

BOARD OF TRUSTEES REGULAR MEETING

**May 21st, 2013
Cold Spring 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; Elise Tapp-Philipps, Human Resources Manager, Dawna Haupt, Library Accountant, David Anderson, Cold Spring Branch Manager; and Chantelle Bentley Phillips, Assistant Director.

REVIEW OF AGENDA: No changes.

REPORT ON LITIGATION:

Louis Kelly, Library Attorney, reported that on May 13th Judge Ward of the Campbell Circuit Court granted our motion and made her April 1st Summary Judgment ruling “final and appealable”. The next day our attorneys filed a Notice of Appeal and a Motion to Transfer and Advance with the Supreme Court as well as a Motion for Intermediate Relief. Kenton County Public Library also filed a Motion to Transfer. We have not received any deadlines for a hearing.

INVITATION FOR PUBLIC COMMENT:

- Joyce Proffitt of Highland Heights
- Barbara Manyet of Fort Thomas
- Larry Robinson of Cold Spring
- Carol Jones of Fort Thomas

MANAGERS' REPORTS:

David Anderson reported that he continues to serve as Board President of our library consortium SWON (Southwest Ohio and Neighboring Libraries). In June, the officers will rotate but Dave will still be on the Board. He also reported that ten staff members from across the system attended the SWON Support Staff Symposium which, this year, was held at the main library of Dayton Metro Library in Dayton, Ohio. Dayton Metro has just joined SWON and is the northernmost member of the organization. Dave further reported that Cold Spring has one open staff position, the Teen/Adult Programmer position, for which they have 3 interviews scheduled. The building has new wifi thermostats which can be controlled online. Dave has served as chair of this year's Emergency Procedure Committee. He showed the newly revamped Emergency Response Quick Reference binder which is kept at every desk and in the offices of every manager and supervisor. Pam Vincent, Carrico/Fort Thomas Branch Manager, takes over as committee chair.

Elise Tapp-Philipps reported that Benefits Open Enrollment meetings were held on May 6th and 8th for both full and part-time staff. We had an increase in turnover due to more part-time staff who are interested in full-time employment. We held sexual harassment prevention training with the staff during the branch staff meetings in April. The Mentoring Committee is creating orientation checklists for all positions. We have a reduction in Kentucky Retirement contributions due to fewer full-time staff

members. We have to offer staff members options to the government exchange rates for health insurance beginning in October.

Dawna Haupt reported that she had completed the Uniform Financial Information Report and the Fiscal Court Budgeting and Reporting Form report. Our paperwork for the Section 170c Tax status is complete. Dawna continues to manage the Capital Campaign. She is chair of the Parade Committee and we are preparing for our first parade, the Bellevue/Dayton Memorial Day Parade, on May 27th. Dawna has filed an IRS Form 990 for the Friends. Also, she is one quarter of the way through her MBA program.

ATTORNEY'S REPORT:

- 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 4:47 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, 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 return to open session at 5:24 p.m.

PRESIDENT'S REPORT: Rebecca Kelm reported that we now have online access to Spanish titles in both fiction and nonfiction through Kentucky Libraries Unbound. She noted her appreciation for the library staff proctoring exams for online classes at no charge which benefits lots of people in our communities. Rebecca also mentioned that we have received compliments from our patrons in regard to our Adult Outreach services; a note from a mother thanking us for going the extra mile to find book for her son; a gentleman patron who said that we have nicest library system he knows with the best audiobook collection which he checks out and mails back to CCPL as he travels.

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

LIBRARY DIRECTOR'S REPORT: There were no questions regarding JC Morgan's written report. Steven Trumbo pointed out that we have had an increase in circulation and visits across the system. JC Morgan added that last year we had the most visitors, so far, in the history of the library system. JC pointed out that the Emergency Procedures were sent out to the Board via email. There were no questions about these procedures. JC also noted that the staff does a lot of work to revise these procedures each year and works with Emergency Management of Campbell County to develop the procedures and networks with other agencies in the county. Libraries become important points of contact for information and resources during emergencies.

COMMITTEE REPORTS:

Cathy Howard reported on the Board Member Selection Committee. There is still a week left of the application period. Interviews will happen the second week of June. On Wednesday, May 15th, a Board Member Orientation session was conducted by our Regional Librarian Charlotte McIntosh.

For the Budget Committee, JC Morgan reported on the two budgets that had been prepared -- one based on the 7.7 tax rate that is currently assessed by the Library or the "good budget." With this budget in place, we continue providing our present level of service and are able to increase support for some services. With the "good budget", we implement some capital projects like replacing computers and repairing the parking lot at Fort Thomas. We will be able to replace the parking lot lights, which consume much energy overnight, with LED lights. These lights save energy and our utility bill has gone down by 10-15%. Our energy consultant will be at the August Board meeting. With this budget, our book budget stays the same and is 15% of our overall expenditures which is in line with state standards. We are saving in personnel costs due to losing some long-term staff members who retired over the past year. The employer contribution for retirement was also lowered this year. We also have more part-time staff. The good budget allows us to send almost a dozen staff to the biennial Public Library Association (PLA) conference which will be held in Indianapolis in 2014. We can rent a van to transport staff to the conference and so can send more people with no airfare costs. The programming budget allows a greater amount of money to apply to our children's outreach support of preschools and daycares.

The "bad budget", based on the 1978 tax rate of 3.0 cents per \$100, shows revenue that is 56.2% less than our current revenue. This reduction would be devastating to services. There will be pay cuts to salaries and less full-time staff. We will only have two branches as there is no way we can maintain three branches on this budget. We are in uncharted territory with this budget with no historical backing of revenue estimates. All branches will have reduced hours. Right now we are open 70 hours a week but with this budget we will only be open 11-7 M-F, 9-5 on Saturday, closed on Sunday. This is 48 hours per week. Children's outreach services for daycares and preschools goes away but we keep senior outreach. Senior outreach serves people who cannot come to the library physically. JC Morgan said he was extremely reluctant to eliminate the senior outreach service. With the "bad budget", we don't replace computers, but some capital projects must be completed. The Library would have to scale back in all operations. JC Morgan said there is no doubt that people will feel the loss of those services. For the community that loses the branch, they will see reductions in property value and quality of life.

Paul Johnson asked the question about why the committee chose to keep two branches open versus three or why they didn't consider having only one branch. Steven Trumbo replied that they tried to do the best with limited resources. He added that this is our best guess. Rebecca Kelm added that no decisions have been made on which branch to close or whether to rotate open buildings. Due to the quirks of Kentucky law, we have to pass a budget without knowing the actual revenue until the tax rate is determined. Our budget must be submitted to the Fiscal Court on June 1st.

Steven Trumbo moved to approve the budget that would maintain the status quo in terms of the Library's tax rate with the understanding that the Board may have to adjust the budget depending on how litigation proceeds, Angela Siddall seconded the motion, all were in favor and the motion carried.

Paul Johnson moved to approve the Fiscal Court Reporting Forms for FY2013-14, Steven Trumbo seconded the motion, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

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

MINUTES: Cathy Howard moved to approve the minutes for the April meeting, Angela Siddall seconded the motion, all were in favor and the motion carried.

NEXT MEETING: Tuesday, June 18th, 4:30 p.m. at the Newport Branch.

ADJOURNMENT: Rebecca Kelm called the meeting to end at 5:48 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

President

Secretary