

## **BOARD OF TRUSTEES REGULAR MEETING**

**December 18, 2019**

**Newport 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, Christie Fillhardt and Jon Cullick. Also present were Stephanie Huhn, Bramel & Ackley; JC Morgan, Library Director; Michael Gregory, Technical Services Manager; and Chantelle Phillips, Assistant Director.

#### **AUDITORS' REPORT**

Stephanie Huhn, of Bramel & Ackley, delivered a summary of the independent auditors' report to the Board for the library's financial statements year ended June 30, 2019. Tracy Smith moved to approve the auditor's report as presented, Paul Johnson seconded, all were in favor and the motion carried.

#### **INVITATION FOR PUBLIC COMMENT**

- None

#### **MANAGERS' REPORT**

Chantelle Phillips reported on our partnership with Campbell County Skills U; Valerie Davis' work with the Special Needs classes at Newport, Dayton and Bellevue; Kerstin Opitz' hugely successful Friends book sale in the branch; and the stage we purchased to save money on renting one for Signature Series and Arts and Culture events.

Michael Gregory reported on e-book licensing issue. He told the Board that on November 25<sup>th</sup>, Kentucky Libraries Unbound voted to boycott Macmillan Publishing because of Macmillan's policy of limiting libraries to purchasing one copy for the first eight weeks after a book is released and after that having to rent copies for 60 dollars each. Michael added that this does not affect the library's purchase of print books. KLU's position on Macmillan is getting some press, having been reported in two Kentucky newspapers and then two professional blogs. Michael reported that the boycott is a nationwide effort. The American Library Association is in discussions with Macmillan. Michael also reported on the Polaris upgrade from 6.1 to 6.3 that happened on December 5. He added that not much changed on the patron side but the upgrade added some new features on the staff side.

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

Cathy Howard reported on thank you notes and donations received. All the recently received donations have been added to our Wish List fund.

#### **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 thanked the Board for all their positive comments in his evaluation. JC reported that Noah Onkst is working on the design for the parking lot at Cold Spring,

Fort Thomas, and Newport and on the design of the new Cold Spring front door. Noah is also working on the details for the RFP and hopes to have that completed in time for the January board meeting with April as the start of construction. Paul Johnson asked about the landscaping barrier between us and the Kingdom Hall of Jehovah's Witnesses. JC reported that we agreed to put in a hedgerow to block the lights from cars as they use the drive.

JC reported that he, Kiki Dreyer Burke, Carol Freytag and Dawna Haupt met with all the school superintendents on December 13 to discuss the Imagination Library. Kiki presented on the public relations that's been done for Imagination Library, Carol on operations and Dawna on finances. Dawna discussed the cost of doing a full audit of the Imagination Library. A full audit completed by our auditor, Bramel and Ackley, would be \$4,500. However, a financial review would cost \$1,500. Stephanie Huhn of Bramel and Ackley suggested we do a financial review or audit of the Imagination Library's finances every two years. Based on Stephanie's suggestion, the superintendents agreed that the schedule would look like this: a financial review will happen in August of 2020 to be repeated every four years and then a full audit in 2022 to be repeated every four years. With that schedule, we will have some review/oversight every two years. In regard to a previous discussion about the cost of books per child, we agreed to pay half of the average cost of each book per child per month. JC reported that the superintendents are taking this all back to their Boards for approval. The numbers for Imagination Library are great so far. Right now we have 2,100 registrants and 86 graduates. By September of 2020, there will be 400 to 500 graduates. The schools have agreed to hold their own graduation parties that we can attend.

#### **COMMITTEE REPORTS**

- None

#### **NEW BUSINESS**

- Destruction of Government Documents: Christie Fillhardt moved to approve the destruction of the Director's general correspondence emails from 2017, Paul Johnson seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 2,268 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. Paul Johnson moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Policy Review/Revision of the Investment Policies and Volunteer Policies: Christie Fillhardt moved to approve the policies as presented, Jon Cullick seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS**

- Cold Spring Parking Lot: No further discussion on this topic.
- Imagination Library: No further discussion on this topic.
- Newport Curtain Wall: JC reported the final cost for the completed curtain wall projects will be in the range of \$250,000 as budgeted. There will be a small extra cost for repair the letters of "Campbell County Library" on the side of the building.
- Newport Parking Lot Expansion/Dog Park: JC reported that this will all be an alternate bid on the Fort Thomas parking lot RFP. The base bid will only include the concrete work at Fort Thomas. Everything else is an alternate on that job including the new apron at Fort Thomas and adjusting

the curb height near the entrance. Then, additionally, there are alternates for repaving the entire Newport lot, providing the walkway to the dog park and expanding the back lot, building the additional eleven parking and adding additional light poles and LED heads to the existing light poles plus LED lights on 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, January 15, 5:30 p.m., at the Carrico/Fort Thomas 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 6:29 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary