

BOARD OF TRUSTEES REGULAR MEETING
September 18, 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, Tracy Smith, Paul Johnson and Christie Fillhardt. Absent: Carla Landon. Also present were JC Morgan, Library Director; Claire Parsons, Library Attorney; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

ATTORNEY'S REPORT

Claire Parsons had nothing to report at this time.

PRESIDENT'S REPORT

Cathy Howard reported on attending YART and the Friends Book Sale at our Newport Branch. She enjoyed YART and noted all the books she left with from the sale.

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. Cathy Howard commented on our statistics. JC reported that our e-book circulation is not offsetting losses in overall circulation. Streaming services are affecting our DVD circulation. We have explored offering streaming services, like Kanopy, but these are expensive and not as extensive as we'd like. We can't compete with services like Netflix. Plus, the e-book industry has begun exercising a bit of a strangle hold on libraries. Cathy pointed out that our express units are holding their own or increasing. JC noted that we are at capacity for the express units. He also added that we are comparable to other libraries as far as our statistics go.

JC reported that even though the Board gave us their permission to open a separate bank account for our Wish List money, Dawna Haupt doesn't want to set up a separate account that she has to manage and reconcile. Instead, she added a line item in QuickBooks for the money. JC asked the Board if using the same evaluation forms and procedure they used last year for his annual evaluation would work for this year's evaluation. The Board agreed that they would.

COMMITTEE REPORTS

- Board Member Selection Committee (Paul Johnson and Tracy Smith): Christie Fillhardt thanked Paul and Tracy for covering for her on the eight interviews to find our new Board member. Tracy Smith and Paul Johnson reported that every one of the eight candidates were good. JC added that he thought this was one of the best overall groups that we've ever had. It was a tough choice but the candidates have been narrowed to Jonathan Cullick and Kirsten Hill. Christie

Fillhardt moved to submit both names to the State Librarian for consideration, Paul Johnson seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,834 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Christie Fillhardt moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Capital Projects Loan: JC reported that our capital/refinance loan for \$1.2 million loan closes tomorrow. Then, right after that, the disbursement to pay off the 5/3 loan will happen. He added that we ended up with a phenomenally low rate of 1.7% over seven years.
- Cold Spring Parking Lot: JC reported that our architect, Noah Onkst, asked if we wanted to repave the Newport parking lot while we were also working on the Cold Spring and Fort Thomas lots. JC reported that the Newport parking lot is 15 years old and is sitting on top of fill. It has a number of serious cracks. It would cost \$50,000 to repave Newport. He added we could include it as an alternate bid in the RFP for the Cold Spring Parking Lot. Then we could decide on whether to repave or reseal Newport based on the bids. JC said that we are paving over the Cold Spring concrete and resealing Fort Thomas's asphalt. Paul Johnson asked about the cost of resealing. JC reported that resealing Fort Thomas will cost just a few thousand dollars. The Board was fine with adding the repaving of the Newport parking lot to the RFP.
- Imagination Library: JC reported that we have 1,630 registrants for our Imagination Library. Our goal for the Imagination Library's first year is 1,800 registrants so we are already almost there and may soon pass that goal. JC added that it will be promoted in the county newsletter and on the Campbell County Fiscal Court's Facebook page. JC will be asking the cities to put it in their newsletters and Kiki will be contacting all the churches with daycares. Christie Fillhardt offered to get the information into the Highland Heights newsletter.
- Newport Curtain Wall: JC reported that there is a curtain wall construction meeting tomorrow morning at Newport.
- Newport Parking Lot Expansion: JC reported that he and Chantelle met with two members of the Newport Dog Park committee. JC added that we gave them ideas for a water feature and moving the entrance closer to our lot. We also talked about improving the parking lot by widening the portion of our lot closest to the park to prevent people from backing into the building.

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, October 16, 5:30 p.m., at the Alexandria 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 6:06 p.m.

Respectfully Submitted,

Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary