

BOARD OF TRUSTEES REGULAR MEETING

December 20, 2017

Newport 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, Tracy Smith and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Valerie Davis, Newport Adult/Teen Librarian, Michael Gregory, Technical Services Manager; Melissa England, Facilities Specialist; Noah Bartel, Alexandria Branch Supervisor; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; John Chamberlin, Van Gorder, Walker and Associates; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

AUDITOR'S REPORT:

John Chamberlin, Van Gorder, Walker and Associates, presented the audit of the financial statements for the fiscal year ending on June 30, 2017, as well as an audit of the Director's expenses for FY 2016-17. Mr. Chamberlin thanked JC and Dawna and reported to the Board that we have an outstanding staff. Everything is right where it should be. He added there were no irregularities in the Director's expense report. Paul Johnson moved to approve the auditor's report as presented, Carla Landon seconded, all were in favor and the motion carried.

MANAGERS' REPORTS

Chantelle Phillips reported on staff changes at Newport, Little Library bags, the branch's Friends sale, the Thinking Money exhibit from the American Library Association, and the branch staff meeting with a counselor from EAP due to the increase of difficult situations involving patrons.

Valerie Davis reported on the special needs class from Bellevue High School that make the Library one of their weekly community stops. We want them to know this is a place they belong. The visits to the Library help to expand the kids' world as they aren't always taken out into the community. One of the kids even came to our Holiday Open House so he could meet Santa. Valerie Davis also reported that, once a quarter, she meets with the special needs program at Newport High School. Currently, she is in talks with Dayton High School to meet with their Daytona program, which focuses teens that have had trouble in high school as discipline issues, attendance issues, etc. Valerie reported that she also visiting the Campbell County Regional Juvenile Detention Center which is located in Newport. She has been bringing books to the Center and having great talks with the teens. She goes every other Friday and gets into the two wards that are currently filled with 10 - 12 teens in each ward. She is also trying to work with their education center. Those in the juvenile detention center have their own high school program where they receive a certificate from Newport High School. Valerie reported she is also in the process of creating a book club for women coming out on probation. Valerie reported on her work at the YALSA literature symposium. Also, for YALSA, Valerie worked on the committee that re-wrote their

competencies for teen librarians which took about a year and a half because they didn't quite know what they wanted and she had to keep re-writing them. With that completed, Valerie will be limiting her role with YALSA to a mentoring position that will help librarians new to the organization and she will work as a liaison to YALSA's board.

Michael Gregory introduced himself as our new Technical Services Manager replacing Doug Williams whose last day was today. Beth Eifler, formerly the Adult/Teen Librarian from Carrico/Fort Thomas, is now the Collection Service Coordinator. Michael reported that he has been ordering Alexandria collection materials. He showed a map of how the Alexandria collection is shelved in the building and a table he created to estimate the number of books in each part of the collection based on shelf space. Michael reported the Alexandria collection will be popular materials with high circulation. He also reported on the holds priority list which determines how holds are filled. Alexandria will be the last building from which materials are taken to satisfy holds requests. Cathy Howard asked why we are allowing Alexandria books to fill holds. Any branch in the system must be able to fill hold requests in order for its collection to be searchable in the public catalog. JC talked about buying additional copies to fill holds. Michael reported that the shelving was installed today. The Collection Services department will be shelving items on Friday. Michael also reported on the Polaris upgrade. He added that very little on the staff side changes but numerous changes to the PAC side had to be addressed. The upgrade increased searching speed through our app but some cover images still aren't coming through. Another issue we discovered from the upgrade is that 1 in a 1000 patron accounts will freeze when trying to open.

Melissa England reported on the numerous projects she has worked on since being hired in April: changing all of the lights at Cold Spring to LED, installing the digital marquees and the Express units, repairing dry wall, having trees trimmed, relocating plants, and handling lots of electrical, HVAC, and plumbing problems. We have changed pest companies and mat exchanged services. Melissa reported that she has worked every Signature Series and walked in all three parades. At Fort Thomas, she has fixed the shutters, stained the pergola, built furniture, had new concrete pads installed outside the emergency doors as well as fixed rotting wood and she repainted the kitchen. At Cold Spring, she repainted the kitchen, fixed the wall in meeting room, re-tarred the roof above Dave's office to address a leak, treated the cicada killers and moved plants. Cold Spring's furnace went out last week and she expecting to need to replace it soon. At Newport, Melissa reported the geothermal strainer basket was moved for easier access. The heat exchanger was clogged with gunk that feels like dirt. We had a back flush system installed and the new stainless steel strainer is doing well. Melissa also reported a leak in the closet in Technical Services. A storm water downspout near that closet was off of its pipe. That has been fixed and seems to have taken care of the problem. Melissa reported that Newport has also had leaks within the panels of the wall of windows on the north side of the building. She had Jack's Glass look at it to give us a repair estimate. There are 10 complete seal failures. We will need to pull each window out and repair the seal. However, they can't guarantee the work. Melissa reported that we also had to replace the sewage lift pumps this year because a pair of underwear that was flushed killed one of the pumps and overworked the second. Both were nearly fifteen years old. Melissa also reported that she helped Jeff install the IT cabinet at Alexandria. Plus, the bathrooms there are all done and the building has all its cleaning supplies. On January 4, furniture will be moved to Alexandria. Melissa said her time here started with a bang and it has never slowed down.

ATTORNEY'S REPORT

Louis Kelly had nothing to report at this time.

PRESIDENT'S REPORT

Cathy Howard reported on a couple who sent package of 80 pairs of underwear through Amazon. The couple no longer live in Campbell County but wanted to contribute to the campaign. Also, a gentleman donated \$1,200 to the Capital Campaign in honor of his mother.

REGIONAL LIBRARIAN'S REPORT

We only received the emailed calendar this month.

DIRECTOR'S REPORT

There were no questions about JC's written report. JC thanked the Board for his evaluation. JC reported there has been no word on a special session of the General Assembly to address the pension issue. There are three items that need to be addressed during the next regular legislative session -- pension reform, tax reform and the budget. The plan, as he understands it, is for the General Assembly to not take up any other legislation until they tackle the pension issue. They cannot tackle the budget until they handle the pensions. Louis thinks tax reform will happen during a special session later. JC reported on the new logo for the Signature Series. JC also reported that the VIP invite for Alexandria should be sent right after Christmas.

COMMITTEE REPORTS

- Alexandria Satellite Exploratory Committee:
 - Noah Bartel, Alexandria Branch Supervisor, reported that he has been around the Newport Branch for a decade as a teen. He graduated from Newport High School and then from Berea College in 2016. When he returned to Campbell County after graduating college, he realized that working for the Library is what he wanted to do and has been applying for a position since then. Noah added that he wants to give back to his community.
 - Dave Anderson reported on the shelving at Alexandria as well as the staffing; we've hired 2 internals, 1 external to fill the 3 part-time positions. All Alexandria staff start on January 3. JC added details in regard to his thoughts about the addition of the third part-time position for the branch. Dave feels like the candidates are all really good and will mesh well. Dave reported that Kiki is working on getting signs and fatheads for the entrance/exit doors. We did receive some shelves of the wrong depth and we didn't get some of the shelves we need. We've only had a few missteps while pulling Alexandria together. The rest of the furniture will be arriving between now and January 9. The IT closet is done. Dave reported that the phones and cameras will go in next week. The window blinds will go in with the finishing touches.

UNFINISHED BUSINESS:

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,711 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Christie Fillhardt moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Destruction of Government Documents: Christie Fillhardt moved to approve the destruction of JC Morgan's archived emails from 2015, Tracy Smith seconded, all were in favor and the motion carried.
- Review/Revision of Investment Policies: Paul Johnson moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review/Revision 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, Tracy Smith seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, January 17, 5:30 p.m., at the Carrico/Fort Thomas Branch.

EXECUTIVE SESSION: The Board did not proceed into Executive Session this meeting.

ADJOURNMENT: Tracy Smith 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 6:52 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary