

BOARD OF TRUSTEES REGULAR MEETING

February 21, 2018

Alexandria Branch

MINUTES

CALL TO ORDER: President Cathy Howard called the regular meeting to order at 5:32 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; Noah Bartel, Alexandria Branch Supervisor; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS

Noah Bartel reported on Alexandria's statistics from their opening day on January 15 until today. They've created 137 new patron cards, that's about 5 new cards per day. Alexandria has had 5,863 items circulate since opening day. Fifty-eight percent has been adult material and 36 percent juvenile material. They have had laptops check out 100 times. From February 1 until today, Alexandria has had 2,328 check outs. Cold Spring's circulation during that same time has decreased by 3,161 when comparing 2017 and 2018 numbers. Obviously, Alexandria is stealing patrons from Cold Spring. However, Alexandria is not attracting as many Pendleton County patrons as expected. We have created only 9 new patron cards for Pendleton County residents. Since opening, Noah reported only a minor building problem: a leak developed in the janitor's closet. He contacted Barry Jolly who is trying to determine the source of the leak. Noah also reported that Abby Gerhardt, Alexandria's Children's Programmer, has begun planning programs. Alexandria is offering 10 programs in March with the help of Fort Thomas programmers. In April, Alexandria will have a full agenda of programs including regular Tuesday story times. On the first Friday of the month, Carol Freytag, our Early Literacy Outreach Librarian, is offering on monthly story time called Play, Explore, Read at Alexandria. At her first story time, Carol had 40 people in attendance. Noah reported that a little girl, who got her first library card on kickoff day at Alexandria, insists that her family visit the Alexandria Branch even though they live in between Cold Spring and Alexandria and often visit the Cold Spring Branch. Noah also reported they already have many regular families that visit the branch and he recently saw his first grade teacher in the building.

Paul Johnson suggested that we send something to the City of Alexandria and the Alexandria Business Association to let them know about our meeting room space at the branch. Cathy Howard asked how we were feeling about visits and circulation at Alexandria. JC said it was a good start.

ATTORNEY'S REPORT

Louis Kelly will report during Executive Session.

PRESIDENT'S REPORT

Cathy Howard shared notes we received about the Violins of Hope program offered at Newport on Sunday, January 21. She also shared thank you notes from the Family Resource Centers and school staff members about Drop Your Drawers. Cathy showed a certificate we received from the Internal Revenue Service to thank us for 10 years of service for offering AARP's Taxaide at our Newport Branch.

REGIONAL LIBRARIAN'S REPORT

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

DIRECTOR'S REPORT

Paul Johnson asked about the incident at Newport involving a fake gun and asked about our ability to restrict guns in our buildings. Louis Kelly said that KRS 65.870 allows the open or concealed carrying of deadly weapons in many public facilities so we legally cannot restrict weapons in our buildings. However, this situation involved a teen so we can prohibit weapons being carried by those under the age of 18 based on KRS 527.100. JC reported that for the March and May Board meetings Cathy Howard will not be in attendance. She will be attending the Public Library Association conference in Philadelphia during the March meeting. Carla Landon will be in charge of both those meetings. JC also reported that our Public Relations Department has purchased a green screen. We will be using it to create videos for social media. JC reported that SB25 was assigned to the House Appropriations and Revenue Committee today. KPLA does not support this bill. SB 1, the pension bill, was released yesterday. It should pass the Senate but will likely go through some changes in the House.

COMMITTEE REPORTS

- None

UNFINISHED BUSINESS:

- Smoke Free Campus Policy: This policy will be added to our General Policies. Paul Johnson moved to approve the policy as presented, Carla Landon seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,001 items withdrawn from the collection as well as two dead Azuradisc resurfacing units. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The two Azuradiscs were returned to the vendor for a credit on resurfacing supplies. Christie Fillhardt moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Review/Revision of Personnel Policies: JC reviewed some of the proposed changes to our Personnel Policies. Christie Fillhardt moved to approve the policies as presented, 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, Tracy Smith seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, March 21, 5:30 p.m., at the Cold Spring 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, Carla Landon 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 6:13 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 6:22 p.m.

ADJOURNMENT: Christie Fillhardt moved to adjourn the meeting, Tracy Smith seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:23 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary