

**BOARD OF TRUSTEES REGULAR MEETING**  
**November 15, 2017**  
**Cold Spring Branch**

**MINUTES**

**CALL TO ORDER:** President Cathy Howard called the regular meeting to order at 5:31 p.m.

**ATTENDANCE:** Board members present were: Cathy Howard, Paul Johnson, Christie Fillhardt, and Tracy Smith. Absent: Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Coordinator; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

**INVITATION FOR PUBLIC COMMENT:**

- None

**MANAGERS' REPORTS**

David Anderson reported on staffing. Most of Cold Spring's positions have been filled. Megan Gillespie and Brittany Parr, our new children's librarian and programmer, are hitting their stride. Also in place are Danielle Heiert, on the patron services desk, and Abby Gerhardt, on the information services desk. Chantelle Phillips and I created the job descriptions for the Alexandria Branch positions and we've begun interviewing for the Branch Supervisor position. Several leaks at Cold Spring have been fixed but new leaks keep popping up. There was a leak in Dave's office then a leak around the back window then the meeting room leaked then the bathroom then the storage closet between the meeting room and Kiki's office. Dave added that Melissa England has been great to work with. As for programming, the D & D series has picked up. The group has been joined by a retired gentleman from Bellevue who makes models of buildings. He'd never played Dungeons & Dragons so he came to the program to learn. He has been back every month since and has donated models of buildings related to the game. Dave also reported that he offered his webinar on Story times in the Park at the SWON offices. While there, he worked with the SWON staff to figure out how to fly a drone they'd recently purchased for tech programming. Dave added it's been a busy month for community outreach events. We attended Spooktacular at AJ Jolly Park, a wellness fair at Home Depot, and a benefits fair at Disabled American Veterans. Finally, Dave and Brittany appeared on WKRC for an interview about Drop Your Drawers.

Dawna Haupt reported that she has been gearing up for our annual audit. The auditors did their field work last week in Administration but, now, they returned to their offices to finish. We have new auditors this year so there are more questions. The Capital Campaign is in year 5 and we are just about finished. We have just a handful of people that owe less than \$100. In January, Dawna will send out the tax statements for those who donated in 2017. Dawna reported that she and JC are working on changing banks. They met with Heritage Bank who provided them with a proposal yesterday. Dawna hopes to make the switch in January and close our accounts at BB&T by end of the fiscal year. Dawna reported the attendees to her self-

help book club are small but faithful. This is Dawna's eighth year doing one to one coaching. She has a second grader this year. And, Dawna still loves working for the library.

Melissa Yankee reported she is very happy to be working at the Library. This has been a busy time for Melissa. Our Technical Services manager, Doug Williams, will be leaving next month. We have interviewed for the open Digital Inclusion Coordinator position but have put that position on hold. We are hoping to get a better pool of candidates. We've also posted the Alexandria Branch Supervisor position. Melissa reported that we have had some issues getting qualified candidates for all positions. Staff Day in September was very successful. We held it at the Highland Country Club. The staff donated items for the Campbell County Animal Shelter. We filled the back of the HRV with all the donations. Melissa also reported the entire staff required to complete their technology competencies by October 31 successfully met the deadline. For October Breast Cancer Awareness month, we sponsored a pumpkin decorating contest. Staffed paid \$3 to enter and the winner was awarded the prize of JC performing their duties for one hour. Cathy Howard selected the winner. Our children's outreach staff, Carol Freytag and Stacey Venneman, won. JC will be working on the picture book project, labelling picture books with genre labels. The \$3 entry fee was donated to the Kentucky Thorough-Breasts. Melissa reported she will be having Black Friday giveaways until Christmas for staff. The items come from our Disney rewards programs. Melissa will send out trivia question emails to award the giveaways. Melissa will also be sending an allstaff email to encourage staff to get their flu shots as well as to offer holiday stress tips.

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

Louis Kelly had nothing to report at this time.

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

Cathy Howard had nothing to report this month.

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

Regional Librarian's written report is included in the Board packet.

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

There were no questions about JC's written report. JC reported that Governor Bevin told state agencies to expect 17% slash in budget. In light of that, KDLA is suspending hiring. They are also reducing state aid money to libraries. JC reported on some issues with vacation accruals. Our intent was to increase vacation accruals at the end of the 5<sup>th</sup> and 10<sup>th</sup> years of employment. However, that increase has not been applied evenly and, sometimes, has not happened until the end of the employee's 6<sup>th</sup> or 11<sup>th</sup> year. Consequently, we owe 20 staff members about 46 hours of vacation each on average. For some staff members, this will put them above the 240-hour maximum for accruals. We will give these employees until December 31, 2018 to use this excess vacation while continuing to accrue vacation hours as normal. If any employees in this situation leave our employment, we will not pay out the excess vacation accruals. JC provided a spreadsheet on our pension costs showing the Library's cost under current rules with no legislative changes and then for our costs under the proposed legislation from Governor Bevin. JC noted there would be a billion dollar hole in the state's budget unless they do pension

reform. Our current pension costs on all our employees in all three tiers is \$334,000. There will be a 28.86% increase if no legislative fix and that would increase our cost to over \$500,000. JC reported that Commissioner Tom Lampe recently visited Newport to get a book that we only had as an ebook. Information Services Assistant, Alyscia Davis, took him through the whole process of requesting a printed version. He called JC to let him know how helpful she was.

JC reported the VIP party for the Alexandria Branch would be on Monday, January 15 from 1 to 4 pm. The next day will be the grand opening. Pam Posik pulled patrons from the Alexandria zip code for a mailing list then used a variety of factors to filter the list to 2,000. Kiki discussed the schedule of events to spread out the attendance. As a giveaway, she will be creating a magnet with Alexandria's open days and hours. JC talked to TANK about providing a shuttle for us from the park and ride. Paul Johnson suggested we warn those who live around the Alexandria Branch so they are aware of the event. We may need to involve the police to direct traffic. JC will talk to the mayor of Alexandria to see if the city will provide police presence. If not, he will talk to the county.

#### **COMMITTEE REPORTS**

- Alexandria Satellite Exploratory Committee: David Anderson reported the carpet was selected, locks are on the doors, the equipment for the phone system is in, and the security cameras are on order. We will have possession the week after Thanksgiving. During the first half of December, we will be installing tech, shelving, and furniture. Barry Jolly and the contractors have been great to work with. Dave is working with KPC to select chairs. Dave wants a neutral fabric that can transfer to another location if necessary. Michael Gregory and Sarah Geisler have begun ordering the 6,200 titles that will become Alexandria's collection. Dave reported we already have about 2,000 titles in storage that are ready to be shelved at Alexandria. For the Branch Supervisor position, Chantelle Phillips and I have interviewed three external and three internal candidates. The Branch Supervisor will begin around December 4. We plan to post the part-time positions the week of Thanksgiving with the hopes of interviewing in mid-December. Kiki showed a picture of the sign that will be installed in front of the branch. Paul Johnson asked about holding Board meetings at Alexandria. Dave reported that we have already worked Alexandria into the rotation schedule and we will hold the February 2018 Board meeting at Alexandria.

#### **UNFINISHED BUSINESS:**

- None

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,761 items withdrawn from the collection as well as a broken electric pressure washer. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The pressure washer will be thrown away. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.

- Certification of Trustees: JC reported that Paul Johnson will get his last needed hour of continuing education on Saturday and that everyone else is good.
- Review/Revision of Collection Development Policies: Paul Johnson moved to approve the policies as presented, Tracy Smith seconded, all were in favor and the motion carried.
- Review/Revision of Income and Disbursement Policies: Paul Johnson moved to approve the policies as presented, Tracy Smith seconded, all were in favor and the motion carried.
- Review/Revision of Meeting Room/Study Room/Kentucky Room Policies: Paul Johnson moved to approve the policies as presented, Tracy Smith 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.

**NEXT MEETING:** Wednesday, December 20, 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 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