

## **BOARD OF TRUSTEES REGULAR MEETING**

**June 21, 2017  
Cold Spring 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, Christie Fillhardt, Carla Landon and Tracy Smith. Absent: Paul Johnson. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Doug Williams, Technical Services Manager; and Chantelle Bentley Phillips, Assistant Director.

#### **INVITATION FOR PUBLIC COMMENT:**

- None

#### **MANAGERS' REPORTS:**

Doug Williams reported on the end of the fiscal year -- About 5 percent was left on the table. For this coming fiscal year, the collection budget was cut from \$770,000 to \$720,000. We will have to cash in a CD for the Alexandria Branch opening day collection and to purchase a couple of databases. We have a practicum student from MLIS program at Kent State University who weeded the collection we had stored for the South Branch to create a dynamic starter collection for the Alexandria Branch. We've figured out the approximate size for each area of the Alexandria Branch collection. With that in mind, we retained 4,300 items and withdrew 7,000 from South Branch collection. Doug also announced that he is leaving CCPL on December 20.

Chantelle Phillips reported on the Smithsonian Hometown Teams exhibit, the resignation of Heather Semelroth, the reduction in programming budget for FY2017-18, building issues, and the Bellevue/Dayton Memorial Day parade.

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

Louis Kelly reported our reply brief has been filed with the Court of Appeals. The plaintiffs' response to our reply to their brief has been filed. We now wait on an action from the Court of Appeals, which may not come for several months.

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

Cathy Howard read a thank you for a donation and flowers sent in memory of Bob Small. Some of our volunteers – Sandy Patton, Carol Barth, and Rebecca Kelm -- sent thank you notes for the gift cards they received in honor of their service. Cathy also read a thank you note we received for the donation made to the Boy Scouts in honor of a staff member's brother. Finally, Cathy reported that we received a thank you note from Carol Howard for JC Morgan speaking at a meeting of the Campbell County Retired Teachers Association.

#### **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 that we received 10 applications for our Human Resources Coordinator position -- three were qualified and one was way over qualified. We chose to interview two candidates.

## **COMMITTEE REPORTS**

- Alexandria Satellite Exploratory Committee: JC reported that the committee has done its due diligence concerning the issues that needed to be addressed to bring the Washington Street site up to speed for our occupancy. The owner's contractor believes that an additional HVAC unit would be needed to adequately cool/heat the building. Other costs include making the bathrooms ADA compliant, providing another emergency exit, and putting in a new ceiling grid (and standard lighting). These costs were on top of the expected costs to remodel the space to our design specifications. All told, the owner's contractor estimated the buildout at a cost of \$160,000 based on our plan. The Exploratory Committee decided that the Library should not be responsible for all of that cost -- for example the ADA compliant bathrooms and fixing the black ceiling tiles. At the meeting last week with the owner, JC asked the owner to cover \$80,000 for structural modifications and the Library paying \$80,000 for aesthetic changes that are necessary. The owner, however, only wanted to cover \$20,000 of the costs. We like the Washington Street space, but serving the middle school population so tightly would add to the operational costs with the additional staff needed. With all of that in mind, the Committee does not recommend proceeding with the Washington Street site. The Committee discussed pursuing an arrangement with Barry Jolly for the site that he proposed. JC called and Mr. Jolly has verbally allowed someone to use the building as a used car lot and U-Haul business. However, Barry said that he would love to see the Library in the space and would be willing to work with us on that. He did need a decision within a week. JC told him that it would not be possible to do our due diligence in that amount of time. It would take at least a month and would require a vote of the board to proceed. Mr. Jolly, understandably, was not willing to give that amount of time for a decision. Cathy Howard asked if there are any other spaces available in southern Campbell. JC said we would have to do another RFP to determine other availability. JC added another possible location might be the McCormick Center behind the middle school. The Board thought the idea had possibilities. JC will contact David Rust, the superintendent of Campbell County schools, about the building.
- Budget Committee: JC reported the budget for FY2017-18 includes approximately \$300,000 in costs for a branch that we may not be doing. The budgets for programming, public relations and collection were reduced to be able to afford the new expenditures associated with the possible Alexandria Branch. Personnel costs are 60 percent of the budget. JC suggested the Board give the staff a 2% raise, which is less than the cost of living for 2017. Christie Fillhardt would like to see a greater increase for the staff salaries. JC said that he could add money to programming and PR later on. However, if the Board wants to change something in the budget, since we may not be going with the Alexandria location, changing the salary increase would be better to do now. The budget is tight. When we equalized the tax rates last year, JC did not account adequately for the decrease in revenue from the Personal Tax rate. The PVA has a \$50,000 increase in assessed values. JC thinks we can handle the additional 1% increase to the salaries and have those set at 3% instead of 2%. Christie Fillhardt moved to approve the budget with the adjustment of adding a 3% merit increase for staff, Tracy Smith seconded, all were in favor and the motion passed.

- **Board Member Selection Committee:** JC reported that we had no applicants for the two open Board positions. However, we still have to present two names for each position. JC contacted two people he thought might be interested in serving on the Board as both had applied in the past -- Jerome Manigan, Doug Gerrard. Both were willing to serve if chosen. Tracy Smith moved to approve submission of the names, Cathy Howard seconded, all were in favor and the motion carried. Mr. Manigan's name, along with Carla Landon, will be submitted for her position. Mr. Gerrard's name, along with Christie Fillhardt, will be submitted for her position. JC will advise the State Librarian of this decision.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

- **Disposal of Surplus Materials:** This month's disposal includes 636 items withdrawn from the circulating collection. In addition, we are withdrawing some older gaming accessories – Guitar Hero guitar controller, DanceDance Revolution pad controller, and a Tony Hawk skateboard controller. These disposed items will be given to the Friends of the Campbell County Public Library for their regular book sales. Christie Fillhardt moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- **Adjustments to DLG Budget:** JC reported the budget produced for each fiscal year in May is reported to the DLG by July 15. At the end of the fiscal year, we report our actual expenditures, but actual expenditures must not exceed budgeted expenditures. Because that's hard to anticipate that, we have to amend our estimated budget prior to June 30 so that actual expenditures do not exceed budgeted expenditures. Christie Fillhardt moved to give Dawna Haupt permission to adjust the DLG's budget, Carla Landon seconded, all were in favor and the motion carried.

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

**NEXT MEETING:** Wednesday, July 19, 5:30 p.m., at the Carrico/Fort Thomas Branch.

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

**ADJOURNMENT:** Carla Landon 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 6:43 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary