

BOARD OF TRUSTEES REGULAR MEETING

March 20, 2019
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, Tracy Smith, Paul Johnson, and Christie Fillhardt. Absent: Carla Landon. Also present were Claire Parsons, Library Attorney; JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Megan Gillespie, Cold Spring Children's Services Librarian; Brittany Parr, Cold Spring Children's Services Programmer; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; Danielle Heiert, Cold Spring Patron Services Assistant; Silas Gibson, author of *Some Monsters Look Like This*; Jim Parsons, Keating, Muething & Klekamp PLL; Joe Hayes, Hayes and Associates; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

OVATION PROJECT TIF AMENDMENT

Jim Parsons reported on the amendment to the 2007 Tax Incremental Financing agreement with Corporex for the Ovation Project planned for the city of Newport. The amendment will adjust the dates of the agreement including the activation date of the TIF area. Mr. Parsons prepared a resolution for the Board to approve. Paul Johnson moved to proceed with the update of our agreement per Resolution 2019-1, Christie Fillhardt seconded, all were in favor and the motion carried.

ARCHITECT'S REPORT

Joe Hayes reported on the three bids received for the curtain wall RFP. Century Construction has the lowest base bid at \$123,200. He added the selected company has to give him shop drawings that require special certification. The company also has to provide security and build a barrier to keep weather out of the building. Paul Johnson moved that the Board table this discussion and think about all the questions they may have in regard to this project. Joe said he can have the company or curtain wall installer meet with the Board. JC will work with Joe, Paul and Christie to set up a time to meet.

MANAGERS' REPORT

David Anderson reported that outreach season has begun in earnest. The Rotary in Cold Spring is hosting an Earth Day event on May 5. He reported the City of Fort Thomas will also launch their passport program on Earth Day. The passport encourages residents to get out and explore their city, its parks and businesses. Our PR Manager, Kiki Dreyer Burke, helped design pages for the passport. Dave also reported on the creation of Tower Tuesdays, which will take place at Tower Park in Fort Thomas, and Cold Spring's first after-hours event this past Sunday. Dave also reported on the return of termites to his staff area, the breaking and fixing of his outside handicap door, and catching a mouse.

Megan Gillespie reported on having record numbers at a Saturday story time in March -- 55 people for a Dr. Seuss story time. Megan added that she and Brittany Parr are currently doing the most outreach they have ever done. She also reported she is the chair of the 2019 Children's Summer Reading Club.

The theme this year is space and our tag line is Blast off with Reading. Megan went over the options on this year's reading log.

Brittany Parr reported on Touch Tone Tales. We average 8,000 calls per month. The stories for the service had been in rotation since 2008. The company that produced them and the performer who recorded them have long left the business. JC asked Brittany to create our own stories and to record the reading of stories in the public domain. Brittany is working with Maddie Kissling who has recorded her own podcast plus a couple of other staff members. She has been in contact with a professor at NKU who would like to work with us on this for their class project. Brittany is also working with Campbell County Media and recording at the Highlands Recording studio.

Melissa Yankee reported the full-time Children's Services Programmer position at Alexandria has been filled. Also, Tracie Gibson move to Newport from Fort Thomas to fill Newport's open Page Supervisor position. Melissa added that Monica Brock was promoted to the Fort Thomas Page Supervisor position and Maddie Kissling was promoted to full-time Patron Services Assistant. Melissa reported that at the start of the year she met with all 20 supervisors to go over the Supervisors Guidelines, Supervising 101 and the Payroll manual. Supervising 101 is a work in progress and she is looking at revamping it to add more scenarios of situations so supervisors can use it as a quick reference guide. Melissa reported she and Kiki took Elizabeth Cobbs to dinner before her Signature Series appearance. She was interviewed by Andrew for social media and her post had more views than Dave Anderson's. She has also worked two Food for Thought events and is helping prepare for the Imagination Library Dinner.

Dawna Haupt reported on the Capital Campaign. She mailed tax statements for 2018 contributions and JC sent thank you letters to all the donors. Dawna reported she is the chair for the Parade Committee again this year. On Memorial Day, we will be walking in the Bellevue-Dayton parade as well as the Crestview parade. Dawna reported that she took care of the Friends 990 filing for this tax season. Dawna pointed out to the Board that the Friends support each year's Summer Reading program by providing \$18,000 to fund the Children's Summer Reading Club. Dawna reported on our bankruptcy procedures. In 2018, we received five notices of bankruptcy. When we receive a notice, Dawna contacts the patron services supervisor at the patrons' home branch who adds a note to the patron's account. Then we stop all attempts of collection at that point and notify our collection agency. If receive a notice of discharge then we go into the patron's account and waive all fines and fees. However, sometimes the bankruptcies are denied. Dawna reported that she keeps bankruptcy documents for two years and destroys older documents. She added that KDLA did not have a policy on handling bankruptcies and allows for local preference. JC added that Unique has other benefits besides collection. We get address updates and their small balance program catches patrons before they owe us a lot of money. In fact, our bill has gone down by half.

ATTORNEY'S REPORT

Claire Parsons reported briefly on the details of approving the TIF amendment as well as her connection to Jim Parsons. She did not participate in the discussions of the TIF with Mr. Parsons.

PRESIDENT'S REPORT

Cathy Howard reported on a note from a patron who thanked us for STEAM Madness. The patron attended the dandelion painting program at Newport and she loved how Valerie Davis handled the program. JC reported on the Dav Pilkey donation.

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 start of construction for the conference room at Carrico/Fort Thomas. JC wrote to our donor to thank him for the donation that allowed us to build the room and to say that we'd like to put up a plaque in his honor in the room. JC reported on the RSVPs for the Imagination Library dinner. All six public school districts are represented with six superintendents attending with 14 board members. JC is attending the Board meeting of the Newport School District the night after the dinner. Dav Pilkey agreed to let us use his donation as the seed money for our Imagination Library. We also have six support agencies attending the dinner and County Judge/Executive Steve Penderly will attend. JC reported he has submitted his article on our Drop Your Drawers campaign to the American Library Association. JC also reported on activity in the General Assembly. They passed changes to the tax laws for non-profits like our Friends group.

COMMITTEE REPORTS

- None

UNFINISHED BUSINESS

Cold Spring Parking Lot: JC reported the Cold Spring Mayor will make a statement to remove the easement and then the council will approve it through a resolution at their March 25 meeting. We will be adding about 0.5 acres to the Cold Spring property. JC reported on refinancing the loan still outstanding on our Newport property. He contacted Heritage Bank but KACo is a better option and will give us a better fixed rate for up to 30 years, if we like. KDLA will still give us the one remaining grant payment if we refinance the 5/3 loan. In addition to the outstanding loan amount, JC will include money for the Cold Spring parking lot, concrete work on the Fort Thomas parking lot, and the cost of replacing the curtain wall at Newport. Paul Johnson said he would like to see all of that in writing. JC added that KACo wants to see our past two audits and a completed loan application. Then it will take five weeks for an approval.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,610 items withdrawn from the collection. We also withdrew five desktop computers. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The computers will be given to our sister library, McLean County. Tracy Smith moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Policy Review/Revision of Circulation Policies: Christie Fillhardt moved to approve the policies as presented, Paul Johnson seconded, all were in favor and the motion carried.
- Appointment of Budget Committee: Paul Johnson moved to appoint Cathy Howard and Carla Landon to the Budget Committee, Christie Fillhardt 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, April 17, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Tracy Smith seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 7:00 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary