

**BOARD OF TRUSTEES REGULAR MEETING
November 20, 2019
Cold Spring Branch**

MINUTES

CALL TO ORDER

President Cathy Howard called the regular meeting to order at 5:34 p.m.

ATTENDANCE

Board members present were: Cathy Howard, Tracy Smith, Paul Johnson, Christie Fillhardt and Jon Cullick. Also present were JC Morgan, Library Director; Claire Parsons, Library Attorney; Joe Hayes, Robert Ehmet Hayes & Associates; Toby Carter, Boy Scout Troop 437; and Chantelle Phillips, Assistant Director.

EAGLE SCOUT PRESENTATION

Toby Carter of Boy Scout Troop 437 attended with his family to present eight sensory boards that he and his fellow scouts had created as his Eagle Scout project. Toby approached Chantelle Phillips, Assistant Director/Newport Branch Manager in January of 2019 to see what he could do as his Eagle Scout project that would benefit the library. They arrived at the idea of creating sensory boards for the library's Children's Department. A sensory board or busy board is a fun, hands-on activity for babies and toddlers to help them touch, explore and learn about different objects all in one place. Toby is a regular library user and attends programs at all locations. As he said in his initial email to Ms. Phillips, "I have enjoyed many events at the library and I love to read, so I think this [doing my Eagle Scout project at the library] would be a great fit." The Board expressed their appreciation for Toby's work along with his and his family's commitment to the library.

INVITATION FOR PUBLIC COMMENT

- None

ARCHITECT'S REPORT

Joe Hayes reported that the Newport curtain wall on the north side of the building is 99.9 percent finished and the demolition on the storefront windows on the east side of the building will begin on Monday. He also went over the alternate bids for Newport's parking lot and bridge as well as Fort Thomas' parking lot work. JC provided information about the issues with the potential water fountain to be added for the dog park. Joe presented the preliminary drawings to the Board for the Cold Spring parking lot and talked about the demolition plan for Cold Spring including an easement for some needed tree removal.

Cathy Howard asked Joe about the timing of the work. She is concerned about the work not being done in time for Summer Reading. She also asked about penalties that could be added to the contract if the company who gets the bid doesn't make the agreed deadlines. Joe is not a fan of penalty clauses because it may deter companies from working with us. Joe thinks we will be able to get the Cold Spring work completed by June 1. Joe added that we will package the Newport and Fort Thomas work together because that is mostly asphalt work. Cold Spring work is for a general contractor like Century because of the additional building work.

Paul Johnson asked about the timeframe for maintaining the lots. Joe said that overlays, if done properly, should last 10 to 11 years. Then, if you seal coat every 2 years the lots can last ever longer. Joe added that putting the lots down in August would be best because of the temperature. He also noted that we could say, in the contract, that if we don't get started by certain date then we will have to start after a certain date. JC noted the cost will be higher because of the additional work at Newport which was not budgeted. He added that the total cost estimate is \$470,000 with all alternates, without the alternates, it's \$350,000. Joe mentioned that he is working with a new engineer out of Lexington because local firms were unable to complete design work in the timeframe that we needed. Dave Anderson asked about a later timeline. Could the back parking lot work be done with an August 1 deadline and then the front parking lot work start after summer reading? Joe said this was possible.

ATTORNEY'S REPORT

Claire Parsons reported that JC asked her if, under Kentucky law, it was mandatory for her to attend all of our board meetings. She said it is not but that she is always available for questions and that she would stay up to date on our activities. Claire added she needs a little notice and then she would be able to attend meetings when needed. The board thanked her for the many times that she's attended since becoming our attorney.

PRESIDENT'S REPORT

Cathy Howard congratulated Chantelle Phillips on her new grandson. She reported on Tracy Smith being certified to present before the Supreme Court of the United States. Tracy was sworn in by the Justices and met Chief Justice Roberts and Justice Ginsberg. Cathy congratulated JC on his article in *American Libraries* about Drop Your Drawers. Cathy also mentioned Dav Pilkey's continuing gifts to the library. Most recently he sent bourbon-flavored coffee and sent signed books that we will be giving away as part of the Drop Your Drawers campaign this year. Cathy reported on a note received from Christie Fillhardt and the Silver Grove Community Reunion Committee to thank us for working their event this year.

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 mentioned the Wish List bank account. Cathy has just signed the signature card and JC will take it to Heritage Bank tomorrow. JC went over the guidelines for the Wish List committee and how staff will apply for funds through the program. He said that the committee will have a Board member and a Friends of the Library board member plus three branch staff. Branch Managers are not allowed on the committee. JC added he has right of disapproval before any proposal goes to the committee. JC talked about his evaluation documents and explained his contract renewal to Jon Cullick.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,782 items withdrawn from the collection. We are also disposing of four printers (two broken and two old) and two Vostro laptops. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The printers will go to Habitat for Humanity

for recycling and the laptops will be donated to a local church. Tracy Smith moved to approve the disposal, Paul Johnson seconded, all were in favor and the motion carried.

- PLA board attendee: Tracy Smith will attend. Chantelle Phillips will register Tracy for the conference and reserve her hotel room.
- Policy Review/Revision of the Collection Development Policies, General Policies – Acceptable Behavior Standards, Income and Disbursement Policies and Meeting Room Policy. Paul Johnson asked about the Service Animals policy. Our policy is in keeping with the American with Disabilities Act and its interpretation as provided by the Department of Justice. Paul Johnson moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- There was no further discussion about the Cold Spring Parking Lot, Imagination Library, Newport Curtain Wall or Newport Parking Lot Expansion/Dog Park.

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, December 18, 5:30 p.m., at the Newport 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 6:43 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary