

**BOARD OF TRUSTEES REGULAR MEETING**  
**January 16, 2019**  
**Carrico/Fort Thomas 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, and Tracy Smith. Absent: Carla Landon. Also present were Claire Parsons, Library Attorney; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Dawna Haupt, Library Accountant; Kiki Dreyer Burke, Public Relations Manager; Stephanie Huhn, Bramel & Ackley; Amanda Youngman, Bramel & Ackley; and Chantelle Phillips, Assistant Director.

**INVITATION FOR PUBLIC COMMENT:**

- Joe Schwerling, Fort Thomas

**AUDITORS' REPORT:**

Stephanie Huhn and Amanda Youngman, of Bramel & Ackely, PSC, delivered their independent auditors' report to the Board for the Library's financial statements year ended June 30, 2018.

**MANAGERS' REPORT:**

Pam Posik reported that staff at the Fort Thomas Branch has been stable since she last reported to the Board with only one Fort Thomas staff member being promoted to a fulltime position at Newport in July. Pam showed a picture of her new circulation desk in production as well as showed a sample of the counter top. She talked about the installation of the desk and the need to vacate that area and set up a temporary patron services desk in front of the meeting room. Paul Johnson and Cathy Howard's dad are building a credenza to hold crates and other items behind the patron services desk. Pam reported that she and JC talked to our donor in October and show him the plans for the new conference room but they still don't know if it's a go. Pam also reported on some new furniture and white boards added to the branch.

Pam reported that programming to teens has been a bit of a struggle at Fort Thomas. Teen programs get decent attendance in the summer but not during the school year. There were more teens in building being tutored and studying than was in the today's program. Pam challenged Morgan to tackle this problem. In addition to changing some programs, Morgan and Paige are working with Katie Spicer with Fort Thomas Parks and Recreation to host programs at the armory. Pam reported she also challenged Morgan to better handle the wait list for her popular craft programs. To that end, Morgan is now repeating popular programs and offering quick, drop-in craft programs. Also, with Fort Thomas school kids so busy, the programmers have shifted their focus to Southgate. In September, the entire student body of Southgate visited and toured the branch.

Pam reported on some of her own activities over the past six months. She and the Competencies Committee are revamping technology competencies lists this year with staff assessment beginning in August. She and Kylie Webster have been working with API and figuring out all we can do with it. Kylie Webster writes the code after Pam tells her what she want it to do. JC mentioned Kylie's promotion to acknowledge all the extra work she is doing. Pam reported that this past August, JC reached out to Innovative to ask for help with API. Innovative didn't have much in the way of support so they wrote training that Pam reviewed to see if it made sense. As her reward, Pam is now presenting with the creators of the API training at the IUG Conference in Phoenix in May. Pam reported she also submitted a proposal to IUG on competencies for the May conference and it was accepted. She is also working on new employee training for Polaris that will be offered to the staff through Litmos.

Kiki Dreyer Burke reported that all the managers, Jim and Andrew did a great job covering her tasks while she was gone for knee surgery. The smoke free policy, picture book relabeling project, Signature Series and the new staff calendar all happened while Kiki was on medical leave. Kiki showed the Board the Cam holiday sticker that was Laura Stanfield's idea. She also reported that Drop Your Drawers was really successful and enabled us to have a relationship with WCPO's Cincy Lifestyle show. Kiki reported that Clyde Gray said you guys can come back anytime. She also reported on upcoming programs like Falcon Theater, Elizabeth Cobb, STEAM Madness and Alexandria's birthday. Cathy Howard asked about the response to Alexandria's birthday program. Kiki said the postcard arrived in homes around January 10. Currently, Alexandria has 20 entries. Kiki went over the new story time flyers and the reasons behind it. For our social media presence, Kiki reported numbers from Andrew that Facebook is up 1,000 likes and Instagram up over 200 followers from last year. Drop Your Drawers was very popular with social media followers. Andrew is also working on a major update to the app. Kiki reported on Andrew's purchase of Animoto Video Maker software. This software allows him to create videos easier and faster. The PR signage that plays at our patron services desks is also now being created with this software. Kiki mentioned the Imagination Library dinner and asked the Board to save the date. Also, PR is gearing up for Summer Reading, which has a space theme. Kiki is asking Nick Gressle to create a Camstronaut for Summer Reading.

### **ATTORNEY'S REPORT**

Claire Parsons reported that the Ovation project in Newport is back on. The Library signed off on TIF for this project in 2006. Claire added that agreement will need to be amended and then re-signed. Jim Parsons, Claire's father, did the original TIF and is working on the amended version. To prevent any possible conflict of interest, Claire will not be handling this for the Library. A law partner at Adams, Stepner, Woltermann & Dusing, Mary Ann Stewart, will be handling this for the Library as well as for the Northern Kentucky Health Department.

### **PRESIDENT'S REPORT**

Cathy Howard reported on receiving a thank you note from Maggie Gosney for the flowers for her sister's funeral.

## **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 nothing has changed with the pension reform since our last meeting but he will continue to keep an eye on it. JC reported on the Imagination Library dinner and gave some background on the Northern Kentucky Imagination Library that was started by a gentleman in Covington, Everett Dameron. There are 340 kids in his program and he is privately funding the cost. Mr. Dameron is open to another entity assuming the role of fiscal agent. We could do that but the costs for participants outside of Campbell County would not be covered by us. We will start with Campbell County and then see if Kenton County Public Library wants to participate. We are inviting school boards and ancillary agencies like 4C for Children and Brighton Center to show moral support at the dinner. Judge Pendery will also attend. Chantelle will talk about what we are already doing with the schools, Kim Fender will talk about the running of the project, JC will talk about finances and then Jay Brewer. Superintendent of Dayton Schools, will wrap up the talk.

## **COMMITTEE REPORTS**

- None

## **UNFINISHED BUSINESS**

- Cold Spring Parking Lot Expansion and Newport Curtain Wall: Joe Hayes is still working on both of these projects.
- Long Range Planning/Statistical Analysis: Paul Johnson moved to approve us working with Tom Hennen of Hennen Library Consulting, Christie Fillhardt seconded, all were in favor and the motion carried.

## **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,610 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. Christie Fillhardt moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Policy Review/Revision of General Policies: Paul Johnson 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, Tracy Smith seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, February 20, 5:30 p.m., at the Alexandria Branch.

**ADJOURNMENT:** Tracy Smith moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:51 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary