

BOARD OF TRUSTEES REGULAR MEETING
November 16, 2016
Cold Spring 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; David Anderson Cold Spring Branch Manager; Ashley Wright, Cold Spring Children's Services Librarian; Terrie Pulliam Human Resources Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT: No comments.

MANAGERS' REPORTS

David Anderson reported on a presentation he did at the KLA/KASL joint conference in September in Louisville. His presentation covered his work on our Community Events Outreach Committee but mostly focused on Jolly Thursdays. He added the room was packed because the attendees wanted to hear how to get 658 people to attend a program to see one penguin. Dave also reported that the community events for this committee ended in October at Spooktacular in AJ Jolly Park where we saw about 1,000 people and with Cam attending the Dayton Kite Festival. Dave meets with the Campbell County Extension Office next week to begin planning next year's Jolly Thursdays. Dave also reported this month is the one-year anniversary for Anne Fertitta as she took on the Circulation Supervisor's role at Cold Spring at the end of last November when Pat Wade retired. Dave added he emceed this year's Staff Day meeting. For the Staff Training and Orientation Committee, Dave created a PowerPoint template that allowed committee members, of which Dave is one, to quiz staff members on the topic of their PowerPoints. Dave also reported he will be purchasing our new outreach vehicle next week. He, Carol Freytag and Stacey Venneman selected the Honda HR-V which is within our price point without having to do an RFP. Kiki will have the new vehicle wrapped. Paul Johnson asked if we will be putting a hitch on this new vehicle. Dave said he hadn't considered asking for it because it would throw us over our price point but the HRV will haul 1,500 lbs.

Ashley Wright presented a slide show of the Cold Spring Children's Department's current and upcoming programs. She noted that she and Molly are using the mini iPads for storytimes and are using the Keynote app to show the lyrics for songs sung in storytimes. They are offering a baby sign storytime once a month on a Saturday. Andrew will be doing a Facebook post to promote and increase attendance for this program. Ashley reported that about 55 people attend Baby Times. She and Molly plan to start having a storytime on Fridays. Movers and Shakers has about 15 to 20 kids that regularly attend. Her Growing Scientists program, which happens on the 2nd and 4th Wednesday of every month, is growing in attendance. Ashley

added that she and Molly will again be offering their Noon Year's Eve Bash with Cam. Last year, the program had 200 attendees and all it cost was the \$1.50 to buy the song Auld Lang Syne. They had everything else. Their new program, Homeschool Hangout started last month with a Cincinnati Observatory presentation. This month they will have Paint and Bake. The homeschoolers expressed an interest in topics focused around art, science, and technology.

Terrie Pulliam reported Joan Johnsen retired in August which was followed by a number of internal transfers among positions. We now have only one open position. Terrie scheduled blood-borne pathogen training for our branch staff meetings in October. She reported that we had a successful Staff Day meeting in September. Terrie has put down a deposit on the Highland Country Club for our 2017 Staff Day event. Terrie reported she organized a candy guessing contest to raise money for United Way. She also scheduled Neil Arnold from Kentucky Deferred Comp to be in our buildings on November 10th to meet with staff members.

ATTORNEY'S REPORT

Louis Kelly reported the plaintiffs in our lawsuit have filed a notice of appeal on both of Judge Ward's decisions. Most likely, there will be a briefing scheduled for January. Louis reported he had to leave the meeting early to attend another meeting.

PRESIDENT'S REPORT

Cathy Howard reported on a voicemail left by a patron on Pam Posik's voicemail. The patron who left the voicemail said that she loved the library and was an avid user. However, she had been gone for a while this summer and, when she returned, she read all the past month's newsletters and was sad about all the great programs she missed. Cathy reminded the Board to send her comments for JC's evaluation. She also mentioned attending the American Sign Language movie night. Finally, Cathy asked about the Library's compliance with the Children's Internet Protection Act compliance which was mentioned in the KDLA Trustee Tip for November.

REGIONAL LIBRARIAN'S REPORT

Lucinda Chandler's written report is included in the Board packet.

LIBRARY DIRECTOR'S REPORT

Paul Johnson asked about the check that was not deposited by the City of Dayton for our TIFF agreement in the previous year. JC Morgan said that the City was unsure where the check was lost, but it now has a "stop" so it cannot be deposited or cashed. Christie Fillhardt pointed out a sentence was incomplete in the section of JC's report about Destruction of Government Records. JC apologized and said that the sentence should have said that "since we hired an outside shredding company to come onsite, we also allowed staff to shred their own personal documents as the Library's documents had not reached the fifteen box minimum." JC added we also had a check not deposited by our architect that had to be reissued. JC reported Doug William's brother passing away after having a stroke while recovering from a bad car wreck. JC also reported the rep from Library Express misunderstood what we wanted to order and misquoted the price on the units. He thought we wanted one unit with additional boxes instead

of multiple units, each requiring its own processor. Now, the cost of two units will be just over \$28,000 instead of that being the cost for three. Three separate units will be \$39,000. Even with our donor's funds, we will only be able to purchase two units. JC checked into Tracy's recommendation for the church in Grants Lick but he wants to return to his original idea of installing the two units at St. Philips and Silver Grove. Paul Johnson talked to someone who lived in Mentor and he was interested in having one there. Christie asked if the units can be moved if a location doesn't work out. JC said yes and added Silver Grove has offered to do some concrete work for free if we need concrete in the anticipated location where we are looking to install the unit. Cathy wanted to know if we should put together a package that we can present to other places interested in having a Library Express. Perhaps we could identify grants that could support this. Paul expressed concern about the visibility if this project continues to grow. Tracy asked JC how he views these as either competition for a South branch or a satellite branch or how they might complement a Southern location. Paul has some concerns about the two we are planning being right next to each other. JC reminded the Board there is a 16-week lead time for these units and he doesn't want this project to go into next fiscal year. He added the Friends are planning to donate money for awnings for both units. JC pointed out that if we get others asking about a unit for their communities, that's a good thing and we can figure it out then. We are getting \$24,000 from the donor and we budgeted \$16,000 so we have \$40,000 to spend. The leftover could be used for vinyl flooring for the Fort Thomas meeting room or we could save it for other units. The Board wants to move forward on the two units but would like to put together a plan for others. Tracy does not want these to defer interest from the South Branch. She asked how do we determine who is using these and why? And how are they affecting the other branches? JC said that he will talk to the managers about tracking their usage. Christie Fillhardt moved to purchase two units, Carla Landon seconded, all were in favor and the motion carried.

JC reported on the quiet room at Fort Thomas which the donor had been interested in funding. The donor was also interested in the possibility of funding a new addition. We did not want to add a quiet room if it would interfere, or need to be removed, because of the addition. As such, we asked the architect for plans for a quiet room to be added soon and a plan for an additional 5,000 square feet if that became possible. JC showed the different layouts created by an associate at Ehmet Hayes & Associates. We will present these plans to our donor to give him an idea of cost, which JC believes will be about \$250 per foot to build. Paul speculated that it will cost another \$100 per foot just to move things around. From here, Pam Posik and JC need to talk more about the plans and then go back to the architect with their ideas and changes. After that, Joe Hayes will come up with a price tag for the addition and quiet room.

JC reminded the Board about the training session scheduled with Jane Page Steiner for Wednesday, November 30th at 6 pm. We will try to keep the meeting to an hour. Finally, JC reported on the digital marquees. Pam Posik is at the Fort Thomas' Planning and Zoning meeting tonight to speak with them about the digital marquee for the Carrico/Fort Thomas Branch. With that secured, we have the go ahead for all three branches. JC will have an RFP ready to send out for the installment of the marquees after the first of the year.

COMMITTEE REPORTS

Alexandria Satellite Exploratory Committee: JC reported that he had sent a draft of an RFP to the committee for the satellite location. He then asked if the Board members on the committee wanted another meeting. Tracy Smith said she would like some time to read the RFP before she decides. Paul Johnson wanted more clarification on insurance coverage -- what theirs covers versus what ours will need to cover. Paul also asked if Jerry Fields, our Facilities Specialist, had read the RFP. JC said that he has not but that he will share it with the branch managers.

UNFINISHED BUSINESS: None.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,918 items withdrawn from the collection and three filing cabinets. The disposed collection items will be given to the Friends of the Campbell County Public Library for their regular book sales. The cabinets were in too bad of shape to be donated to another organization and will be trashed. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Destruction of Government Documents: The following documents were destroyed per the approved retention schedules: financial documents, business records, meeting room applications, and duplicate financial records. Paul Johnson moved to approve the destruction of the documents as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Policy Review/Revision: Carla Landon moved to approve the Board Policies and Board Procedures, Collection Development Policies, Meeting Room and Study Room Policies, Income and Disbursement Policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

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

NEXT MEETING: Wednesday, December 21st, 5:30 p.m., at the Newport 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 7:01 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary