

BOARD OF TRUSTEES REGULAR MEETING

July 18, 2018

Cold Spring 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, and Tracy Smith. Absent: Christie Fillhardt. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Clara Gerner, Cold Spring Adult/Teen Services Librarian; Tori Story, Cold Spring Adult/Teen Programmer; Dawna Haupt, Library Accountant; Amy Carroll, Adult Programming Coordinator; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS

Dave Anderson asked the Board to notice that there were no water damaged tiles in the meeting room because the leak is finally fixed. However, now the AC is broken. Dave reported that we had over 600 attendees for Jolly Thursday's BMX stunt show on June 28. Dave added this has been a good year for attendance and we will probably break 2,000 for Jolly Thursdays. Dave also reported he is taking over JC's book club, Real Men Read.

Clara Gerner reported on the Piper computer kits. These kits allow kids to build a computer and the keyboard. The computer has 15 preloaded programs that teach kids how to program. Clara has been taking these kits to outreach events at the schools. The kits are designed to be worked on by 2 to 3 kids or a child and an adult, at one time. They use "Raspberry Pi" technology. Clara reported that she was approved to be the regional point person for Girls Who Code. She will receive 120 lessons to use with the girls who participate. Clara learns with the girls and, at the end of the session, they will have a completed app.

Tori Story reported that she is helping Clara with the busy D&D and Minecraft programs. She is taking over Cold Spring's adult craft programs and the teen book club. For outreach, Tori visited Campbell County Middle School and Holly Hill Child and Family Solutions. Tori reported she is interested in doing a graphic novel book club or anime movie club to get in the teens that aren't visiting programs.

Dawna Haupt reported that annual filings for the Library and for the Friends were added to the Kentucky Secretary of State's website. Fiscal year 2017-18 is closed and Dawna is gearing up for the annual audit. Dawna will be conducting a fixed assets inventory at Fort Thomas in August. Dawna has registered our final budget for FY2017-18 on the DLG website as well as our

estimates for 2018. Dawna reported we are still transitioning from BB&T to Heritage Bank but we should be moved from BB&T fully by the end of this year. For the Capital Campaign, we still have a few people who are paying small monthly amounts and that will continue for about two more years before they complete their pledges. As chair of the Parade committee, Dawna reported that we've had two really hot parades so far, 90+ degrees. We had lots of staff and volunteer support and the float looked really good. Dawna is preparing payroll while Melissa Yankee is on leave. Dawna attended a conference in May in Louisville for government CPAs. The conference included updates on the pension system and other things that affect government audits.

Amy Carroll reported that she will have worked at CCPL for two years next week. Amy has taken over the Adult Programming Coordinator position from Janet Arno. In Amy's previous role as Cold Spring Adult/Teen Programmer, she planned the homeschool steam blast programs, the Rapture dance series, and even planned an escape room last summer. Amy previously worked for Cincinnati Landmark Productions, whose operations include the Warsaw Federal Incline Theater and the Covedale Center for the Performing Arts. Amy grew up in Fort Thomas but currently lives in Highland Heights. Amy reported that she worked with Jim Pleshinger in PR to create a new logo and style for Art After Hours brochures and postcards. Amy went over Janet's program numbers from last year's series programs. Bluegrass bands continue to bring in the biggest numbers. Amy reported that we are not hosting the Spotlight Series this year but it will return in 2019. Clara Gerner and Tori Story will be taking over the Let's Talk series at Cold Spring.

ATTORNEY'S REPORT

Louis Kelly reported he has nothing to report this meeting except that the deadlines for the plaintiffs to file a motion to reconsider have passed.

PRESIDENT'S REPORT

Cathy Howard has nothing to report.

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 on our stats, which show the library's performance over the entire fiscal year. E-material circulation goes up but print circulation goes down and we go down slightly each year in circulation. Library visits are roughly the same. The overall number of cardholders who are new or who renew their accounts is roughly the same. Our cardholder number is more or less static. For programming, JC is concerned about numbers with our new event calendar system. We may not be capturing everything that the old calendar captured. Cathy Howard asked about search functions on the app. JC reported on our storytelling line, TouchTone Tales. We received 4,000 calls in one month. In fact, we are setting up another line to handle all the calls. The extra line should increase the number of calls received because patrons are calling and getting busy signals. JC

reported that computer usage has slipped but Wi-Fi use is stable and meeting room use has gone up. Overall it has been a good year. JC is working on the annual report to the community.

JC and Dave met with Joe Hayes about the Cold Spring parking lot. The Cold Spring staff wanted to get rid of the pull through at the front of the building; however, JC still thinks pull through is necessary. We will be keeping it. We will be losing some parking along the front of the building and we will widen the sidewalk to accommodate the book drop's move to the other side of the pull through. JC reported he met with Melissa England and Pam Posik at Fort Thomas to discuss curb stops. Fort Thomas has 8-foot wide curb stops which make narrow spaces in between for people to walk, causing people to trip. We will be replacing the 8-foot curb stops with 6 feet wide curb stops. At Cold Spring, we will be removing the curb altogether at the front of the building to eliminate that hurdle for older patrons, but we will also be adding bollards to protect the building. The bushes by the amphitheater will come out and we will replace with big urns for plants. JC reported that Joe Hayes needs to create an actual blueprint before we can approach the city with our plans. JC will let Cindy Minter, who handles the planning and zoning for the City of Cold Spring, know we were still working on it.

JC reported that he was hoping to get tax rates by this meeting but that did not happen. We may need to hold a special meeting to approve tax rates. JC has no idea what the new rates will be. Paul Johnson asked about the pension. JC has received no direction on that. He does not expect anything on pensions until after the lawsuits are settled and they should go to the Kentucky Supreme Court. Paul asked if any of this could get us in trouble at the end of the year. JC said if the pension reforms get overturned that could put at risk the gradual funding increase. Louis thinks there will be push back from lots of agencies who will be in worse shape than libraries if the gradual increases are not kept in place. JC reported on the Kentucky Wired Program. They are predicting to be done by 2019 or 2020. The program was given an infusion of cash by the General Assembly this year.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt, Paul Johnson): Paul Johnson reported that Christie and Paul interviewed two candidates, both were teachers -- Michelle Beagle retired from Newport schools and Karen Brown teaches in Kenton County. Both are committed to the library and both would make excellent trustees. Paul and Christie are recommending that Ms. Beagle's name be submitted along with Tracy Smith's. Paul added that he and Christie made it clear to the two interested candidates that Tracy was still interested in being a trustee and that only one other name would be selected. Paul Johnson moved to send forward Tracy Smith and Michelle Beagle, Tracy Smith seconded the motion, all were in favor and the motion carried. JC will call the interviewed candidates and will send the nomination letter to KDLA. The State Librarian will then send the names to Judge Pendery at the Fiscal Court.

UNFINISHED BUSINESS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,154 items withdrawn from the collection plus one Dell laptop and three AWE literacy stations (one from Cold Spring and two from Carrico/Fort Thomas). The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The laptop will be given to the Biology Integration and Outreach for Science Education for their Critters in the Classroom program. The three AWEs will be given, one each, to the following library systems - McLean, Robertson, and Carter County. Paul Johnson moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Destruction of Government Records (Purged Patron Records): This year we purged 6,248 inactive records of patron accounts (with 4 or more years of inactivity). Paul Johnson moved to approve the destruction, Tracy Smith 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, August 15, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Tracy Smith seconded, all were in favor and the motion carried. Carla Landon called the meeting to an end at 6:21 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary