

**BOARD OF TRUSTEES REGULAR MEETING**  
**May 15, 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 Carla Landon. Absent: Tracy Smith. Also present were JC Morgan, Library Director; Claire Parsons, Library Attorney; Pam Posik, Carrico/Fort Thomas Branch Manager; Kiki Dreyer Burke, Public Relations Manager; Andrew Moorhead, Digital Marketing Coordinator; and Chantelle Phillips, Assistant Director.

**INVITATION FOR PUBLIC COMMENT**

- Mark Kelso, Cincinnati Ohio

**MANAGERS' REPORT**

Pam Posik reported that she has had a busy year, particularly the first four months of this year. Fort Thomas' personnel changes during that time included Tracie Gibson transferring to Newport, Monica Brock being promoted to fill Fort Thomas' Page Supervisor position, and then Maddie Kissling taking the full-time Patron Services position. Pam added that three of her part-time staff members applied for that open position. Maddie has also been assisting Brittany Parr with the Touch Tone Tales project. Pam is holding off on replacing the part-time position left open with Maddie's promotion but she and the Patron Services staff are missing the hours covered by that position. Pam also reported on her new Patron Services desk being installed on Valentine's Day as well as the super credenza built by Paul Johnson and Tony Howard. Pam reported on her new Conference Room. The sound proofing panels were installed today and in the study rooms and new conference room. The Conference Room is still waiting for the horn strobe which needs a permit. Pam thanked the Board for the room and the sound proofing. She then showed them the quiet space sign. Pam has set aside the Conference Room as quiet space when not reserved by a group. Pam reported on her attendance at the IUG conference in Phoenix. She offered two presentations at the conference, both well received. Kylie Webster wrote the slides for Pam's presentation on API. Pam wanted to recognize Melissa England for all her awesome work on the Conference Room. Also, Eric Sherwood did quite a bit to help create that room.

Kiki Dreyer Burke passed around this year's Summer Reading brochure which showed newly designed Cam images to go with our Summer Reading theme. Cathy Howard asked about Summer Reading shirts. Kiki said they should be arriving soon. Kiki reported that we have three reading logs this summer – two for kids and one teen log. Other recent projects include the book club brochure, El Dia, and the Early Literacy Fair, Christie Fillhardt said the book club brochure is really nice. The PR department also created a new folder for Melissa Yankee to use with new hires. Kiki reported the Pearl Bryan program had 260 attendees. The Campbell County Historical Society thanked us and said this was best attended meeting they had ever had. Kiki reported that Jim Pleshinger is working on the Imagination Library logo. Dolly Parton will have to approve the final version.

Andrew Moorhead reported that the Summer Reading videos have been posted on our website and that he created a Facebook event for Kick Off. Andrew worked with Megan Gillespie to create a way for kids to register online for Summer Reading. Andrew reported his posts for Tower Tuesday and Jolly Thursday's petting zoo have had over 600 people interested. Andrew reported he attended GSMCON – a government social media conference in Nashville in April. He talked to quite a few different libraries who were also in attendance. Andrew and Sarah Geisler gave a presentation on Cultural Competency at a recent Supervisors' meeting. Andrew also created a Litmos training on our Library app for In-house Training. Cathy Howard mentioned a few changes to the app that she noticed – summaries available for more items, movies and video games now show ratings, and all 60 days of program now appear. Andrew reported that he created 360-virtual reality exhibit tours of local Pearl Bryan exhibits and will be creating 360 tours of our meeting rooms. Plus, he used the green screen to create the Children's Summer Reading video.

#### **ATTORNEY'S REPORT**

Claire Parsons had nothing to report.

#### **PRESIDENT'S REPORT**

Cathy Howard thanked Mr. Kelso for all his generous donations to our library system.

#### **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 mentioned an upcoming retirement, Sue Woeste who is the Custodian at Cold Spring. Sue has been with us almost as long as Pam Walker. And then, Melissa England will be leaving us this summer to move to Dallas to be with her grandchildren. She has been with us for just over two years and will be very hard to replace. JC reported on the Imagination Library contract. The schools did have concerns about giving a whole year's worth of money to have in reserve and then also paying for the participants for the year but none have refused. JC thinks the schools are going to be able to raise the money for the program through grants to which we don't have access. The schools agreed to allow JC and Paul Johnson to sign the checks to make that process easier. Paul Johnson moved to approve the Imagination Library contract as presented, Carla Landon seconded, all were in favor and the motion carried. JC reported on the update to our Emergency Procedures. Two sections were added, one on gas leaks and one on child/elder abuse reporting. JC mentioned some ransomware attacks on a west coast library and on Campbell County Media.

#### **COMMITTEE REPORTS**

Budget Committee (Cathy Howard and Carla Landon): JC reported that the Budget Committee met on Monday and went over the packet in detail. Paul Johnson read the narrative for our three major building projects. JC reported that Joe Hayes came up with the numbers for the parking lot and front of Cold Spring. With those numbers and the cost of the concrete for Fort Thomas' parking lot and replacing Newport's windows, the final cost of all building projects is just under \$600,000. JC will be taking out a loan for those expenses and to refinance our existing debt of \$600,000. The payment should be \$150,000 per year for the loan. We will continue to receive the \$114,000 grant money payment from KDLA for two more years. Paul Johnson asked about future capital projects. JC said we will start seeing the HVAC units at Newport start to fail due to their age and the Cold Spring renovation is 12 years old but we really don't have any other huge capital projects except the South Branch. We still have the CDs to help offset those costs. Our Public Relations department and all our programmers have done a lot to

change how our libraries are perceived. Paul Johnson moved to approve the budget as presented, Carla Landon seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS**

- Cold Spring Parking Lot: JC reported the parking lot will happen next spring. It is going to be difficult renovating the front of the building. We will have to redirect patrons to enter the building through the meeting room during that time. We will look to bid that project in the late fall to early winter.
- Newport Curtain Wall: JC reported the curtain will replacement will begin in July but we will be testing the east curtain wall soon.

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,907 items withdrawn from the collection. We also withdrew wooden kids' chairs and a Magnavox DVD player. The disposed items from our collection, as well as the chairs, will be given to the Friends of the Campbell County Public Library for their regular book sales. The DVD player will be disposed of. Christie Fillhardt moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- Loan for Capital Projects: Carla Landon moved to allow JC Morgan to pursue a loan for our capital projects, Christie Fillhardt seconded, all were in favor and the motion carried.

**FINANCIAL REPORT AND MINUTES** Christie Fillhardt 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, June 19, 5:30 p.m., at the Alexandria Branch.

**ADJOURNMENT:** Paul Johnson 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 6:37 p.m.

Respectfully Submitted,  
Chantelle Bentley Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary