

BOARD OF TRUSTEES REGULAR MEETING
January 17, 2018
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, Tracy Smith, and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS

Pam Posik reported the Carrico/Fort Thomas Branch is almost fully staffed. It took two months to fill their part-time Patron Services position. Ashley Heizer filled that position on December 13. Pam also reported that Ashley starts library school this week. Beth Eifler is dividing her time between Fort Thomas and Newport as she continues to offer the programs she planned as Carrico/Fort Thomas' Adult/Teen Librarian and begins to learn her new duties as our Collection Services Librarian. Pam reported that she interviewed three people for the Adult/Teen Librarian position and offered the job but the person declined the offer. Pam is interviewing a fourth candidate this Friday and she is hoping this person will be the one.

Pam reported that those who used to change the message on our old marquees wanted her to thank the Board for our new digital marquees, especially in this weather. Pam reported on the new furniture Fort Thomas received because of swapping furniture with Alexandria. She also reported on new shelving in the staff workroom to store the crates for our many locations. Pam added the Melbourne Express is very successful. As for the Silver Grove Express, about 90% of the time, we are delivering items to Silver Grove. At Melbourne, we often have 11 people who want deliveries to the 10 lockers. Recently, Pam had to contact a husband and wife who both had deliveries schedule to see if she could put their stuff in same locker. Pam added that winter has not had much effect and the deliveries are still steady even with the weather. Pam reported she has taken over handling our learning management system, Litmos, and has enjoyed working on it. The Staff Training and Orientation Committee created customer service trainings in Powerpoint and those had been loaded in Litmos. She shared these trainings with different employees to test Litmos and then rolled it out to the rest of the staff in January. Within the first 10 days, half of the 55 have already completed the training. Litmos is also being use for in-house computer training this year. Pam reported she is working on creating Polaris training for Litmos – to use as training for new staff and as a refresher for current staff. Pam also reported on technology competencies. We biannually test the staff on their technology competencies. The staff reviewed their competencies from August through October of this year. Eighty staff members required testing, the rest were too new. We won't test the staff on technology competencies again until 2019.

Kiki Dreyer Burke reported on the Falcon Theater Signature Series event. We cancelled their January program due to snow. Falcon is now scheduled for Friday, March 9. Teepa Snow is our next Signature Series event. That will happen at Fort Thomas. Kiki relayed to the Board how wonderful it was to have

them all in attendance at the VIP event for Alexandria. Cathy Howard said she loved the Fathead murals in the lobby. Kiki reported that we broke last year's record for underwear donations for Drop Your Drawers. For this year's campaign, we collected 7,784 pairs of underwear. Kiki added she and Jim are working on an article about all the organizations who donated. Kiki also thanked the Board for the digital marquees. They were great to have with the snow closing. The Board asked about being able to remote into the marquees to change the signs when we are closed. Kiki reminded them of the cost for remote capability and that we had decided against the expense. However, JC and Kiki have talked recently about a workaround for remote options for the marquees. Kiki reported she has updated and printed the new patron folder as well as the inserts to be able to add the information about Alexandria. Those pieces are at the printer now. The new library cards for Alexandria have been delivered. They contain a picture of AJ Jolly Park. Kiki also reported on Andrew creating more videos for our social media accounts. Recently, he uploaded one of Cam cooking. He created this with Amy Caswell and Nina Frondorf at Newport. Cathy Howard said she liked the pictures of the Alexandria event on Instagram.

ATTORNEY'S REPORT

Louis Kelly will report in Executive Session.

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 on a bill (BR254) pre-filed with the legislature that would require Special Purpose Government Entities (SPGEs) to ask for the Fiscal Court's permission to raise their tax rate. This bill would limit SPGEs to taking the compensating rate. JC also reported the Governor's budget zeroes out state aid to libraries with except for building grants. For some libraries, state aid is a big portion of their operating budgets. KDLA took the highest cut of all state departments with 20 percent of their budget eliminated. We will need to discuss these items at Legislative Day on February 15 with our legislators.

JC also reported on the request by the Northern Kentucky Health Department to do HIV testing at Newport. This would be meeting room use by the Health Department. The Board was fine with this as long as it is scheduled the way we always schedule meeting rooms for outside groups.

JC asked the Board about their interest in having all of our library campuses become smoke free. Boone and Kenton Libraries have already gone smoke free on all of their campuses. We would roll it out slowly so that patrons have time to adapt. JC would like to be smoke free by August. He will bring sample policies to the next Board meeting to review. We can ask the programmers to do programs about quitting smoking around the same time as the roll out.

JC reported that he is the President of the Board for the Northern Kentucky Community Action Commission for the next year and a half. The NKCAC's executive director, Florence Tandy, is retiring. Therefore, JC will be spending the next 4 or 5 months looking for her replacement. This may consume a lot of his time and energy. JC also reported on the book drop at Alexandria. The building inspector wants the book drop moved because it is blocking a door. We may have to pay to put in a concrete pad to hold

the book drop or we may have to get a smaller book drop. Also, not all of Alexandria's furniture has arrived. Fort Thomas' furniture will be here this week.

COMMITTEE REPORTS

- Alexandria Satellite Exploratory Committee: Paul Johnson moved to disband 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 519 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, Carla Landon seconded, all were in favor and the motion carried.
- Review/Revision of General 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, Carla Landon seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, February 21, 5:30 p.m., at the Alexandria Branch.

EXECUTIVE SESSION:

- Paul Johnson 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, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Cathy Howard, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:44 p.m. to discuss litigation involving the Library.
- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library end the closed session, Tracy Smith seconded the motion, all were in favor and the motion carried.
- Cathy Howard, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:59 p.m.

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 7:00 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary