

BOARD OF TRUSTEES REGULAR MEETING

August 15, 2018

Newport 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; Michael Gregory, Technical Services Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT: None

MANAGERS' REPORTS

Michael Gregory reported that Beth Eifler is working on the collection analysis and should be finished with it by end of August. He also reported that we have moved into the number one slot for KLU circulation in our consortium. We beat out Boone County Public Library by a couple hundred titles. One of the reasons for this is that we are more committed to developing our Advantage Collection. The Advantage Collection on KLU is only accessible to our cardholders. We also provide money for the shared collection, which is available to all library patrons who are a part of our KLU consortium. Michael reported that Sarah Geisler would be doing a presentation on best weeding practices for SWON next month. Michael is working on cleaning up the catalog. He has added information about major literary awards to records in Polaris. Patrons can now search for award winning titles from twenty different literary awards like the Pulitzer, Newbery and Caldecott. Michael is also working with the Children's Librarians on Beginning Readers that have been incorrectly coded or cataloged. Michael is coding them properly in the catalog and then moving them all into the BR collection. Michael reported that the Technical Services and Fort Thomas staff inventoried the entire Fort Thomas collection last Friday -- 53,000 items. There were only 115 items with mistakes on the shelves and only 275 items not found that Polaris thought was there. Michael was able to fix the 115 items on the spot and the Fort Thomas staff are checking again for the missing items. Jeff Prudencio helped by getting all the computers set up. The inventory was complete by 4:15 pm. Michael reported that he began working on a project with Better World Books. Better World helps libraries deal with donations they don't want or can't handle. We send them books in saleable condition and we get a portion of the proceeds. For books they can't sell, they give them to local literacy organizations or recycle them. We are signing up for a one-time contract to get rid of excess material from the South Branch collection that were never used. Michael reported that Beth Eifler is also working on the book club kit creation project for KDLA. Currently, Beth is working on a list of possible book club kits that KDLA will agree to buy from us once we are done with them. Michael added there would be a Polaris upgrade on December 5. It will add the ability to do one click holds and will allow patrons to narrow a search by Lexile level.

Chantelle Phillips reported on staff changes at Newport and the hiring of Amy Carroll as Janet's replacement. She also reported on Newport's new intern from Brighton Center. Alex Brewer works 20 hours a week on the information services desk and is paid by Brighton Center through a federal grant. She can work up to 650 hours total under the grant. Chantelle reported on the Lineillism exhibit that was housed in the Presidents Room during the month of June. We had 206 people view the exhibit over its 12 open days. She also reported on recent programs including the Early Literacy Fair and handling summer programs without a children's programmer for the start of summer. Chantelle reported on the various leaks in the building over the past few months -- from the main water line to the roof to the drain in a bathroom floor. Chantelle also reported on the reorganization of the picture book collection. It took only five hours to move the books into their categories. It is a great relief to have that completed. Chantelle reported on the book sale in the branch. Since April, the branch sale has made nearly \$3,700 for the Friends.

ATTORNEY'S REPORT

Louis Kelly had nothing to report.

PRESIDENT'S REPORT

Cathy Howard reported that Pam Posik at the Carrico/Fort Thomas received a call from a patron who had moved to Fort Thomas from Louisville. The patron said she found the Campbell County Library system to be amazing. She loved all our programs and services. The one thing she missed about Louisville was the Culture Pass program.

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 API training that Pam Posik would work on with Polaris. Polaris also plans to create a presentation on API for the Innovative Users Group Conference in 2019. JC added that once we know more about API and how it works with our app, we could do more things for our patrons like provide access with usernames and passwords. JC and the Board went over the dinner they are providing to the Prime Time Family Reading program that we are collaborating on with the Scholar House in Newport.

JC reported that the City of Newport received the federal funding needing to move forward on addition Red Bike stations. Also, all the easement restrictions have been taken care of. The sidewalk at the front of the Newport Branch property will need to be widened to hold the Red Bike station. We also want to build a sidewalk from the existing sidewalk to the parking lot to cover the grassy area that people walk on from the bus stop down into our parking lot. We will also need to replace a portion of the sidewalk running in front of our property because it has begun to deteriorate. The total cost of the project is around \$10,000. The city will cover \$3,000 of the cost for installing electric and widening the sidewalk; our portion will be \$7,000 for the rest of the sidewalk work. Carla Landon move to approve the expenditure, Christie Fillhardt seconded, all were in favor and the motion carried.

JC reported that he submitted our annual report to KDLA yesterday. KDLA will fact check it and then JC will get the Board to sign off on it. JC added that program attendance went up by about 1000 people even though we had less programs. He believes the turnover in programmers we experienced over the past year affected the number of programs.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt, Paul Johnson): Our two choices for trustee (Michelle Beagle and Tracy Smith) were presented to the Fiscal Court today so we should hear something soon.

UNFINISHED BUSINESS

- Fifth Third Loan: JC reported on our Fifth Third Loan. Due to changes in regulations, Fifth Third is not making as much money from writing off the money from our loan. Fortunately, we are fairly far along and only have \$844,000 left on our loan. Fifth Third wants to raise our interest rate to make up the loss. It will cost us an additional \$10,000 over the next three years. Paul Johnson thinks we should talk to other banks to see if they would be interested in taking over the loan. JC told Paul that he will ask our Fifth Third rep and will call other banks as well.
- Cold Spring Parking Lot Expansion: JC went over the Cold Spring parking lot schematic he received from Joe Hayes. The concrete in front of the building will be torn up and replaced. The area closest to the parking lot will be sloped to ground level to eliminate tripping hazards. We will protect the building with bollards. JC has a meeting on Tuesday with several people to go over the plan. Unfortunately, we don't have any architectural drawings of the original construction so we don't know the thickness of the concrete. Therefore, we will have to test the concrete, which will cost about \$1,700. The architects asked about doing an environmental scan to see if there are bats in the trees that will need to be removed behind the building. Joe Hayes estimated, from a recent experience that it would cost \$5,000 to do this environmental scan. Without the scan, the Library could be fined by the Kentucky Department of Fish and Wildlife. The Board agreed that JC should go ahead and spend the \$1,700 to test the concrete. However, we will not do anything yet about the environmental scan until later in the process.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,207 items withdrawn from the collection plus a nonfunctional TV from Newport. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The nonfunctional TV will be discarded. Paul Johnson moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Approval of 2018 Tax Rates: For FY2017-18, our tax rates were set at 7.7 cents per \$100 for Real property, 7.7 cents per \$100 for Personal property, and 2.6 cents per \$100 for Motor Vehicles. KDLA has determined 7.5 cents per \$100 is the compensating rate for both Real and Personal property, allowing approximately the same amount of revenue as last fiscal year. Christie Fillhardt moved to set the Library's ad valorem tax rates for FY2018-19 at 7.5 cents per \$100 for Real property, 7.5 cents per \$100 for Personal property, and 2.6 cents per \$100 for Motor Vehicles, 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, September 19, 5:30 p.m., at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Carla Landon moved to adjourn the meeting, Paul Johnson seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:55 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary