

## **BOARD OF TRUSTEES REGULAR MEETING**

**July 20, 2016**

**Carrico/Fort Thomas 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, Paul Johnson, Christie Fillhardt, and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Lucinda Chandler, Regional Librarian; Pam Posik, Carrico/Fort Thomas Branch Manager; Kiki Dreyer Burke, Public Relations Manager; Rachel Folz, Digital Marketing Manager; and Chantelle Bentley Phillips, Assistant Director.

**INVITATION FOR PUBLIC COMMENT:** None

#### **MANAGERS' REPORTS**

Pam Posik reported the staffing of library shelvers remains stable after a year of high instability; however, there have been circulation staff changes. Page Supervisor Gwen Stephens' last day after 12 years with CCPL is July 21. She is leaving us to help with events at the St. Anne Retreat Center in Melbourne. The Page Supervisor position was posted and we have three internal applications and one external application. Pam reported they also have a part-time circulation assistant out on medical leave. Currently, the Fort Thomas Branch has four volunteers -- 2 teen volunteers, one working with Beth Eifler and one working with Laura Stanfield -- and a volunteer who does shelf reading. Pam added they've added a volunteer who is bothered by the messiness of the public bulletin board in the lobby and has volunteered to come in and keep that neat. J.J. Grizzell is an adult who is developmentally delayed. He came up to the desk with his counselor and wanted to be able to volunteer to do that for us. The first time J.J. straightened the bulletin board, he aligned everything and even pulled the brochure rack away from wall and swept behind it. He is our newest volunteer and will be in maybe once or twice a month. J.J. also volunteers at an animal shelter. Pam reported the new HVAC units installed in the building last August are working great in this hot weather. Jerry has installed new larger storage shelving in the staff work room behind the reference desk. The concrete work on the parking lot/driveway will begin at the end of August. Pam will be figuring out how to manage the flow of the driveway traffic and moving the book drop. For Summer Reading entries, the Fort Thomas branch is 34 percent up in teen registrations over last year. For children's, the registration was strong at the start but then slowed after the initial burst. However, we are getting close to meeting last year's numbers. Pam added that fewer adults are turning in entry forms at checkout but more are coming to programs. Also, Study Room use has gone down with no tutors using the rooms over the summer.

Kiki Dreyer Burke reported the Five-Year Strategic Plan is at the printer and should be delivered this Friday. Cambo, our inflatable mascot, has been a big hit in our parades and won 2<sup>nd</sup> place for most original float at the Fort Thomas 4<sup>th</sup> of July parade. Kiki also reported that three Board members have committed to participating at the World's Largest Storytime which will be held at Tower Park in Fort Thomas. Paul Johnson, Carla Landon and Cathy Howard will all be at this event. Kiki went over the

details of the event. She also reported she is working on new designs for our library cards that will include scenic backdrops. Kiki is also working on the 2017 staff calendar and is preparing for the next Signature Series to begin.

Rachel Folz reported that she has turned in her resignation. Her last day will be August 5<sup>th</sup>. Rachel added that it has been a good couple of years. She is leaving CCPL to perform similar duties with the online newsletter company, Cerkl. Rachel reported on some updates she and Pam have made to the Library's online catalog. Pam and Rachel read through some Polaris documentation and discovered changes we could make in Polaris to improve the user experience without spending additional money. These changes include more patron friendly format limiters for searching, an email option to reset the patron's library account password, an "Ask Us" button, and better results on search pages. Rachel also reported that she and Pam were able to provide access to all our databases to patrons with their barcodes and passwords instead of requiring them to use a database specific username and password that changed periodically. Because of this change, we have had 241 additional uses on our e-resources. A tandem project to all this catalog work was to be able to provide a digital only library card. Since the creation of the digital only library card, we have had 20 people register for this card and 9 of those have checked out 16 KLU items. Rachel added that she and Kiki have talked about doing a mass mailing throughout the county with a postcard saying you can get a digital card. Rachel is working on her department manual to have it be as up-to-date as possible before she leaves. She is also filling the job queue for our social media accounts and working with Jim Pleshinger to help him learn WordPress.

**ATTORNEY'S REPORT:** Louis Kelly had nothing to report this month.

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

Cathy Howard reported on a note from a patron thanking us for our welcoming and warm community spaces. She also read from a letter from Fort Thomas patron who had used our computers to start his business. Cathy reported we received a follow up note from one of the Family Resource Center coordinators who talked about how much the Drop Your Drawers Campaign helped the families in her school. Cathy then reported on a note received from a woman who brought her nephew, whom she calls "Monkey", into the library regularly and how much they enjoy our puzzles and books. The patron apologized for all the excited noise she and Monkey make while using the Library.

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

Lucinda Chandler's written report is included in the Board packet. Lucinda reported that the 2016 tax rate adoptions have begun. Those are due to be submitted by September 15<sup>th</sup> to the County Clerk and should be reported to the Fiscal Court. Annual reporting for public libraries is open and due on August the 27<sup>th</sup>. KDLA is looking for submissions on Summer Reading evaluations. Terry Manuel will be hosting a webinar on the new overtime rule that's part of the new Fair Labor Standards. The Trustee tip this month is on whether or not libraries can offer compensatory time.

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

There were no questions about JC's written report. JC reported on exempt and non-exempt job statuses and how those statuses relate to compensatory time. We only provide compensatory time to

exempt positions. For these staff members, we give one hour of compensatory time for one hour worked up to 40 hours. Exempt employees must submit a time-off request if taking more than 4 hours of comp time. JC also pointed out he is now including upcoming events the Board can attend in the meeting agenda.

## **COMMITTEE REPORTS**

- Board Member Selection Committee: JC reported the Fiscal Court will appoint our Board members at their first August meeting.
- Alexandria Satellite Exploratory Committee: The Long Range Planners did not recommend building a branch in the Southern part of the county but thought a satellite location would be a good idea. JC talked to the mayor of Alexandria about available locations. If we are able to secure a property at a reasonable price, we could include the satellite location into next year's budget. Paul Johnson would like to have a better idea of what we are looking for in a space for the satellite and would like to know what our plans are as far as services and staffing. JC will help the committee establish some criteria to use when selecting a location. JC added, when he rode around with the mayor, he noticed the Arcadia community is more developed than he first thought with 50-60 homes and includes some multi-unit buildings. Plus, just south of the entrance to Arcadia, Duke Energy is staging equipment to do testing on the gas lines. Paul Johnson moved to approve the creation of the committee and to appoint himself and the new Board member from Alexandria to the committee, Christie Fillhardt seconded, all were in favor and the motion carried.

**UNFINISHED BUSINESS:** None

## **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 3,034 items withdrawn from the collection. These disposed items will be given to the Friends of the Campbell County Public Library for their regular book sales. In addition, the Library disposed of 4 copiers/printers and 3 fax machines. These items may possibly be donated to the Northern Community Action Commission's Senior Center, the Campbell County Drug Free Alliance or other area non-profits. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Destruction of Government Records: We removed 4,518 inactive patrons from our database in FY2015-16. Christie Fillhardt moved to approve the removal and deletion of these records, Carla Landon seconded, all were in favor and the motion carried.
- South Branch Sign: JC reported the sign on the property purchased for the South Branch will be removed. The sign is showing wear and needs replaced so we will just remove it. Christie Fillhardt noted we will get questions when we take down the sign. JC said we continue to get questions from folks who want to know when we are going to build the branch. Paul Johnson asked what kind of questions would we rather have? JC added we received plenty of questions before we even had sign and he doesn't see those questions going away. We will be prepared to answer whatever question we get. Paul asked about the maintenance of the property. We pay \$25 per mowing which is arranged by the developer of the Parkside

community. The developer has since died and now someone else is sending us that bill. We are being a good neighbor by mowing.

- Approval of Bidder for Carrico/Fort Thomas Concrete Removal: We received bids from four bidders. We are asking the Board to approve the bid from TMS Construction from Fort Thomas. Timothy M. Mulrone is the owner and a resident of Fort Thomas. All the company's references were good. This company fills a niche for small scale jobs. This bid came in at \$47,580.00. We budgeted \$40,000.00. The work won't happen until the end of August and will take a week to complete on each side. Paul Johnson asked if we have the specifics for the type of concrete? JC said that Joe Hayes advised us on how to frame the request for proposal. He added that the current concrete was not installed correctly which is why it buckled. Carla Landon moved to approve the bid, Christie Fillhardt seconded, all were in favor and the motion carried.
- Adoption of Tax Rates for FY2016-17: JC reported that he has received the computed possible rates from the Kentucky Department of Libraries and Archives. He suggests the Board adopt the compensating rate which will produce approximately the same amount of revenue as the previous tax year. He added we should equalize the Real and Personal Property rates which is important in determining the correct compensating rate in future years. Paul Johnson moved to set our tax rates for FY2016-17 at 7.8 cents per \$100 for real property, 7.8 cents per \$100 for personal property, and 2.6 cents per \$100 for motor vehicles, Carla Landon 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, Carla Landon seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, August 17<sup>th</sup>, 5:30 p.m., at the Cold Spring 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 6:38 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary