

BOARD OF TRUSTEES REGULAR MEETING

**April 17, 2019
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, Tracy Smith, Paul Johnson, Christie Fillhardt and Carla Landon. Also present were JC Morgan, Library Director; Chris Bischoff, KDLA Regional Librarian; Nina Frondorf, Newport Children's Services Librarian; Jessi Holloway, Newport Children's Services Programmer; Michael Gregory, Technical Services Manager; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

MANAGERS' REPORT

Chantelle Phillips reported on staff changes at Newport, the creation of a mentoring program for the library system, recent displays at the branch, the Backyard Wilderness exhibit and bioblitz, an Eagle Scout project that will benefit Newport's children's department, and a new group starting this summer to support relatives raising relatives.

Nina Frondorf reported on the upcoming Family Literacy Fair (Saturday, May 4) and changes she's made to Newport's juvenile collection -- shelf markers in the holiday books and easy readers to better indicate when sections stop and start plus moving the juvenile reference collection to a more visible location with better signage. She also reported on her book deliveries to Grandview and Lincoln Elementary. The librarian at Grandview said that it feels like Christmas each month with the book delivery. The librarian at Lincoln also loves the deliveries and want us to visit her school more. She and Nina are planning an afterschool club for this fall.

Jessi Holloway reported on a presentation she will be doing for SWON on fairy tales for next year's Summer Reading theme. She also reported on changing the format and name of Adventure Club to Tween Scene. Jessi noted that when she started working at Newport she noticed we had no programs specifically for tweens. Tween Scene is for 8 to 14 year olds. Each program has a theme and the kids get a snack and have an hour to hang out with an adult who will listen to them. The kids who attend have started to form friendships. Jessi reported that one of the kids, Cooper, wanted to attend Tween Scene instead visiting a Civil War museum even though he's really into war history. Jessi counts that as a win. She reported that she has registered at Bluegrass Community and Technical College for classes to be able to obtain her permanent certificate and that she'd like to further her education.

Michael Gregory reported that he's been having a calm time with no staff turnover and no issues. He also reported that we are in a good place for budget numbers as we head to the end of the fiscal year. Michael will be attending two upcoming conferences, the Innovative Users Group conference in Arizona (Jeff Prudencio and Pam Posik are also attending) and the regional Ohio Valley Group of Technical Services Librarians conference where he will be co-presenting with his wife Jennifer who is the technical

services manager at Boone County Public Library. Michael explained an upcoming authority control project. We haven't updated our subject headings since 2005. Innovative will enlist a third party company to go through our 90,000 authority records. These updated authority controls are then added to our bibliographic records. Michael hopes to get this project completed in the first half of the new fiscal year.

ATTORNEY'S REPORT

Claire Parsons was not present at this meeting.

PRESIDENT'S REPORT

Cathy Howard reported on notes received in the suggestion box at Newport on how much the patrons appreciate the Newport Staff. Cathy mentioned Paul Johnson's collection of distillery tools currently on display at Newport. Cathy also reported on a thank you note received from Rebecca Kelm, a member of the Friends of the Library.

REGIONAL LIBRARIAN'S REPORT

Regional Librarian's written report is included in the Board packet. Additionally, Chris Bischoff reported on his work at KDLA - 15 years as a construction consultant and now as a regional consultant for Region 4. Chris has 30 counties in his region and works with all the libraries in those counties. Some of the smaller, more rural libraries who have less resources need more of his attention which is why we see him so infrequently.

DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported on a contract he created with Cathy Howard's help to allow us to enter into agreements with the county school boards in regard to the Imagination Library. He will send the contract to the school superintendents along with a Doodle poll for scheduling a meeting to discuss the contract. Kim Fender and JC submitted a proposal to speak at the Kentucky School Board Association conference in July and are considering a proposal to speak at the KLA conference in September. JC reported on the new sales tax on Friends groups and other nonprofits. The state legislature made some adjustments to the statute to allow for non-profits to host occasional bake sales, craft fairs, etc., without being taxed but the tax will still affect our Friends' sales due to their regularity. Our Friends decided to raise prices to cover the taxes. Dawna Haupt agreed to handle all their sales tax paperwork. She obtained a sale tax ID for the Friends and she will report total sales each month for the Friends.

COMMITTEE REPORTS

- Budget Committee (Cathy Howard and Carla Landon): No report.

UNFINISHED BUSINESS

- Cold Spring Parking Lot: JC reported that the removal of the easement that would allow us to expand the Cold Spring parking lot was approved by the City of Cold Spring. Corey Gamm, the attorney we are working with on this at Adams, Stegner, Woltermann & Dusing, wants to do a quit claim title and wants the property surveyed then given legal description. After that, all documents will be filed at the court house.
- Newport Curtain Wall: JC reported that he found the spec book in his office along with "owner's manual" for the branch. He and Melissa England combed through these and other files looking for details on the curtain wall and change orders for the substitution of a store front window. The blueprints say we should have a curtain wall. The spec book tell you how to build the

building and it says in very detailed terms that we should have a curtain wall. There are eleven change orders for Newport but no change order references that an agreement that the windows would be installed as a store front. The "owner's manual", however, shows a store front was installed. JC did not recommend any action given the incomplete evidence and the length of time since the windows were installed. We've had companies look at the curtain wall who are willing to replace all the panes of glass for \$30,000 to \$50,000 with no warranty. Paul Johnson went through what he learned during the meeting with Joe Hayes and Century Construction. Century's glass contractor advised that if the stairwell windows are not having problems then we don't fix them. The water testing company may not be willing to water test those glass panes because they are not built as a curtain wall. JC asked the Board if they want to go with the RFP and the low bidder? He pointed out the 10 panes of glass that have failed in the north curtain wall. In regard to the stairwell (east) curtain wall, JC suggested we test the stairwell window if the company will do it but, if they won't, then we leave it alone. Christie Fillhardt moved to accept the low bidder of the RFP on the Newport curtain wall as noted in the documents, Tracy Smith seconded, Cathy Howard, Carla Landon, Christie Fillhardt, and Tracy Smith were in favor, Paul Johnson abstained, and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,076 items withdrawn from the collection. We also withdrew a love seat from the public area of the Newport Branch. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The love seat will be disposed of. Carla Landon moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES Carla Landon moved to approve the minutes and the financial reports as presented, Paul Johnson seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, May 15, 5:30 p.m., at the Carrico/Fort Thomas Branch.

EXECUTIVE SESSION:

- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss potential litigation involving the library, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Cathy Howard, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 7:10 p.m. to discuss potential litigation involving the Library.
- Paul Johnson moved that the Board of Trustees of the Campbell County Public Library end the closed session, Christie Fillhardt seconded the motion, all were in favor and the motion carried.
- Cathy Howard, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 7:40 p.m.
- No action was taken.

ADJOURNMENT: Paul Johnson 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 7:41 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary