

BOARD OF TRUSTEES REGULAR MEETING
October 17, 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; David Anderson, Cold Spring Branch Manager; Noah Bartel, Alexandria Branch Supervisor; Joe Hayes, Hayes and Associates; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT: None

ARCHITECT'S REPORT:

Joe Hayes reported on the Newport curtain wall. He is working with JC on a Request for Proposal for the replacement of the entire north window at Newport on both levels. Joe assured the Board that a representative of the manufacturer of this new curtain wall has to be present to sign off on the new system before the job is completed. The window will also be tested for leaks before the contractor finishes the job to make sure it's done right. The current window was created as a store front and then pieced together. Joe will not be the designer but an engineer at the installer's firm will design it. Cathy Howard asked about using smaller windows. Joe said it wouldn't help with the cost and it would detract from the appearance.

Joe also went over the floor plan for the expansion of the Cold Spring vestibule. Joe pointed out the seating area for those waiting to use the new conference room. The conference room could be locked from rest of the building and used outside branch hours. Joe showed different versions of the roof -- one straight and one curved but both with a glass wall at the front. Paul Johnson asked about making it weather proof. Joe added that this is not a simple little addition because it touches three established sides. There will be a metal roof over the new addition. The Board wants Joe to proceed with a more formal plan and to determine cost.

MANAGERS' REPORT:

Noah Bartel reported on his adult book club. He started out with twelve attendees. Now, he has a consistent 8 attendees. He also started a Pokémon Club and is averaging about a dozen attendees. In September, Alexandria started an after-school club but they are still trying to figure out the best time for that program. Noah reported that in November, he will host his first D & D program (Dungeons & Dragons). The first program will be all about character creation and then they will start campaigning. Alexandria offered a pumpkin painting party with a movie

on Saturday, October 20. They had almost 40 people come to paint pumpkins and watch the movie. Noah also reported that he is making monthly book deliveries to the libraries at Reiley and Grants Lick Elementary schools. Noah reported that next Friday students from Reiley are coming for a visit. Cam will be in attendance. JC's Kiwanis group is sponsoring the field trip.

ATTORNEY'S REPORT

Louis Kelly reported the plaintiffs' petition with the US Supreme Court is fully briefed and we now await the Court's decision on hearing it.

PRESIDENT'S REPORT

Cathy Howard reported that she and JC had lunch with our new attorney Claire Parsons from Adams, Stepien, Woltermann and Dusing. She has done similar legal work to Louis -- municipal and school boards. Louis' last meeting with us will be in December. Cathy thought Claire seemed liked she would work well with us. JC added that, like with Louis, we contract with the firm and will have access to the whole firm. Cathy reported on a comment from a Silver Grove Express patron who told a staff member that he works long hours and has a hard time getting to one of our branches. He said the express unit is a life saver. Cathy Howard also reported on another happy customer at Fort Thomas. Pam Posik did research for patron on the Gettysburg Address. He was really happy with her work and gave her a donation of \$500. Cathy read a thank you card from Carol Freytag to the Board for their help in feeding the group attending the Prime Time Family Reading 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 that Cathy Howard turned in CE paperwork. JC will take care of submitting paperwork for both Cathy and Carla so they get full certification. Board of Trustee members need 8 hours of continuing education in a four-year period. JC reported on the Fort Thomas patron services desk. The new desk will be longer than the current desk so that it goes past the staff door. It will also have a more ADA friendly end to it. We will be moving the location of the drawers in the desk and the return bin. It will have a hard surface like the desks at Newport and Cold Spring, not a laminated surface. Pam and Dave met with Jonathan from KPC today on the design but they do not have a cost yet.

JC mentioned his upcoming evaluation. He will send forms via email. The Board should give their comments to Cathy by the November meeting and then Cathy and JC will meet in December to discuss his evaluation. Paul Johnson asked about the political sign in front of the Alexandria property. Louis asked about moving the sign further down on the property so it doesn't look like it's in front of library. JC would prefer to wait until after the election to talk to Barry Jolly about it so that no current candidates are offended.

JC reported on the check fraud through our BB&T account. Dawna is looking at doing more electronic payments to help avoid this situation in the future. She also plans to talk to our auditors.

COMMITTEE REPORTS

- None

UNFINISHED BUSINESS

- Cold Spring Parking Lot Expansion: JC showed the letter from the attorney who investigated our property line at Cold Spring. The attorney found that our plot of land never included any of the property that is contained in the right-of-way for Andrew Drive. If the City closed that right-of-way, none of the property would, therefore, revert to the Library. It's unclear, actually, who would own it. It would either be the Jehovah's Witnesses or the original property owners. JC will reach out to both entities to see about the possibility of buying the land should the City close that right-of-way. If the City is unwilling to close the right-of-way, we will ask for an easement to use it for part of our driveway. If the City is unwilling to do that, we may build our driveway but would have to stay entirely on our property.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,960 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. Tracy Smith moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Election of Officers: Carla Landon moved to approve the slate of officers as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
 - The officers for 2018-2020 are:
 - Cathy Howard, president
 - Tracy Smith, vice-president
 - Christie Fillhardt, secretary
 - Paul Johnson, treasurer
 - Carla Landon, trustee
- Policy Review/Revision of Board Policies, Procedures and Bylaws: Paul Johnson moved to approve the policies, procedures and bylaws as presented, 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, November 14, 5:30 p.m., at the Cold Spring Branch.

EXECUTIVE SESSION: The Board did not proceed into Executive Session this meeting.

ADJOURNMENT: Paul Johnson 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 6:26 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary