

BOARD OF TRUSTEES REGULAR MEETING

October 16, 2019

Alexandria 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; Noah Bartel, Alexandria Branch Supervisor; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

MANAGERS' REPORT

Noah Bartel reported on the struggle with air conditioning at the branch. The meeting room has been impossible to cool while one of the restrooms has been extremely cold. It was discovered that a damper in the vent that cools the meeting room was almost closed but the one for the bathroom was fully open. Noah reported on a class visit of kindergarteners from Campbell Ridge Elementary for a story time and a craft. The school brought four kindergarten classes with 120 kids total, all before the branch opened. Noah added that, again this year, the Kiwanis will be bringing in a group of fourth and fifth graders. Noah reported on upcoming programs at Alexandria including a Harry Potter Escape Room. Board members noted that the branch looked great and the programs seem well attended.

ATTORNEY'S REPORT

Claire Parsons was not present at this meeting.

PRESIDENT'S REPORT

Cathy Howard reported on notes from Friends members thanking the Board for including them in our annual dinner.

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 First Amendment Audits. JC also reported that Dawna Haupt has decided she does want a separate bank account for the wish list fund. If the funds for the wish list are not in a separate account, she will not be able to carry them over from year to year. The Board is still okay with Dawna creating a bank account for the wish list fund. In regard to wish list account, JC talked to the Friends about not funding some of the things they have been regularly funding, like our birthday clubs, and asked instead for them to provide money to the wish list fund. The Friends agreed to provide \$3,000 for the fund. JC reported that the Friends also want to be on the committee that selects the wish list items to received funding.

COMMITTEE REPORTS

- Board Member Selection Committee (Paul Johnson and Tracy Smith): Christie Fillhardt moved to disband the Board Member Selection Committee, Tracy Smith seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,660 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. Tracy Smith moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.
- Policy Review/Revision of Board Policies, Procedures and Bylaws: Paul Johnson wanted it noted that he is opposed to eliminating face-to-face meetings and going to teleconference. He also wanted some parameters established for using teleconference. JC Morgan noted that the library cannot restrict the availability of attending by teleconference as it now a state law. Paul Johnson moved to approve the policies, procedures and bylaws as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Capital Projects Loan: JC reported that the KACo loan paperwork arrived yesterday and the 5/3 loan has been paid off. In the future, there is an online form for requesting a drawdown of any funds from the loan. After the form is completed, we should have the money within 24 hours.
- Cold Spring Parking Lot: JC reported the original owner of the 0.26 acres signed the paperwork to convey the land to us. We will now ask for the Cold Spring Mayor to sign for the removal of the easement for St. Andrew Drive.
- Imagination Library: JC reported that we have 1,866 registrants for our Imagination Library. JC added that he offered a webinar on our Imagination Library last week and that he and Kim Fender will be doing a presentation on our Imagination Library at KLA's conference next week. JC reported that he and Dawna have had some questions about billing because we were billed for about 13 kids that weren't accounted for in our invoice. The problem appears to come from kids who graduated out of the program and received their first book at the same time. JC also reported that the cost of books is, for us, higher than the \$2.10 on average across the nation. The actual cost of the books for us is about \$2.53 per child per month with some books being more expensive than others. Our DPIL representative says that our average cost will decrease over the course of the program. It might be too difficult to bill the schools the actual cost of the books so we may have to switch to billing them half of the overall average.
- Newport Curtain Wall: JC reported that we attended a curtain wall construction meeting today at Newport. The north window should be done within two weeks. He also reported that Century will be installing a rain diverter over the double door in the Presidents Room to prevent water from getting into the door frame and setting off the alarms.
- Newport Parking Lot Expansion: JC reported he learned at the curtain wall construction meeting that asphalt production shuts down around Christmas and doesn't start back up again in mid-April. Therefore, we can't do any asphalt work for the Cold Spring project until the asphalt plants resume production. JC reported he learned that June and July are the best months to put down asphalt. We do not want to do our project during Summer Reading, however.

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, November 20, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Tracy Smith 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 6:36 p.m.

Respectfully Submitted,
Chantelle Bentley Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary