

BOARD OF TRUSTEES REGULAR MEETING

January 15, 2020

Carrico/Fort Thomas Branch

MINUTES

CALL TO ORDER

President Cathy Howard called the regular meeting to order at 5:31 p.m.

ATTENDANCE

Board members present were: Cathy Howard, Tracy Smith, Paul Johnson, Christie Fillhardt and Jon Cullick. Also present were Joe Hayes, Robert Ehmet Hayes and Associates; JC Morgan, Library Director; Pam Posik, Carrico/Fort Thomas Branch Manager; Morgan Lockard, Carrico/Fort Thomas Adult/Teen Services Librarian; Sam Rouse, Carrico/Fort Thomas Adult/Teen Services Programmer; Andrew Moorhead, Digital Marketing Coordinator; and Chantelle Phillips, Assistant Director.

ARCHITECT'S REPORT

Joe Hayes presented the bid package for the Cold Spring vestibule, front plaza and parking lot project. JC pointed out that the detention pond shown on the plans is not really a detention pond but the current drainage ditch. The City of Cold Spring will have to approve re-using this ditch in lieu of a detention pond. Paul Johnson asked about the curb cut coming out of the back drive. JC and Joe indicated that the current curb cut should be sufficient without modification. JC added that we will be moving the drop boxes for the Sanitation District/Water District to the drive behind the building. Joe then showed the bid packages for the planned work at Carrico/Fort Thomas and Newport. The bids will be opened on February 12.

Tracy Smith moved to send the presented documents out to bid, Christie Fillhardt seconded, all were in favor and the motion carried.

INVITATION FOR PUBLIC COMMENT

- None

MANAGERS' REPORT

Pam Posik said she is excited for the concrete in her parking lot to be replaced. Some of the concrete was replaced 3 to 4 years ago but there are many more sections that are crumbling. Pam said that she has not reported to the Board since before her Conference Room opened to the public. The room opened on May 22nd. She added that, on the very first day, patrons were using it as intended though the staff had to explain its intended use. Tom Jones, the donor who made the room possible, visited this summer and there were four people using the room at the time. Most patrons bring their own devices or borrow a laptop to use in the Conference Room. The demographic of users for the room is from teens to seniors but it tends to be used by younger patrons in their mid-20 to 30s, who have returned to college, using it the most to study. Because the Study Rooms turn over every two hours, many of those users have migrated to the Conference Room because it has no time limit. For meeting room use requests, Pam tries to reserve their large meeting room first before putting groups in the Conference Room if they will fit. She continues to refer larger groups to Newport. Pam thanked the Board again for the room. Pam reported on the upcoming program with Chef Edward Lee. Amy Carroll, our Adult Programming Coordinator, and Pam worked with a videographer who will be filming the cooking

demonstration. Pam reported on an enhancement she submitted to Polaris to help us better accommodate those who prefer to use a nickname in their library record (rather than their legal name) or who have chosen a new name based on their gender identity. The enhancement idea suggests that we maintain the legal name but have searchable nickname or preferred name fields. One hundred and seventeen Polaris users viewed the enhancement suggestion and 116 voted for it. Pam's enhancement request has moved up to the future possibilities stage and it's on the road map for 2020.

Morgan Lockard reported on email reminders that are available for patrons to use with non-registration required programs. She added that our older patrons seem to really appreciate this feature. Morgan has many programs with patrons who have signed up for email reminders. Morgan also reported on her experiment to determine how best to allow more patrons into her programs. She repeats programs on a different day and at a different time. She also has drop-in and "while supplies last" programs. Morgan added that she has seen new patrons attending these alternative programs. Morgan has also been seeing new teens at her programs at the Armory. Working with Fort Thomas Parks and Recreation has allowed Morgan to offer some programs that wouldn't work at our location – like the glassworks program. Their vehicle wouldn't fit in our lot but will at Tower Park. Morgan added that she and Laura Stanfield are working with Amy Carroll to offer a family STEAM night after hours program in March.

Sam Rouse reported that she came to us from Pendleton County Public Library where she worked for 9 years – going from page to teen librarian and even doing some cataloging. Sam reported she has taken over the Dungeons and Dragons group at Fort Thomas as well as the Brown Bag Book Club. In November, Sam worked a tech table at the Campbell County YMCA. Sam added that she began planning her own programs in December. Sam said that she is very happy to be a part of the CCPL staff and is looking forward to her first Summer Reading Club experience here.

Andrew Moorhead reported on Jim Pleshinger's resignation. His last day was December 31. However, he is still doing some freelance work for us and will continue to contribute to the monthly newsletter. Andrew reported that he and Kiki have interviewed two candidates and have two more interviews scheduled. They are hoping to have the new person hired by end of the month. Andrew is also hoping the new PR Specialist can help him with some of our digital content. Andrew reported on upcoming projects for the PR department. For STEAM month, they are creating an all-ages brochure. Also, we are offering a digital program during STEAM month through our new Beanstack platform. Patrons can track their reading through Beanstack and we will be hosting a STEAM contest. Andrew reported we will also be using Beanstack to offer our patrons a digital way to participate in Summer Reading. Andrew reported on our redesign of the delivery van wrap because it's faded from the sun. He also mentioned our Facebook verification. On all social media that we use, this shows that we are a reliable source of information and opens up new features. Andrew reported on the story on our Imagination Library that's on the cover of What's Happening. Andrew is promoting the Imagination Library through a daily paid post on Facebook. Andrew also reported on our website review. We have 175 pages on our website. JC assigned pages to staff to review and then they send any needed corrections or updates to Andrew. This will now be an annually scheduled review. Finally, Andrew reported on some upcoming changes to the library app and our annual passive program for Library Lovers month.

PRESIDENT'S REPORT

Cathy Howard had nothing to report this month.

REGIONAL LIBRARIAN'S REPORT

Regional Librarian's written report is included in the Board packet.

DIRECTOR'S REPORT

Paul Johnson asked a question regarding a donation made for a book bench. JC said that we will add an additional plaque to the bench shown in the Cold Spring bid documents. JC reported on Library Legislative Day in Frankfort. It's scheduled for February 6. JC added the two bills we are most concerned about are SB 1 and SB 5. Senate Bill 1 specifically mentions public library staff reporting illegal immigrants. Senate Bill 5 limits our increases to the compensating rate unless the fiscal court approves a higher rate. Paul Johnson is very concerned with SB 1 and wants KDLA to put this on their list of priorities. Christie Fillhardt needs more information on it and Jon Cullick stated that he is just now learning about this bill. JC said the he will talk to the chair of KPLA's Advocacy Committee chair and bring information back to the board. The Board will revisit this at the February meeting.

JC reported on a Drop Your Drawers partnership between the Kentucky-Tennessee District of the Kiwanis and the State Library of Tennessee. JC is talking to the State Library's special projects person and he thinks they are interested in doing their own Drop Your Drawers campaign. In fact, the wife of the Governor-elect of the Kentucky-Tennessee District of the Kiwanis is making this her special project. JC added that he, some of the Family Resource Center staff and members of his Kiwanis group will be sorting our underwear and sock collection this Friday, January 17th.

JC reported the Campbell County Imagination Library has taken its first step toward becoming a 501c3 as it has been recognized by the Secretary of State as an incorporated entity. The 501c3 status allows us to separate the money for Imagination Library from our money. JC added that, so far, Newport, Fort Thomas and Campbell County schools have all signed the new contract related to the founding of the Campbell County Imagination Library, Inc.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,564 items withdrawn from the collection. Plus, four toadstools and 16 wooden chairs from the children's area of Newport and three computer chairs also from Newport are being withdrawn from our inventory. The disposed items from our collection and the children's furniture will be given to the Friends of the Campbell County Public Library for their regular book sales. The computer chairs will be disposed of due to their condition. Christie Fillhardt moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.
- Policy Review/Revision of the General 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 that, except for some trim work, this project should be completed by the end of next week.

- Newport Parking Lot Expansion/Dog Park: No further discussion on this topic.

FINANCIAL REPORT AND MINUTES Paul Johnson moved to approve the minutes and the financial reports as presented, Jon Cullick seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, February 19, 5:30 p.m., at the Alexandria 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 6:57 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary