

BOARD OF TRUSTEES REGULAR MEETING

May 16, 2018

Carrico/Fort Thomas Branch

MINUTES

CALL TO ORDER: Vice-President Carla Landon called the regular meeting to order at 5:30 p.m.

ATTENDANCE: Board members present were: Carla Landon, Paul Johnson, Christie Fillhardt, and Tracy Smith. Absent: Cathy Howard. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Morgan Lockard, Carrico/Fort Thomas Adult/Teen Services Librarian; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS

Morgan Lockard reported that she came here from Knox County. She started in March and it's been a fast two months. She has been doing the programs that Beth Eifler planned before she become our Collection Services Coordinator and they've been successful. Morgan reported that she's done several school visits this week to promote Summer Reading. She visited Southgate School today, talked up chess club, and then several of those kids actually came to the club this afternoon. In July, Morgan will be taking over Janet's Wednesday book club. She has met the group and they seem really great but very loyal to Janet. Morgan has plans in the works for the Fort Thomas farmer's market since they are moving to the church next door. Morgan reported that in August she will doing things a little differently to help alleviate the really long wait list for craft programs. This was a request from Pam. Morgan will be doing a drop in craft program that will happen quicker and get more people in and out. She is hoping to accommodate 40 people to cover the wait list. She will also be hosting the same craft program twice to accommodate more patrons. Morgan reported she is being trained on book selection next week. Book order resumes on June 1st. Pam added that Morgan is doing well so far.

Pam Posik reported that Morgan was her last hire so Fort Thomas has been stable since then. Pam reported that when Morgan worked at Spencer County Public Library, she did everything that needed to be done; she has many talents. With the end of the ordering year complete and summer pretty much planned, Morgan has had extra time to learn about CCPL. Pam added that Morgan brings a lot of youthful energy to the job. Beth had built adult programming to the point where we were always full. Pam tasked Morgan with getting new people into those programs. Pam reported that JC included in the new fiscal year's budget a new patron service desk for Fort Thomas. The current desk is old and being held together with spit and a prayer. The desk was retrofitted and lacks storage space. The new desk will be more ADA compliant, be better for helping kids and will cover the door to the staff workroom, where patrons sometimes wander in. Pam also showed the Board her plans for the potential conference room in the newer part of the building. Pam reported on the number of groups this room could have

accommodated, about 100, over the past 2 years. Fort Thomas needs more meeting space because there are many days when all our tables are full. Pam reported that she and JC have researched furniture and building costs. JC reached out to our donor today. The items on the shelves that would be lost could be moved into the rest of the collection. JC added that there is nothing in the budget for this room. We are hoping the donor will cover it. Pam reported on attending the IUG conference in Orlando. Pam added that over the three days of the conference there were over 130 presentations so it was hard to choose what to attend. Pam noted that, during the conference, you could also ask other librarians about issues they are having and how they are doing things. Pam did get some information on how to use the API that we bought last year and she gave those to Kylie Webster who is ready to start on projects. Pam would like to present at the next IUG on competencies. Pam noted that her meeting room calendars are now online.

Kiki Dreyer Burke distributed the Summer Reading brochure. She also showed the new game board that we are using this year instead of a reading log. Kiki showed our Summer Reading t-shirts. Kiki reported on the Lineillsim exhibit and the new form for 1000 Books before Kindergarten. She also showed the door hangar about getting library cards to be distributed in Silver Grove. Kiki distributed the Library at Your Door brochure and talked about Letters for Cam with Cam postage stamps. Kiki then reported on the revamped process for how staff requests books for book clubs and talked about the new form. She added we would still have two brochures a year but all the titles will be turned in at once. Kiki reported that the smoke free signs would be out in July. She mentioned the new event calendar. Kiki reported that we have over 6,000 Facebook likes and that we received 2,000 more likes between 2014 and 2016, noting that the number has doubled since Andrew starting working here. Kiki also noted that we have had 13,000 app downloads and we finally included a Cam image on the marquee.

ATTORNEY'S REPORT

Louis Kelly had nothing to report.

PRESIDENT'S REPORT

Carla Landon reported on a note and package that the author Dav Pilkey sent to JC. She also mentioned notes received from Campbell County Judge/Executive candidate Anna Zinkhorn that thanked the branches for allowing her space for her meet-and-greets and for being kind and professional. Carla also noted that Carol Barth and Sandy Patton sent thank you notes for their volunteer appreciation gifts. Sandy added that she loves her library volunteer time.

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 Morgan reported on the Cold Spring parking lot. JC reported that he met with the Cold Spring Planning and Zoning Committee recently to talk about our parking lot project. He added that he thinks we are getting closer to an agreement. He asked Joe Hayes to work on actual plans for what we will do so that he can present that to the commission in a month or so. Most likely, it will be August or September until all of the planning is done. Paul suggested a better way to direct traffic around the book drop.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt, Paul Johnson): JC Morgan reported we have received two applications –one from Karen Brown of Cold Spring and one from Michelle Beagle of Alexandria. We still have until May 31 to accept applications. JC will send the applications to the committee after the deadline.
- Budget Committee (Tracy Smith and Cathy Howard): JC Morgan reported that it is not a happy budget but it is a budget that keeps us from raising taxes. Overall, we will have less revenue than last year because we are not bringing in funds from reserves. JC projects that we will have \$890,000 of reserves in November, which is short of three months of operating expenses. In the coming fiscal year, we will be able to give staff a two percent raise which is more or less in line with the increases in the cost of living. This budget does not include the Digital Inclusion Coordinator position and reduces the programming, public relations, and collection budgets. The collection budget, short of the money spent on the opening day collection for Alexandria, is about what we spent last year. The programming budget is weak, JC said, and would be the first place to add funds if they became available. Paul asked why we would need to use our reserves for operations. JC explained that unbudgeted reserves have been used in the past for regular operations such as the year that tax bills were delayed due to litigation with the Fiscal Court.
 - Review/Approval of the FY2018-19 budget: Tracy Smith moved to approve the budget as presented, Paul Johnson seconded, all were in favor and the motion carried.
 - Motion to disband the committee: Christie Fillhardt moved to disband the committee, Paul Johnson seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,981 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, Paul Johnson 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, June 20, 5:30 p.m., at the Alexandria 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. Carla Landon called the meeting to an end at 6:50 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary