

BOARD OF TRUSTEES REGULAR MEETING

December 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, Paul Johnson, Christie Fillhardt, Tracy Smith and Carla Landon. Also present were Louis Kelly, Library Attorney; JC Morgan, Library Director; Melissa England, Facilities Coordinator; Michael Gregory, Technical Services Manager; Beth Eifler, Collection Development Librarian; Jeff Prudencio, Systems Coordinator; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Bentley Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORTS

Chantelle Bentley Phillips reported on staffing changes at Newport.

Melissa England reported on replacing HVAC units and the CT cabinet at Cold Spring as well as fixing Cold Spring's roof leaks. She also reported on the back flush system that was installed on the geothermal system at Newport and how, when that is done, we still get some black gunk in the strainer basket. Melissa also reported on the installation of the concrete pad for the Red Bike station. The pad is in and the station will be installed in the Spring. Finally, Melissa reported on the pressure washing of the buildings in which the company used bleach when washing the buildings. That did not go well at all. Due to this, we had to replace the clothing of a patron that was damaged by the bleach. We also had a doorknob, bushes and a sign ruined by the bleach. Ultimately, the company did not bill us for the service.

Michael Gregory reported on the recent upgrade to the new version of Polaris. This upgrade added new features for our patrons including a one-click request option and e-receipts. Patrons can also narrow search results by Lexile number. Michael reported on Kylie Webster who handles AV cataloging for us. Kylie also has an undergraduate degree in computer programming. She uses those skills to customize the PAC and writes scripts to streamline our online operations. We were just recently able to promote her to a new position as a Technical Services Specialist. We had been paying her a stipend for the additional work but this move better recognizes her accomplishments and expertise.

Beth Eifler reported on the collection assessment, in particular the methods she used. The last assessment happened in 2016. Beth followed the format of that assessment so she could compare the results. She also compared it to the KPLA standards. Beth's assessment includes a gap analysis that compares our collection to lists of ALA recommended titles as well as prize winning titles. Beth also reported on the age of our collection, the CREW weeding method, and reviewing community needs. Beth also discussed the use analysis turnover rate and relative use evaluation. Both of these methods help when ordering for parts of the collection that are well-used by our patrons. Beth would like to use relative use when we are determining collection budgets this coming fiscal year.

Jeff Prudencio reported on the library's online security measures. Over the last 30 days, we received about 40,000 e-mails. Barracuda, our security software, blocked 60 percent with 20 percent quarantined and 20 percent allowed through. We also have the WebSense internet filter to be compliant with e-rate. E-rate funding also providing us with networking equipment. Jeff also talked about the CyberPatriot program with which he has been aiding a homeschooling group. We provide them with practice space, a network connection, and we even donated some old computer equipment to their group.

ATTORNEY'S REPORT

Louis Kelly briefly reported on the U.S. Supreme Court denying the plaintiff's motion for a hearing and the end of the lawsuit.

PRESIDENT'S REPORT

Cathy Howard reported on the letter sent to JC from donor Mark Kelso. She also shared the Christmas card we received from our new Board attorney Claire Parsons and a thank you note from a member of our Friends group. Cathy Howard and all of the Board members thanked Louis Kelly for his years of service to the Library. This was Louis' last meeting with the library as its attorney.

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 moving our two final accounts with BB&T to Heritage Bank. One of those accounts, the Capital Campaign/Tomorrow Fund, has been moved into a CD to secure the best interest rate. Christie Fillhardt moved to approve the move of the Tomorrow Fund and Loan Amortization Fund to Heritage Bank, Carla Landon seconded, all were favor and the motion carried.

JC also reported on the current long range plan. The managers include their branch or department contributions to the long range plan in their monthly reports. We did a lot in the first couple years but we are still hung up on things like the Cold Spring parking lot. Our next long range plan won't be needed until 2021. JC is interested in contacting the creator of the HAPLR index, Hennen Library Consulting. This analysis has a depth of looking at libraries statistically that the Star Ratings don't really get into. Paul Johnson would like a sample of the work and a quote of their rates JC will call after the first of the year. JC reported on the recent legislative actions regarding state pensions. Louis also provided his thoughts on the legislative happenings regarding pensions. JC asked the Board to put the Imagination Library Information Dinner on their calendars. He is hoping to also have community agencies attend who could help us get the applications into the hands of families. It would be amazing if we can get all seven school districts to agree to work with us on this project.

COMMITTEE REPORTS

- None

UNFINISHED BUSINESS:

- Cold Spring Parking Lot: JC reported on the Cold Spring parking lot. The original owner of the property adjacent to the library is willing to give us the land included in the easement without remuneration as long as we continue to allow the strip mall next door to use the parking lot when theirs is full. The Jehovah's Witnesses are also on board. All three congregations have agreed to give us the land so they don't have to maintain it in the future.

NEW BUSINESS

- Destruction of Government Records: Carla Landon moved to approve the destruction of the Director's emails from 2016, Tracy Smith seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 2,554 items withdrawn from the collection as well as a malfunctioning Sharp MX-2300N printer. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The printer has no value and will be sent for recycling. Tracy Smith moved to approve the disposals, Carla Landon seconded, all were in favor and the motion carried.
- Policy Review/Revision of the Investment Policies and Volunteer Policies: Paul Johnson moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Stock donation: Paul Johnson moved to give JC Morgan the authority to set up a brokerage account with Edward Jones and to sell the donated stock, 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, Christie Fillhardt seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, January 16, 5:30 p.m., at the Fort Thomas Branch.

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 6:42 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary