

**BOARD OF TRUSTEES REGULAR MEETING**  
**November 14, 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, Christie Fillhardt, and Tracy Smith. Also present were Claire Parsons, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; Stacey Venneman, Early Literacy Outreach Programmer; Corey Gamm, Adams, Stepner, Woltermann & Dusing, PLLC; Joe Hayes, Hayes and Associates; and Chantelle Bentley Phillips, Assistant Director.

**SPECIAL GUEST:** Sophia Bussberg, who has read 6000 books as part of our “1000 Books before Kindergarten” program, and her mother. The Board congratulated Sophia on her achievement.

**INVITATION FOR PUBLIC COMMENT:** None

**MANAGERS’ REPORT:**

David Anderson reported that the leak in the ceiling seems to finally be fixed. Cold Spring received a new furnace at the beginning of the month. Also, he and Melissa England stopped a leak in the large windows by moving the position of some paving stones. Dave gave a year-end summary of our outreach efforts. Diane Katz, our Adult Outreach Librarian, is recovering some of the patrons she lost when the Baptist Convalescent Home moved to Cold Spring and they lost some clients to Kenton and Boone. Diane’s book talks and book clubs have helped to increase her numbers. Dave reported that he met with staff from Fort Thomas Parks and Rec who are interested in doing something like Jolly Thursdays in Tower Park. Speaking of Jolly Thursdays, our total attendance for this year was 2,664, which averages to 333 per event. Although, the BMX stunt bike show had 660 attendees. For all other outreach events, we saw 3331 attendees this season.

Stacey Venneman reported on the Early Literacy Outreach department’s highest attendance ever. In October, Stacey and Carol saw 1,185 kids and offered 20 story times each week. Often, these are kids that never come into the library so, at least, we get to bring the library to them twelve times a year. Stacey added that the outreach department’s numbers do not include the outreach being done by the branch staff. JC asked Stacey to talk about Anji Play. Anji Play is an approach to early learning developed over the last 17 years in Anji County, China. Anji Play is different from many other approaches to early education because it treats the child’s open-ended, self-determined play as the primary experience of learning, development and growth. Carol is currently investigating the program. It is a licensed program and that has costs associated with it. Stacey reported she graduated from the Public Library Institute sponsored by

KDLA. It's two week program offered in Frankfort. Stacey reported she and Carol are also creating more story time kits. These kits have ten books, some manipulatives, and toys. Stacey reported they are also creating board book kits containing one large picture book with 10 companion board books. Stacey continues to deliver literacy kits to laundromats and Carol has a training for daycare center staff planned in December at Newport.

Dawna Haupt reported she is working on the audit of our financial records. The team from Bramel & Ackley will be here the week after Thanksgiving to do their field work. Dawna also reported the Capital Campaign is in its sixth year and we have three donors left to finish their pledges. Two of those three are current and, for the third, we may have to write off the rest of the \$150 pledge. We are changing our current Visa credit cards to go with one that offers a cash rebate. The new cards, like the current cards, are through PNC Bank. Dawna went through the situation with the check fraud incident. We closed the accounts the checks were drawn from as soon as we got the funds were credited back to the account. Dawna added that she has never seen that happen in all her years as an accountant. With the closing of those accounts, we are now officially done with BB&T and are fully with Heritage Bank for our largest accounts. Dawna added that we will still be creating checks to pay accounts but she has begun setting up some accounts with online payments. Dawna said there have been a lot changes in short period of time and she was a bit overwhelmed but she still loves working at the library.

Melissa Yankee reported that since the last time she reported to the Board she passed her SHRM-CP test, was promoted to HR manager, and had a baby. Harrison Yankee is now 4 months old, weighs 16 lbs., and wears 9-month clothing. Melissa reported we have two staff openings both at Newport – a part-time patron services position and the adult/teen programmer position. Melissa met her goal of being fully staff for 2 months. Melissa reported on some staff morale projects she has organized over the past few months. Finally, Melissa reported on attending the Annual Equal Employment Opportunity, Diversity and Leadership Conference in Louisville.

## **ATTORNEY'S REPORT**

The Board welcomed Claire Parsons to her first meeting. Claire is replacing Louis Kelly as our Board attorney. Claire has spent her entire career Adams, Stepner, Woltermann & Dusing. She has 10 years' experience working with local governments. She lives in Boone County but grew up in Newport. The old Newport Branch on Fourth Street was her library. Claire introduced Corey Gramm who has been working closely with JC on our property line issues at Cold Spring. Corey reported on what he and JC have learned about who owns the property and the issues involved with obtaining the use of the land for the library's parking lot/driveway expansion.

## **ARCHITECT'S REPORT:**

Joe Hayes presented the cost for the new lobby plus meeting room for the Cold Spring branch. The cost is considerable because the construction will touch three sides of the existing building. JC asked Joe to prune back the plans to decrease costs. Joe presented a new sketch that

freshens the look of the front of the building for under \$100,000. The Board asked Joe about the RFP for the work on the curtain wall at Newport. He reported that it will be wrapped up this week and he plans to make a site visit tomorrow.

### **PRESIDENT'S REPORT**

Cathy Howard reported on receiving a thank you note from Fort Thomas Parks and Rec for all our efforts with them this year. She also reported on a thank you note from one of the Friends for being invited to the Board Appreciation Dinner in September.

### **REGIONAL LIBRARIAN'S REPORT**

Regional Librarian's written report is included in the Board packet.

### **DIRECTOR'S REPORT**

Carla Landon asked for clarification on some language in the meeting room policy. Cathy Howard asked about statistics in JC's report. She would also like the statistics for the Silver Grove and Melbourne express units to be separated out in the report. JC went through some of the monthly statistics with the Board. He highlighted that our app has been downloaded 16,000 times. JC reported that he is waiting to receive Paul's certificate for his re-certification but everyone else is good to go. JC reported on the new patron services desk at Fort Thomas. The desk has been ordered. However, it will cost a little more than what was budgeted. The approved plan for the desk has a ten week lead time so we expect delivery/installation to happen in February. JC reminded the Board that their comments for his evaluation are due to Cathy today.

### **COMMITTEE REPORTS**

- None

### **UNFINISHED BUSINESS**

- Cold Spring Parking Lot Expansion and Newport Curtain Wall: Both of these topics were addressed by Joe Hayes in the Architect's Report.

### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,550 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, Carla Landon seconded, all were in favor and the motion carried.
- Policy Review/Revision of Collection Development Policy, Income and Disbursements Policy, and Meeting Room Policy: Carla Landon moved to approve the policies 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, Christie Fillhardt seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, December 19, 5:30 p.m., at the Newport 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 6:54 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary