

## **BOARD OF TRUSTEES REGULAR MEETING**

**March 21, 2018  
Cold Spring Branch**

### **MINUTES**

**CALL TO ORDER:** Vice-President Carla Landon called the regular meeting to order at **5:35** p.m.

#### **ATTENDANCE:**

Board members present were: Carla Landon, Paul Johnson, Tracy Smith, Christie Fillhardt. Cathy Howard was attending the PLA Conference in Philadelphia, PA. Staff members present were JC Morgan (Library Director), Dave Anderson (Cold Spring/Alexandria Branch Manager), Brittany Parr (Children's Programmer, Megan Gillespie (Children's Services Librarian), Dawna Haupt (Library Accountant), Melissa Yankee (Human Resources Coordinator), and Janet Arno (Adult Programming Coordinator).

#### **INVITATION FOR PUBLIC COMMENT:**

- None

#### **HERITAGE BANK**

- JC Morgan reported that he and Dawna Haupt would like to move the Library's banking relationship to Heritage Bank.
- Neal Brown (Heritage Bank) thanked the Board for its consideration and time. He remarked on the bank's local community interests and focus.
- JC reported that, while he would like to move the Library's depository relationship, the Library will continue to use PNC credit card services for Library-issued credit cards. Our present Certificate of Deposits would be considered for transfer to another institution as they mature. The Loan Amortizations Account will remain at BB&T for now. For Heritage Bank, JC is asking the Board to open two accounts, general and payroll. JC expects that the current Tomorrow Fund account will be liquidated as a separate banking account in the future and move into the General Fund, though the funds themselves will be held separate.
- Paul Johnson made a motion that the Library begin a banking relationship with Heritage Bank. Tracy Smith seconded. All in favor, motion carried.
- Signatory rules for Heritage are not limited to just four individuals The Library can have as many signators as desired. Tracy Smith stated that her company currently had an account at Heritage Bank so she could, if the board desired, be a signator. The current signators for BB&T are Cathy Howard, Paul Johnson, Dave Anderson, and JC Morgan.
- Christie Fillhardt moved that Cathy Howard, Paul Johnson, JC Morgan, and Dave Anderson remain signators on the Library's accounts. Paul Johnson seconded. All in favor, motion carried.

#### **MANAGERS' REPORTS:**

Janet Arno (Adult Programming Coordinator) reported that she will not report as she usually does at the August meeting because she will be retired by that time. Janet started in 2005 as a part-time reference assistant at Carrico/Fort Thomas while she worked simultaneously at Delta and earned her MLIS. After

earning her degree, she moved to Cold Spring as full-time reference librarian. In 2012, Janet started in her current role. Paul Johnson praised Janet, as a board member and on a personal level, for all that she's done for the Library and the community.

David Anderson (Cold Spring/Alexandria Branch Manager) reported on outreach efforts with community events, early literacy, adult outreach, and an upcoming teen event at Campbell County High School.

Megan Gillespie (Children's Services Librarian at Cold Spring) explained a little of her personal history. She received her MLIS from Illinois Urbana-Champaign. She loves the work here and wants to make the Library as inviting as possible to families. There are many different components to the job which she's integrating. She has made some changes to improve services: the time of day for baby sign (which was at nap time) moved to earlier in the morning. Attendance grew from 2 to 17 with the change.

Brittany Parr (Children's Programmer at Cold Spring) worked at Children's Hospital before coming to the Library. She has nine years of experience with children, mostly pre-school programs and older elementary kids. Brittany was Cam (library mascot) at the Alexandria opening and found that she likes it.

Dawna Haupt (Library Accountant) reported on the capital campaign. We have 91 total donors, 3 of those accounts became uncollectable, and there are 4 remaining to finish collecting. After expenses, the Library realized a profit of \$42,153.00 on the campaign. For this year's parades, the theme is "Libraries Rock" which follows the Library's Summer Reading Club's theme. Staff participating will be dressing like rock stars, even Cambo (the inflatable version of the mascot). The Library is in good standing with the Department for Local Government currently and Dawna has begun working on Uniform Financial Information Report (UFIR). Dawna still likes working for the library, but she will miss Janet.

Melissa Yankee (Human Resources Coordinator) reported on staffing. On March 13, the new Fort Thomas Adult/Teen Librarian started (Morgan Lockard). There are currently two openings at Newport in Patron Services, but six interviews have been scheduled. February was Heart Healthy Month. Melissa created a month long daily challenge form. There were four winners, one per branch. Half Staff day is May 11<sup>th</sup> and Melissa is planning for that now. On June 7<sup>th</sup>, Melissa will take her SHRM test for certification. Life threw her a curveball recently as she has a baby boy due on July 19<sup>th</sup>!

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

Louis Kelly had nothing to report this month.

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

Carla Landon read a card complimenting the Library that came from a Cold Spring book club member. The card accompanied a donation in another book club member's memory.

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

The written report is included in the Board packet.

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

There were no questions about JC's written report.

JC reported that Senate Bill 1 (the pension bill) has educators protesting and is in danger of not passing through the legislature. The current changes do not impact current CERS participants so the only changes for the Library's staff will come with new hires. There is concern that SB 66, which affects retirement contributions by employers, might not pass if SB1 fails.

HB 200 (the budget bill) is going to conference committee to resolve differences between the House and Senate. The current form does not include state per capita aid to libraries. Construction funds for public libraries were put back in, but, without per capita funds, some libraries may not have adequate funds to operate. Five libraries would see 80% of their budget go away.

There are other interesting bills out there: HB 29 would set all SPGE rates at 12.2% forever. HB556 would ask taxing districts to pay for PVA services. These two do not appear to be gaining momentum. SB 25 (which requires the Fiscal Court to hear any tax increase above the compensating rate) appears to be stuck on the House side. A bill that's likely to pass combines the advisory councils for KDLA's archives and library sections into one council.

JC led a brief discussion of the statistical analysis of Kentucky's public libraries that is provided by KDLA. The Library always has strong statistics when compared to other libraries around the Commonwealth.

Events for the board to consider attending: Memorial Day Parade, May 28. Summer Reading Kick-Off, June 2.

**COMMITTEE REPORTS :** None

**UNFINISHED BUSINESS:** None

#### **NEW BUSINESS**

- Christie Fillhardt moved to appoint Christie Fillhardt and Paul Johnson to the Board Member Selection Committee and to appoint Cathy Howard and Tracy Smith to the Budget Committee. Paul Johnson seconded. All in favor, motion carried.
- Paul Johnson made a motion to liquidate the Tomorrow Fund leaving only the \$10,500 from donors who asked that their donations remain in place for the South Branch when constructed. Tracy Smith seconded. All in favor, motion carried.
- Christie Fillhardt moved to approve the disposal of 1,841 items from the circulating collection to be donated to the Friends of the Campbell County Public Library. Paul Johnson seconded. All in favor, motion carried.
- Christie Fillhardt moved to approve the revised Circulation Policies as presented. Tracy Smith seconded. All in favor, motion carried.

**FINANCIAL REPORT AND MINUTES:** Paul Johnson moved to approve the February 21, 2018 Board minutes and the March 2018 financial reports as presented. Tracy Smith seconded. All in favor, motion carried.

**NEXT MEETING:** Wednesday, April 18<sup>th</sup>, 5:30 p.m., at the Newport Branch.

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

**ADJOURNMENT:** Tracy Smith moved to adjourn the meeting. All in favor, motion carried. Carla Landon called the meeting to an end at 6:45 p.m.

Respectfully Submitted,  
Dave Anderson, Cold Spring/Alexandria Branch Manager

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Cathy Howard, President

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Christie Fillhardt, Secretary