

BOARD OF TRUSTEES REGULAR MEETING
September 19, 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; Pam Posik, Carrico/Fort Thomas Branch Manager; and Chantelle Bentley Phillips, Assistant Director.

SWEARING IN OF TRACY SMITH: Louis Kelly administered the Oath of Office to Tracy Smith, who was appointed to her first term as board member by the Fiscal Court on August 15.

INVITATION FOR PUBLIC COMMENT: None

ATTORNEY'S REPORT

Louis Kelly reported that he is crafting our response to the plaintiffs' filed petition with the US Supreme Court and making sure it is in the correct required format. Louis added that he is hoping this will all be resolved before he leaves us in December. He thinks we should hear a determination from the Court before the end of the year.

PRESIDENT'S REPORT

Cathy Howard reported on a patron who contacted her directly to let Cathy know about her interaction with JC in regard to the picture book re-organization. The patron, who is a daily user of the Library and a homeschool mom, said she was Impressed with JC's level of diplomacy and his follow through in addressing her concerns.

DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported on the installation of the concrete pad for the Red Bike station at Newport. Our contractor has begun tearing up the sidewalk in front of where the pad for the Red Bike station will sit. In addition, they have marked the location of the additional sidewalk that will extend down the small grade to the parking lot.

JC also reported on the reconfigured vestibule at Cold Spring that Joe Hayes quickly created for us. We would move the frame for the front door out to give the vestibule more space. JC added that there's no HVAC in this area except for a small heater so climate control for all seasons would be added as well. Paul Johnson is worried about the frame or overhang leaking. Cathy Howard stated that the whole thing needed to be redesigned as it is not only dysfunctional but unappealing. She wants a façade that makes it more of an entrance and more attractive. JC will take the design back to Joe and ask him to provide some options.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt, Paul Johnson): Paul Johnson moved to disband to committee, Carla Landon seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Fifth Third Loan: JC reported on our loan with Fifth Third Bank. Unfortunately, no other banks are able to refinance the loan below or even equal to the rate given by Fifth Third, even after the adjusted rate is implemented. Therefore, we will have to keep it at Fifth Third and absorb the additional fees. The Board agreed. (No official motion was needed as the terms of the original loan included a provision for the possibility of this adjustment and were previously approved by the Board.)
- Cold Spring Parking Lot Expansion: JC reported that, while working on our Cold Spring parking lot plans, Joe Hayes noticed that we do not hold the entire easement area we had hoped to use for the parking lot re-design. The owners of the Jehovah's Witnesses property own a portion of it. If the City of Cold Spring decides to release the easement, it will return to the owners and then we will have to purchase that portion of the easement from the property owners. JC added that a better option might be to ask the city to provide us a waiver on their easement on our property. This makes the possible expansion area a bit smaller but will keep us from having to purchase land. Cathy Howard asked why we were just learning of this change in the easement area. JC said that Cardinal Engineering had surveyed the area but Joe noticed that the line looked different on the GIS software and did some research. Cathy requested Louis Kelly to check with someone in his office specializing in real property issues on this matter. Cathy is not sure she's comfortable with JC talking to the City about the easement until we know exactly where the property boundary lays and what the relevant statues are. Louis will work on this and report at the next meeting. Paul Johnson wants to wait to vote on this until we hear from Louis.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,650 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. Paul Johnson moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Approval of KDLA Annual Report: Christie Fillhardt moved to approve the report, Tracy Smith seconded, all were in favor and the motion carried.
- Change in Auditing Firms: JC reported the firm we used last year, Van Gorder, Walker and Associates, had been disciplined for discrepancies in an ERISA audit. JC stated that Dawna Haupt, Library Accountant, and he agree that we would prefer our audit be

conducted by a firm without a disciplinary action. Our letter of engagement with Van Gorder, Walker and Associates was reviewed by Louis Kelly and doesn't specify any terms for termination except for nonpayment. We have already paid the firm for their work from the last audit. \$7,700 is the current auditor's fee. Our auditors from past years, Bramel & Ackley, charge \$9,800. JC would prefer, given the short notice and Bramel's familiarity with our finances, that we absorb the additional cost. The budget for the audit for this year is \$8,000. Carla Landon moved to approve the change of auditing firms, Paul Johnson seconded, all were in favor and the motion carried. JC will call Van Gorder, Walker and Associates and let them know then make arrangements with Bramel & Ackley.

- Newport Window: JC reported on the worsening leak in the large windows on the north side of the Newport Branch. Cathy Howard asked why we can't make the panes in this window wall smaller. Joe Hayes, our architect, said that would be more expensive in both labor and materials. JC added, according to Joe, the windows were built as a store front design but should have been built as a curtain wall. A contractor estimated the repair will cost around \$50,000 but, hopefully, will be less. JC would like a motion to begin working on the repair and to spend money that has not been budgeted. We will have to do a request for proposal and get Joe Hayes involved. Paul Johnson moved that the Library engage Hayes and Associates to draft the RFP, 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, Christie Fillhardt seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, October 17, 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, Carla Landon seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:20 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary