions or items to note with the Director's expenses. Cathy Howard thanked Stephanie for her work over the years.

**MANAGERS' REPORTS**

Dawna Haupt reported this is Bramel & Ackley's fifth and last year of auditing our financial statements. Dawna sent out Requests for Proposals to three audit firms. Dawna selected firms with experience doing government audits that are located in Kentucky so they are familiar with our rules and regulations. Dawna has asked Stephanie Huhn of Bramel and Ackley to continue with us on a consulting basis to assist with complicated journal entries, to process the calculations for the unfunded retirement liability spreadsheets, and to help Dawna prepare the financial statements for the audit. Dawna added that the next firm will probably be larger and more expensive. The goal with Stephanie's consulting is to have no misstatements that would increase the work for the auditor and add to the cost of the audit. By retaining Stephanie from Bramel & Ackley as a consultant, Cathy Howard questioned whether we were truly meeting the goal of having new auditor. Dawna answered that the Library is following the guidelines set out by the KY State Auditor's office by changing auditors every 5 years. The new audit firm will remain completely independent in expressing their opinion on the Library's financial statements. Dawna also reported that Bessie Davis, the director at Cynthiana-Harrison County Public Library, visited with Terri Pulliam and Dawna to learn about Payroll options and QuickBooks. Dawna's book club is growing. This month they will be reviewing Dave Ramsey's *Total Money Makeover*. She also invited a guest speaker to this month's meeting -- Janet Harrah, Sr. Director of the Center for Economic Analysis & Development at the Haile/US Bank College of Business at Northern Kentucky University. Janet Harrah adjusted her family's food budget to what a normal family of four would receive through the Supplemental Nutrition Assistance Program (SNAP). Dawna reported on the Capital Campaign. We are still receiving

donations. In fact, one couple that was behind in their commitments responded to our last donor letter about the possibility of a South Satellite location and picked up on their pledge. Tax statements will be sent to donors in January. Dawna reported she is still doing one-to-one coaching at Silver Grove Elementary and she still loves working at the library.

Chantelle Bentley Phillips reported on Newport's Adult/Teen Librarian, Valerie Davis, making connections with the special needs classes at Bellevue and Newport High Schools. The class from Bellevue makes the Library one of their weekly community stops. Each student has their own library card and is comfortable navigating the Library and finding something they'd love to read. Chantelle also reported on Valerie attending the Dean's meeting at Gateway Community College to gain their partnership on a program that will aid teens in learning "adulting" skills. The program will be a fair that will have mini-classes on things like changing a tire, balancing a check book, making a doctor's appointment, etc. Gateway was very excited about working on this project with us. Chantelle also reported on her next program for the Deaf community. It will be on Tuesday, February 21<sup>st</sup> and will cover rights in education. She reported that Newport's upstairs book sale made \$4,753 for the Friends and that Newport distributed 65 bags to refill little libraries in 2016. Each bag holds about 30 books.

#### **ATTORNEY'S REPORT**

Louis Kelly reported that, by the time we meet in January, the 60-day deadline for the plaintiffs to file their brief will have passed so we should have that to review.

#### **PRESIDENT'S REPORT**

Cathy Howard reported on a holiday day card received from Rebecca Kelm which included a separate note about how much she and Don love the Cold Spring Branch and staff. Cathy noted we also received a note from Bessie Davis, the director at Cynthiana-Harrison County Public Library, who thanked us for allowing our staff to take the time to share their knowledge. We also received a note and a \$50 donation from Barbara Hensley who wanted to thank Christine Galbaugh for all her work in gathering books for Ms. Hensley's book club. She would like the money to be used to buy books appropriate for her club.

#### **REGIONAL LIBRARIAN'S REPORT**

Lucinda Chandler reported that she has no written report for December. She noted that a federal judge blocked the overtime rule that were to go into effect on December 1<sup>st</sup>. Lucinda also reported that Library Legislative Day will take place on February 16<sup>th</sup>. She noted there is one pre-filed bill that focuses on the appointment process for library trustees. Lucinda also mentioned the next Trustee webinar is on Disney's approach to employee engagement.

#### **LIBRARY DIRECTOR'S REPORT**

JC Morgan reported that the Library Express units for Silver Grove and Mentor have been ordered. Our donor confirmed we will have a check after January 1<sup>st</sup>. The donor liked the plans for the addition and remodel at the Carrico/Fort Thomas Branch but doesn't have the sufficient funds on his own to complete it; however, he is willing to work with the Library on securing

funds and mentioned the possibility of doing a “two-for-one” matching capital campaign. Pam Posik talked about what she likes in the floor plan. JC noted that it adds about 5,300 square feet of space which is approximately half the size of the entire lower level at Newport. JC added the donor is not interested in the South Branch as Fort Thomas was his hometown. JC talked about getting a rendering of the plans for Fort Thomas done to show to the possible donors. It will cost around \$2,000 to have a high detail 3-D computer-generated rendering done. After discussion, this amount seemed excessive given the tentative nature of the project. In the end, it was decided that JC will ask our architect to do a simple rendering.

JC reported the Board’s next training session with Jane Page Steiner will be in preparation for Legislative Day in February. Cathy Howard added she would like to do this type of training once or twice a year on a regular basis. After discussion, it was decided that the date for the next session would be Tuesday, January 24th at 6pm in the Cold Spring Board Room.

Paul Johnson had questions about the timeline on the Request For Proposal (RFP) for the replacement of the current marquees with digital marquees. He wanted to know how we arrived at March 1st to the 31st for the project. He asked: can we restate to have a negotiated timeline for the work? He is concerned that we might eliminate some decent vendors because of the timeline. Paul also noted that a \$100 a day late fee is not enough to make anyone speed up. He suggested an escalating late fee. JC noted that there are billing considerations with projects at the end of the fiscal year, but that he will talk to the managers about the timeline. JC added he will send the RFP directly to some companies because there are not many who do this kind of work. He will also do legal postings for the RFPs and ensure that it is on the Library’s website.

### **COMMITTEE REPORTS**

Alexandria Satellite Exploratory Committee: JC asked if the Board was okay with the RFP for securing the South Satellite location. If so, he will make sure notices go into the newspaper after the first of the year. The Board is okay with RFP as presented. JC will ensure that legal postings are in place for the RFP and that it is advertised on the Library’s website.

**UNFINISHED BUSINESS:** None.

### **NEW BUSINESS**

- Review/Approval of Auditor’s Report: Christie Fillhardt moved to approve the auditor’s report as presented, Paul Johnson seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month’s disposal includes 3,106 items withdrawn from the collection. The disposed collection 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, Christie Fillhardt seconded, all were in favor and the motion carried.
- Destruction of Government Records: The following documents will be destroyed per the approved retention schedules: 483 archived general correspondence emails held by JC Morgan from calendar year 2014. Paul Johnson moved to approve the destruction of the

documents as presented, Christie Fillhardt seconded, all were in favor and the motion carried. JC will delete these records after January 1, 2017.

- Policy Review/Revision: Christie Fillhardt moved to approve the Investment Policies, Kentucky and Conference Room Reservation Policies, and Volunteer Policies as presented, Paul Johnson 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, Christie Fillhardt, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, January 18th, 5:30 p.m., at the Carrico/Fort Thomas Branch.

**EXECUTIVE SESSION:** The Board did not proceed into Executive Session this meeting.

**ADJOURNMENT:** Paul Johnson moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:52 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary