

BOARD OF TRUSTEES REGULAR MEETING

**April 18, 2018
Newport 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; Michael Gregory, Technical Service Manager; Beth Eifler, Collection Services Librarian; Rex Trogdon, Adult/Teen Services Programmer; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS

Rex Trogdon reported that he has been here over a year and works closely with Valerie Davis to create adult and teen programs for Newport. Rex started a book club for homeschoolers that includes activities along with the discussion about the book. He even had a local art teacher work with the homeschool students during one book club. Rex reported that he does not see himself as a crafter but has offered many adult craft programs. He has learned a lot. He and Valerie are trying to expand their audience and recently offered an after-hours Easter Egg Hunt for adults. They had 30 adults, from 19 to 70 years of age, who greedily found 300 eggs and loved every minute of it. Rex reported that he has offered three Euchre tournaments in 2018 and the attendance continues to grow. Rex added Valerie has done such great work with Newport's teens and has helped him learn to be a part of that community. Rex's science programs with teens have been successful. They have made volcanoes and even created their own slime. Rex gave awards to the teens who created their own slime in various categories. They were very competitive. We have one young person on the autism spectrum who attends with a helper. She only comes to our science events. She created all her own recipes and won the competition handily. Rex added that we try to be inclusive with our community.

Michael Gregory introduced Beth Eifler, who took Michael's place as the Collection Services Librarian when he took over as Technical Services Manager. Michael reported that we have wrapped up our ordering year so Technical Services is dealing with more material due to end of ordering year. However, we are still spending out the end of year money. We will be slightly under in spending. Michael added that building and installing the collection at Alexandria set the department back in terms of ordering. Michael is running monthly clean up jobs on items records, fixing call numbers, assigned branches, etc. He also has a regular schedule of tasks to clean up the catalog. Michael reported that in May he is going to Innovative Users Group Conference in Orlando. It is their national conference. Innovative has said they are committed to keeping Polaris. Michael also reported on the continued move from MARC to more HTML code in catalog records.

Beth Eifler reported this is her first Board of Trustees meeting since becoming Collection Services Librarian. She is still learning and is currently taking a course on the fundamentals of collection assessment through ALA. Beth should have a collection assessment to present to the Board in August. JC gave her a few more months to prepare due to her transition. Beth reported on the end of the ordering year which as March 31. She and Sarah are still spending the last of the collection budget but we are in a

good place as all the selectors did well finishing ordering and spending their budgets. Beth is spending extra money on re-building the adult non-fiction collection after all of our weeding. Beth mentioned the current events and current headlines displays in all the branches. These displays feature many non-fiction titles. Collection Services is buying books that will allow patrons to read in depth on topics in the news. Beth added there are a lot of new titles on current events coming out. JC Morgan asked if it is hard to find books representing a balanced view on current topics. Beth said there are not as many titles and less well-known authors write them when looking for opposing views to mainstream topics. Beth looks for books that present both sides and just represent the facts.

Chantelle Phillips reported on the success of the in-branch Friends' book sale at Newport, staff changes, and the upcoming Lineillism exhibit. She also reported on working the Special Education Department at Newport High School to provide volunteer opportunities for some of their students. She also reported on the upcoming interviews of the applicants for the Adult Programming Coordinator position.

ATTORNEY'S REPORT

Louis Kelly had nothing to report this meeting.

PRESIDENT'S REPORT

Cathy Howard asked Paul Johnson to talk about the award he received from the Kentucky Public Library Association -- Outstanding Public Library Trustee of 2018. Cathy mentioned that Louis Kelly gave a presentation on sexual harassment policies at the annual KPLA Spring Conference in Bowling Green. Cathy reported we received a note from Rebecca Kelm that included a link to an article from the Price Hill Branch librarian who got punched in the face by a patron. Cathy reported on her trip to the Public Library Conference in Philadelphia. Cathy said the conference was amazing and she came back with many, many ideas.

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 in the final day of the legislative session, state aid to libraries was restored. The pension changes do not impact current employees but there will be a hybrid pension for new employees. The portion the library pays to retirement will increase by 12 percent this year and future increases will be phased in over five years. The inventory tax is being phased out, but the specifics of that are not yet clear. There was a minor bill that combined advisory boards for KDLA into one board. Currently there is a Library Advisory Board and an Archive Advisory Board serving with KDLA. The Archive Board determines retention of records for government documents. JC was asked to be on combined board.

JC reported that he has begun working on the budget and currently has included replacing the Carrico/Fort Thomas patron services and information services desks. Also, we are asking our donor for funding to create a conference room at Fort Thomas. Pam has developed a design that turns the computer area into a small conference room. It will include new tables, chairs, a new TV, whiteboard and soundproofing. JC thinks we can do this all for \$25,000. We will keep five standing computers and then have laptops that can be checked out. We will also lose some shelving in the process but should be able to hold about the same amount of books by utilizing the top and bottom shelves of the remaining units. The new conference will be very popular.

COMMITTEE REPORTS

- Board Member Selection Committee: We currently have no applicants. The deadline for submission is May 31.
- Budget Committee: JC is working on the budget. He will send out dates for the committee to meet to discuss the budget. He should have the budget completed by May.

UNFINISHED BUSINESS:

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,280 items withdrawn from the collection as well as a small number of computers that are no longer serviceable. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The computers will be given to Habitat for Humanity. Paul Johnson moved to approve the disposal, 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, May 16, 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, Carla Landon seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:41 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary