

BOARD OF TRUSTEES REGULAR MEETING
August 21, 2019
Newport 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 Carla Landon. Absent: Christie Fillhardt. Also present were JC Morgan, Library Director; Claire Parsons, Library Attorney; Sean Mertens, Maintenance Specialist; Valerie Davis, Newport Adult/Teen Services Librarian; Cody Elliot, Newport Adult/Teen Services Programmer; Michael Gregory, Technical Services Manager; Kiki Dreyer Burke, Public Relations Manager; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

MANAGERS' REPORT

Sean Mertens introduced himself to the Board. He has been in his position for about 2 ½ weeks. Sean reported that he is from Campbell County and was born in Bellevue. His daughter graduated from Campbell County High School and now attends Eastern Kentucky University. His son is currently a senior at Campbell County. For the last 11 years, Sean worked in maintenance for the Kenton County Fiscal Court. Sean then went over the construction schedule for the window replacement at Newport.

Chantelle Phillips reported on the recently installed Red Bike station in front of the Newport Branch, partnering with the Family Resource Youth Services person at Campbell Middle on her Relatives Raising Relatives program which will also move to the Cold Spring Branch in September, Newport's successful inventory, and taking a 4-week online class on Hiring for Diversity.

Valerie Davis reported on Summer Reading programs – from the ever popular programs from Carisa at 7th Street Gifts to the monthly Euchre game night to the creativity her teens continue to demonstrate at all the programs they attend. She also reported on her work at the juvenile detention center. She is currently rebuilding their library. She's visits them weekly to biweekly depending on what is happening at the detention center. Valerie then shared some of her favorite new reads with the Board.

Cody Elliot reported on his Summer Reading programs. He offered a phone photography class and an 80s edition Saturday morning cartoons program. He also offered a Bingo program that had 10 cancellations from registered patrons but still had 38 people in attendance – half not having registered at all. Cody reported that he offered the teens science and space themed programs this summer. From NASA's website he learned how to make lunar rovers from household items that actually moved. For upcoming programs, Cody reported on starting Newport's first Dungeons and Dragons group this October.

Michael Gregory reported on Newport's inventory on Friday, August 9. He added that the Newport staff put a lot of work into the collection and it clearly showed during inventory. There were only 600 items that we thought we had but didn't get inventoried. The staff will look for those until the end of the

month and then those not found will be withdrawn. Michael reported on the extra Friends books we are sending to Better World Books. We are able to send 20 cartons of books every other week. Better World donates a percentage of its profits to literary charities around the world. Michael reported on the four major publishing houses that decided to drastically change e-book purchasing terms for libraries. They will limit the number of licenses libraries can buy and then the licenses will expire after two years and we will have to repurchase them. The increase in restrictions and cost will cause decreases in selection. There is a similar embargo on DVDs. We get the rental version of movies and we have to wait a month to be able to purchase them. ALA has taken a strong stance against this new practice on e-books. Kentucky Libraries Unbound is a large purchaser so we have drafted a letter that we will share with those publishers.

ATTORNEY'S REPORT

Claire Parsons had nothing to report at this time.

PRESIDENT'S REPORT

Cathy Howard reported on receiving a note from Nan Johnson thanking the Friends for the flowers they sent while she was in the hospital. Cathy reported on other thank you notes received from patrons for excellent service they received from staff. Finally, Cathy reported on a note sent in with a donation for our Imagination Library. The note was from a grandmother who was donating in honor of her grandsons, who had both passed away from genetic disorders, and the memories they made together reading together.

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 idea for a new bank account for a wish list. We would funnel donations to that account that are not designated for another purpose by the donor. A committee would be created to decide which requested items to fund. Managers would submit ideas to the committee for projects, furnishings, or other items that would be useful to their branch but that are not part of the library's current budget. A recent donor provided the seed money for this account. JC asked the Board for permission to set up this account. Paul Johnson moved to allow JC to open the account, Tracy Smith seconded, all were in favor and the motion carried. JC also said that the managers are considering creating a wish list of things we need on our website. These items would not be included in the decision making process for the wish list account as the donors would be choosing to fund the ones that they liked.

JC reported on Cold Spring's CT box. SECO Electric is looking into an expanding foam product that could be used to achieve the same effect as a rubber seal in eliminating water leaks into the cabinet. The rubber seal is not able to fit around the cables. JC has asked that SECO provide the manufacturer's assurance that this is an approved use of the product before it is installed.

JC asked the board for its wishes on the location of its annual appreciation dinner. He has tentatively reserved spaces at O'Bryon's Irish Pub in Newport and also Trotta's Steakhouse in Dayton. Both have a varied menu and sufficient space to host us. The board agreed on Trotta's. JC will invite the board of the Friends of the Library and the regular Thursday booksale sorters to the dinner.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt and Tracy Smith): We've received eight applicants, all from the desired geographic area. Due to work commitments, Christie Fillhardt will not be available to assist with interviews. Tracy Smith provided the dates/times of her availability. Paul Johnson and Cathy Howard will work through who can interview with Tracy.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,831 items withdrawn from the collection. We also surplussed a DVD player and four wooden chairs. The disposed items from our collection and the four wooden chairs will be given to the Friends of the Campbell County Public Library for their regular book sales. The defective DVD player will be thrown away. Paul Johnson moved to approve the disposal, Carla Landon seconded, all were in favor and the motion carried.
- Approval of Tax Rates for FY2019-20: Paul Johnson moved to set the Library's ad valorem tax rates for FY2019-20 at 7.5 cents per \$100 for Real property, 7.5 cents per \$100 for Personal property, and 2.6 cents per \$100 for Motor Vehicles, Tracy Smith seconded, all were in favor and the motion carried.
- Approval of actual revenue/expenditures for FY2018-19 for DLG report: Tracy Smith moved to approve the actuals as presented, Carla Landon seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Capital Projects Loan: JC reported on the capital loan payoff amount for our Fifth Third Bank loan and the potential payments for our loan with KACo. After the bonds are sold by KACo, the payoff amount goes directly to Fifth Third. The rest of the funds will be held for us to draw on as we complete our projects.
- Cold Spring Parking Lot: JC reported the original owners of the land for the parking lot expansion have hired an appraiser to get a value on the land and that appraisal should happen by the end of next week. Our architect, Noah Onkst, should have the RFP for the Cold Spring parking lot expansion and entrance remodel by the end of December with construction starting in March.
- Imagination Library: JC reported the online registration will be turned on September 5, the Library's birthday. A social media blitz is planned for that day in coordination with the school districts.
- Newport Curtain Wall: JC reported on the new construction timeline for the curtain walls.
- Newport Parking Lot Expansion: JC reported that the dog park will be moved to the property behind the Newport Branch.

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, September 18, 5:30 p.m., at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Tracy Smith 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 6:57 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary