

BOARD OF TRUSTEES REGULAR MEETING

February 20, 2019

Alexandria Branch

MINUTES

CALL TO ORDER: Vice-President Tracy Smith called the regular meeting to order at 5:30 p.m.

ATTENDANCE: Board members present were: Tracy Smith, Paul Johnson, Christie Fillhardt, and Carla Landon. Absent: Cathy Howard. Also present were JC Morgan, Library Director; Noah Bartel, Alexandria Branch Supervisor; Molly Walker, Alexandria Children's Programmer; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT:

- None

MANAGERS' REPORT:

Noah Bartel reported on Alexandria's first birthday celebration which encouraged patrons to bring in a friend to sign up for a library card. Due to that promotion, Alexandria had 65 people sign up for library cards in January 2019. By comparison, Alexandria gained 17 new card holders in November and 18 in December 2018; they signed up 73 card holders during their first month open in January 2018. Since opening, Alexandria has had 608 people sign up for library cards. Noah also reported on needed maintenance to the building and shifting of the collection that provided more space for displays.

Molly Walker reported that she was previously employed by the Campbell County Public Library when she worked as Cold Spring's Children's Programmer. She first started at CCPL when she was in high school and worked as a page. She was then promoted to the Information Services Desk and then to programming. She left Cold Spring in December of 2014 to pursue school full-time and she also moved out West. Molly has moved back to Alexandria where she has lived most of her life; she is a graduate of Campbell County High School. Molly is interested in "beefing up" programs and is thinking about adding another story time at Alexandria.

ATTORNEY'S REPORT

Claire Parsons was unable to attend this meeting.

PRESIDENT'S REPORT

Tracy Smith reported on two thank you notes received for the underwear we sent to the schools from the Drop Your Drawers campaign – one from Molly Wesley at Newport Primary and one from Kriste Swanson at Cline and Crossroads Elementary Schools.

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 on the Imagination Library dinner. He has invited community partner agencies to lend support for the importance of early literacy skillbuilding. The "save the date" letters have been sent to the school superintendents and boards. JC also called the

superintendents to make sure they got the save the date letters. He reported that Kiki is preparing to mail the RSVP letters to the schools next week. We are creating information packets to distribute during the dinner to make the school boards aware of costs. JC reported on an article he wrote about Drop Your Drawers for possible publication in ALA's magazine. He is hoping to encourage other libraries across the country to hold their own Drop Your Drawers campaigns. JC contacted Dav Pilkey to let him know about the article and to let him know other libraries may be interested in using the Captain Underpants logo. Through Dav's wife and agents, we were given blanket approval to use the image.

COMMITTEE REPORTS

- None

UNFINISHED BUSINESS

- Cold Spring Parking Lot: JC reported that he received a letter from the Jehovah's Witness congregations and the property owners to allow us use of the land. JC and Dave Anderson will be going to the Cold Spring Caucus meeting on March 11 to ask them drop the easement on the property. Most likely, the caucus will suggest that discussion be moved to the city council meeting. Joe Hayes will have a better drawing of the front of the Cold Spring building in time for the caucus meeting. The Jehovah's Witness congregations requested a hedge row be installed to prevent headlights from shining on their building.
- Newport Curtain Wall: This is out for bid. Joe Hayes sent emails to six general contractors as well as three contractors who specifically do this kind of work. Bids are due to be open on March 14 at 10 am at Cold Spring.
- Edward Jones Account Closure: The Board is okay with leaving the account open for now and then revisiting the topic in six months.
- Ovation TIF Amendment: The property owners of the Ovation project want us to sign an amendment to the original TIF agreement we signed in 2007. When we signed that agreement, the property owners were given 10 years to activate the project. The amendment would say they activated in 2017 and would give them until 2047 to complete the project. If we don't sign the amendment we would be out of the agreement in 2037, the date of our original agreement, or we'd have to start a whole new TIF agreement. Mary Ann Stewart, who will be representing us from Adams, Stepner, Woltermann & Dusing, and Jim Parsons, the attorney for the developers, will be at our next Board meeting. JC recommends the Board agree to amendment.
- 2016 Strategic Plan Progress: The Board provided their thoughts on our progress as well as provided some additional ideas on how we could achieve some of the unaccomplished goals.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 4,101 items withdrawn from the collection and 13 pieces of outdated or defective computer equipment. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The computer equipment will be taken to Habitat for Humanity to be recycled. Paul Johnson moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- Policy Review/Revision of Board Procedures, Personnel Policies and Volunteer Policies: Christie Fillhardt moved to approve the policies as presented, Paul Johnson 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, March 20, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:49 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary