

BOARD OF TRUSTEES REGULAR MEETING

July 17, 2019

Cold Spring Branch

MINUTES

CALL TO ORDER

President Cathy Howard called the regular meeting to order at 5:36 p.m.

ATTENDANCE

Board members present were: Cathy Howard, Tracy Smith, Paul Johnson and Christie Fillhardt. Absent: Carla Landon. Also present were JC Morgan, Library Director; Claire Parsons, Library Attorney; David Anderson, Cold Spring Branch Manager; Clara Gerner, Cold Spring Adult/Teen Services Librarian; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

MANAGERS' REPORT

David Anderson reported on a leak in the administration side of the building. It came from the fire repression system in the furnace room. Cold Spring has a new custodian, Brandon Cornelius. Brandon replaces Sue Woeste who worked as Cold Spring's custodian since the late 1980s. Brandon cleaned schools before coming to the library. Dave reported on our work study volunteer from the Brighton Center, Kaleb Neal. Kaleb cleaned Cold Spring while we worked on hiring a custodian. He has helped with a huge variety of projects including labeling our giveaway books for National Night Out. Dave also reported on the large amount of outreach events happening at the start of August and then continuing into the fall – back to school nights, readifests, fall festivals, etc.

Clara Gerner reported on her movie making program on which she partnered with Campbell Media. Campbell Media brought all the equipment. The kids filmed all over Cold Spring's property. Campbell Media aired our movies 8 times on their channels. The movies are also posted as blogs on our website. Clara reported on her VR Google Expedition set. She took it to Carol and Stacey's lunch programs and showed 200 kids both underwater and space expeditions. Clara also took the VR set to the senior center where she showed the group tours of New York City museums and the solar system. Clara reported on her and Tori's outreach program with Holly Hill for girls. They do games and activities with the girls and have donated 400 books to their library. Clara added that our Minecraft server has been running for 6 years and she had 29 kids at her last program. Clara reported on her teen lock-in (52 attendees) and the D&D group (55 members) that has been meeting at the library. Finally, Clara reported on working with a library in Warren County, Ohio who called looking for advice on running a D&D group. Clara taught them how to play with their after-school kids. The librarians from Warren County came down for a tour of our libraries and Clara showed them how to play other games to share with their kids.

Melissa Yankee reported that we have a new custodian at Cold Spring. Brandon started last Wednesday on July 10th. She also reported that we weren't getting any qualified applications when we posted the Facilities Specialist position. Then she suggested and JC approved the title change to "Maintenance Specialist" and we started receiving much better applicants. Our new Maintenance Specialist, Sean

Mertens, starts on August 5. Unfortunately, though, Paige Wilson and Tammy Clines both turned in their notice so we are now on the search for an Adult/Teen Services Programmer and Information Services Assistant at Fort Thomas. Currently, Fort Thomas has three open positions. Melissa reported on Summer Reading Appreciation. Summer is the busiest time for our staff so to reward them Melissa will be offering some giveaways. She also reported on Staff Day which will be held at our Newport Branch again. This year we are trying something new. We are having break-out sessions. Staff will be able to choose which topic they would like to learn about, such as copyright and event planning. We're having a hot catered breakfast and picnic lunch. Kona ice will be making a visit in the afternoon.

Dawna Haupt reported that since her last report to the Board, she has completed our annual IRS filing and everything is current with the Kentucky Secretary of State's office. In addition, the budget amendments, registration and fee, and the new fiscal year budget has been posted on the DLG website. Dawna also reported that fiscal year 2018-2019 is just about closed and she is working on financial records compliance reports, the KDLA Annual Report and DLG Budget Actuals, which are both due in August. Dawna reported she will be doing an inspection of fixed assets at the Newport Branch on Friday, August 9. Dawna reported on her work with the Campbell County Imagination Library – the bank account is setup and funded, a separate QuickBooks company is setup, an automatic draft is setup for payments to the Dolly Parton Foundation, and the participating schools have been invoiced. Dawna has also been working on getting our Friends of the Library set up with a sales tax account number. She also registered the Friends on the KY One Stop website, completed their first quarterly sales tax return, and completed their annual filing with the Kentucky Secretary of State's office. As chair of the Parade committee, Dawna reported that all went well with the Memorial Day parades and 4th of July parade. The Alexandria Fair Parade is Wednesday, August 28th, featuring the Blast Off with Reading Cambo float. And, she still loves working for the Library.

ATTORNEY'S REPORT

Claire Parsons had nothing to report at this time.

PRESIDENT'S REPORT

Cathy Howard reported on Carla Landon's resignation. However, only the County Judge Executive can accept a resignation so she will continue to serve until we give him two names as a possible replacement. JC added that we will need to seek applicants from the Newport, Bellevue and Dayton areas.

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 video conferencing equipment we purchased through a grant. He also reported that we will be talking to Tom Hennen through a telephone conference. Tom will give us his thoughts on the information he gathered from our four peer libraries. JC reported that we will set up a PayPal account to take donations for Imagination Library. This will run off of Dolly Parton's website. Once Imagination Library becomes its own 501c3 we will divest ourselves from that account. He added that we will need to work with the schools on how to audit the account.

JC reported that we have not received the possible tax rates from the state. Claire Parsons went over the timeline of events for if we go above compensating. We have to hold a public hearing and all actions would have to be taken before September 15. JC added we may have to hold a special meeting depending on when the tax rates are received.

JC reported on Cold Spring's CT cabinet. SECO Electric wanted to do the work this morning at 6 a.m. but they had not scheduled the building outage with Duke. Now, SECO is going to do the work on the 24th with Duke in attendance. Cathy Howard asked about the difference in use between the Silver Grove and Melbourne Express units. JC said that Melbourne's use is down but Kiki will be sending out a postcard to promote the Express units. JC reported that we may be moving a CD from BB&T to Heritage Bank depending on the rate they give us. Either way, the funds will stay in a CD.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Board Member Selection Committee: Christie Fillhardt and Tracy Smith volunteered to serve on this committee. Paul Johnson moved to accept their appointment, Tracy Smith seconded, all were in favor and the motion carried. JC added that we will interview around the end of August.
- Disposal of Surplus Materials: This month's disposal includes 2,409 items withdrawn from the collection. We also purged 5,764 inactive patron records from our ILS. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Paul Johnson moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Review/Approve of changes to the Personnel Policies: Paul Johnson moved to approve the changes as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Capital Projects Loan: JC reported on term options provided to us by Grant Satterly on the loan for our capital projects. He added the five-year loan option is not possible budget-wise because the payment would be double what JC budgeted for this fiscal year. The seven-year loan would have an annual payment of \$192,000 and the 10-year loan's payment would be \$142,000. Paul Johnson moved to accept the seven-year loan option, Tracy Smith seconded, all were in favor and the motion carried.
- Cold Spring Parking Lot: JC reported our attorney in this matter, Corey Gamm, said the owners want to use this as a tax deduction. Corey believes that the deduction will require an appraisal but is still working on details with the owners' attorney.
- Imagination Library: JC reported that we have been tinkering with the book ordering system (BOS) for Imagination Library. We took paper applications from staff with kids of the correct age who live in Campbell County so we had something with which to work. The BOS sends an email to let the parents know that the child has been registered. Adjusting the wording of this email in the BOS took some time. Every time we make a change in that system, we have to wait for someone from Dolly Parton's organization to approve it. September 5, the library's birthday, is the big online launch. We will coordinate a social media blitz with the schools to promote it.

- Newport Curtain Wall: JC reported the second window at Newport failed within minutes of the start of the test. We will need to approve the alternate 1 bid to proceed with replacement of the stairwell storefront. It will cost \$123,000 to replace the second window. Christie Fillhardt moved to approve the alternate 1 bid, Tracy Smith seconded, all were in favor and the motion carried.
- Newport Parking Lot Expansion: JC reported that he and Chantelle met with Doug Rawl from the City of Newport to talk about the dog park. He explained the pipe under bridge that will be built to provide access from the library's parking lot to the dog park. The pipe will not block or hinder the water within the creek from flowing. The Board is not opposed to continuing to work with the City on this project.

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, August 21, 5:30 p.m., at the Newport Branch.

EXECUTIVE SESSION: The Board did not proceed into Executive Session this meeting.

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 6:51 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary