

## **BOARD OF TRUSTEES REGULAR MEETING**

**June 20, 2018  
Alexandria 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, Carla Landon, Paul Johnson, Christie Fillhardt, and Tracy Smith. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Noah Bartel, Alexandria Branch Supervisor; Abby Gerhardt, Alexandria Children's Programmer; Carol Freytag, Early Literacy Outreach Librarian; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

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

- None

#### **MANAGERS' REPORTS**

Noah Bartel reported on Alexandria statistics. Since January 2018, they've circulated 21,439 items. During the Saturday of Summer Reading Kick Off, Alexandria circulated over 300 items, they average 120 circs per day but that tripled during kick off. Noah reported they have had 396 laptop circs since they opened, that's 2% of the overall 21,000 in circulation. Attendance for kick off was 300 people. They have created 338 new cards since the branch opened, 11 new cards on kick off day. Noah will begin offering the Alexandria book club on July 19. He has five confirmed registrations. Noah also reported on some issues at Alexandria. They have birds nesting in the wall behind the patron services desk. Noah added they've named the birds Ricky and Lucy. The young birds should be ready to leave the nest soon and then we will need to fill the hole in the wall that allowed their nest. Noah also added that the AC is running hot. Noah, Melissa England, and Dave Anderson are playing with the system to see if something is wrong with the unit. The windows in the meeting room make the room much warmer. They may have the AC begin earlier in the morning to start the cooling sooner.

Abby Gerhardt showed the Board pictures her storytime kids have made. Abby reported that this week she had a record high attendance of 35 people for the first session of her Terrific Tuesdays program and then had 12 at the second session. The numbers for her Terrific Tuesdays have doubled since May. Abby also reported there have been problems with folks on the waitlist who think they are registered for her programs. Paul Johnson asked if Abby's program attendees are new to the library. She said that they are mostly Alexandria residents and that about five of them already attended library programs in the past. Paul also asked if anyone comments on accessibility. Abby said they are finding the branch very convenient. Abby added she has had folks from Pendleton County for weekend programs because we are closer to them than the library in Falmouth. Noah added that he hears every day how thankful folks are for this library. He also added that the staff are asked daily when the South Branch will open. Christie Fillhardt thanked Noah for showing her son around the branch and added that the staff is very nice.

Carol Freytag reported on the Prime Time Family Reading program that we are collaborating on with the NKY Scholar House. Prime Time is a discussion and storytelling program with a scholar and storyteller. Scholar House is a resident program for parents who are single and are looking to further their education. Carol said that, during Prime Time, we provide dinner to the families for the 6 weeks of the program; about 20 families will attend. We can cook and serve dinner or order meals and serve them. The Friends of the Library are paying for the food for two of the nights of the program. The estimated attendance is 30 to 60 people. Carol still needs help with the dinners for September 4 and September 18. The Board agreed they would serve and provide baked goods for the 18th. The address for the Scholar House is 402 West 6<sup>th</sup> in Newport. Carol thanked the Board and the managers for supporting Outreach. Carol also reported on her Outreach numbers: According to the numbers in the old events calendar for the July 2016- June 2017, our Outreach team sees more children per year for story times than the two biggest branches combined. Outreach saw 9893 children during this time period for story times. When adding the infant/toddler and the Preschool entries Cold Spring saw 5752 and Newport saw 3770 for the same time period which adds up to 9522. If we add in the Elementary School and Family/Multiple Age numbers to the branch numbers than Outreach is the second largest “branch” in the system counting only its story time attendance. Those statistics would not take into account the 24 lunch programs, the Jolly Thursday programs, the Me and My School programs, and all of the other things Outreach does. We visit centers and families as far south as California and Grants Lick, so we are out a lot. Carol also reported on 1,000 Books before Kindergarten. Cold Spring had a little girl turn in her fifth reading log and she is still not in kindergarten. For the first year of 1,000 BBK, we had fifteen kids complete the program. During the second year, we had 52 kids complete the program; that’s a total of 805 completed book logs and 80,500 books in two years. Carol also reported on the Outreach Department’s Summer Reading efforts and the summer lunch program that she and Stacey participate in at the schools in Dayton, Bellevue, and Newport once each week for 8 weeks. Carol explained Play and Read bags -- we currently have 53 in circulation -- and the picture book theme reorganization project. With help from staff at both service desks at each branch, the children’s staff has been working on this project since May 2017. We have been selecting a theme for each picture book in our collections and labeling them with the appropriate sticker as a visual aid. In August, we will spend three Sundays before we open reorganizing the books into their themes. Jim Pleshinger is creating a pamphlet explaining the themes and then we will have a scavenger hunt with prizes to help families get used to the new organization. Finally, Carol reported on the Make and Take bags that we leave in little libraries at laundromats. These have been well received. Everything she leaves is gone when she returns to refill the bin.

#### **ATTORNEY’S REPORT**

Louis Kelly reported the lawsuit is finally over. The Kentucky Supreme Court denied the Motion for Discretionary Review from the plaintiffs.

#### **PRESIDENT’S REPORT**

Cathy Howard reported on a compliment (“Who says that libraries are dead?”) a patron posted on Twitter that Andrew Moorhead, our Digital Marketing Coordinator, shared with the staff. Cathy also reported on a thank you note from Rebecca Kelm for her volunteer gift card and a note the Newport Branch received from a very appreciative student who has been having her tests proctored by the staff for over two years. Cathy reported that we received a \$1,000 donation today. The donor’s mom used to attend programs at Newport and he visits our Carrico/Fort Thomas branch. Along with his donation, he expressed his appreciation for the staff. JC Morgan gave the \$1,000 to the Carrico/Fort Thomas Branch to use to replace their teen furniture.

### **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 showed the Board the four options for the redesign of our Cold Spring parking lot created by Architect Joe Hayes. The Board discussed the options and the opportunities/problems with each option. All members seemed to like option three with the more green space in front of the building but worried about cars taking too long at the book drop and causing problems with the flow of traffic. The Board wants the Cold Spring staff to have input on the options because they live with it every day. JC reported on the pension legislation overturned by the Franklin Circuit Court just today. It was overturned because proper procedures weren’t followed before it’s passing by the legislature. The Library’s concern, as an employer, would be the impact on contribution rates for employers. If our contribution is increased to 38 percent then we would be looking at an almost \$140,000 hole in our budget that we’d have no choice but to fill.

### **COMMITTEE REPORTS**

- Board Member Selection Committee (Christie Fillhardt, Paul Johnson): Paul and Christie are both available to interview the candidates on Monday, July 2 at 4:30, the backup date is Monday, July 9.

### **UNFINISHED BUSINESS**

- None

### **NEW BUSINESS**

- Disposal of Surplus Materials: This month’s disposal includes 1,730 items withdrawn from the collection plus gaming/electronic equipment from Carrico/Fort Thomas. The disposed items from our collection, along with the working gaming/electronic equipment, will be given to the Friends of the Campbell County Public Library for their regular book sales. The non-working equipment will be discarded. Paul Johnson moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- Approval of Dissolution of a Certificate of Deposit for approximately \$115,000. The money will move to the general fund. Paul Johnson moved to approve the dissolution, Carla Landon seconded, all were in favor and the motion carried.
- Approval of Auditing Services for FY2017-18. Paul Johnson moved to approve Van Gorder, Walker and Company for the auditing services for FY2017-18, Carla Landon seconded, all were in favor and the motion carried.

- Approval of Amendments to the DLG Budget Report for FY2017-18: The amendments to the DLG budget include \$12,000 less spent on personnel with that money transferred to debt services. Also, we took in \$15,000 more in income in interest. Paul Johnson moved to approve the amendments, Carla Landon seconded, all were in favor and the motion carried.
- Approval of Memorandum of Understanding of Videoconferencing Equipment. Paul Johnson moved to approve the memorandum, 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, Christie Fillhardt seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, July 18, 5:30 p.m., at the Cold Spring 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 6:39 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary