

**BOARD OF TRUSTEES REGULAR MEETING**  
**December 16, 2015**  
**Newport Branch**

**MINUTES**

**CALL TO ORDER:** Vice President Steven Trumbo called the regular meeting to order at 5:30 p.m.

**ATTENDANCE:** Board members present were: Steven Trumbo, Paul Johnson, Christie Fillhardt, and Carla Landon. Absent: Cathy Howard. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Lucinda Chandler, Regional Librarian; Doug Williams, Technical Services Manager; Valerie Davis, Newport Adult/Teen Services Librarian; and Chantelle Bentley Phillips, Assistant Director.

**REVIEW OF AGENDA:** The Auditor's Report was moved to follow the Managers' Reports.

**INVITATION FOR PUBLIC COMMENT:** None.

**MANAGERS' REPORTS:**

Doug Williams reported on how much better the interaction is between Polaris and Kentucky Libraries Unbound since this month's upgrade. Our patrons may now place holds, check out and download e-content directly from the PAC.

Valerie Davis reported on her first Sensory Friendly Film night. This program was designed to offer an accepting environment for individuals with autism or other special needs and their families who can't typically enjoy going to a movie. The room was brighter, the volume of the movie lower, and those attending the program were encouraged to move around and talk. Valerie added she provided bean bag chairs, pillows and fidgets to keep hands busy. She also mentioned she would have been happy with 2-3 families in attendance for this first movie night but instead she had 51 people attend. One teen who attends Valerie programs usually leaves after just 15 minutes. This time he lasted for 45 minutes. Another of Valerie's victories with this program was seeing the parents be able to relax during the program. Christie Fillhardt added that she's attended Valerie's programs and she is extremely good at her job. The next Sensory Friendly Film Night will be in February.

Chantelle Bentley Phillips reported on recent staff changes at Newport. She also reported on the Silent Dinner which was held in October and on completing a 6-week sign language class. Chantelle reported that we will be continuing to have ASL interpreters at Signature Series programs in the hopes of encouraging attendance by those in the Deaf community. Finally, she reported on the completion of all construction projects at Newport. It's been a whole year of construction but it was worth it to get the wonderful lower level for larger programs.

**AUDITOR'S REPORT:** Stephanie Huhn, from Bramel and Ackley, presented the audit of the financial statements for the fiscal year ending on June 30, 2015, as well as an audit of the Director's expenses for FY 2014-15. Stephanie pointed out this year's report includes a section on the pension liability the library now has to include in its financial statements. There were no issues with internal controls discovered during the audit. The auditors gave an unmodified opinion stating that the Library's financial statements present fairly, in all material aspects, the respective financial position of the governmental activities and each major fund of the Campbell County Public Library District as of June 30, 2015.

**ATTORNEY'S REPORT:** Louis Kelly reported that he had nothing to report until the Board proceeds into Executive Session.

**PRESIDENT'S REPORT:** Cathy Howard was not present. However, Vice President Steven Trumbo offered his congratulations to JC and Louis on shepherding the library through the litigation process.

**REGIONAL LIBRARIAN'S REPORT:** No written report submitted this month. Lucinda suggested the Board watch the calendar on KDLA's website for upcoming events.

**LIBRARY DIRECTOR'S REPORT:** There were no questions about JC's written report. JC reported on the Drop Your Drawers campaign which, at the time of the meeting, is at almost 5,000 pairs of underwear. JC is very proud of how successful this campaign has been. Cornerstone Montessori recently donated 153 pairs of underwear and had their picture taken with Cam. JC also reported on a change to our collateralization of deposits. When we were with the Bank of Kentucky, they collateralized funds through First Tennessee Bank. Since the Bank of Kentucky has become BB&T, our funds are now maintained through the Federal Reserve.

**COMMITTEE REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

- Destruction of Government Documents: JC asked for permission to destroy 979 emails from 2013 that were archived following the retention guidelines from Kentucky's Attorney General. With approval, JC will destroy these emails after January 1, 2016. Paul Johnson moved to approve the destruction, Christie Fillhardt seconded, all were in favor and the motion passed.
- Disposal of Surplus Materials: This month's disposal includes 2,069 items withdrawn from the collection and three computer servers that are no longer serviceable. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Review/Approval of Investment Policies: Paul Johnson moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Approval of Volunteer Policies: Paul Johnson moved to approve the policies as presented, Christie Fillhardt 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 seconded, all were in favor and the motion carried.

Paul Johnson made a statement on behalf of the Board thanking all of the staff for their patience during the litigation process since 2012. The Board recognizes that the uncertainty was difficult and the Library's staff not only maintained services but improved services during the litigation. He noted that the Library's staff kept their professionalism despite the threat to the Library and to their respective employment and careers. All of the Board members agreed.

**NEXT MEETING:** Wednesday, January 20th, 5:30 p.m., at the Carrico/Fort Thomas Branch.

**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 5:58 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 6:17m.

**ADJOURNMENT:** Steven Trumbo moved to adjourn the meeting, Paul Johnson seconded, all were in favor and the motion carried. Steven Trumbo called the meeting to an end at 6:20 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary