

BOARD OF TRUSTEES REGULAR MEETING

**March 18, 2020
Cold Spring 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 JC Morgan, Library Director and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

MANAGERS' REPORTS

- None

PRESIDENT'S REPORT

Cathy Howard read through some of the hearts received at the branches during Library Lovers Month. Cathy asked Tracy Smith to report on her experience at PLA's conference in Nashville, Tennessee. Tracy talked about the workshops she attended and how much she enjoyed the morning presenters.

REGIONAL LIBRARIAN'S REPORT

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

DIRECTOR'S REPORT

JC reported that the check for \$7,000 to repair the damage caused to his office by the squirrel had been received. We will also receive an additional \$300 for the bill for catching the squirrel. The work will be done once Piccola Construction is available. JC reported on Macmillan Publishers lifting the embargo on libraries purchasing e-material. JC added that we have already started ordering titles through our Advantage Collection. JC reported on Lisa Luecke's termination. She was let go on Friday, March 6. Lisa had been employed at the library for 70 days and had multiple occasions of absences, tardiness, or early departure during her employment. Today, JC received an email from Lisa asking for the Board to reconsider her termination. In that email, she provided reasons why she was perfect for the library and for her position. JC presented the email to the Board along with the attachments Lisa included. The Board took no action on Lisa Luecke's termination and agreed that we should follow our normal procedures in regard to contesting an unemployment claim. JC said that he will craft a response to Lisa tomorrow. Cathy Howard asked about Laura Stanfield's resignation. JC went through the events leading up to Laura's resignation. JC reported on the state's budget proposal and Senate Bill 1.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt and Jon Cullick): JC reported that we have not received any applications for the open Board member positions. We will continue accepting applications through May 31. The new Board members will start in their positions on October 1.

- Appoint Budget committee: Tracy Smith and Jon Cullick volunteered to be on the committee. Christie Fillhardt moved to accept their appointment, Paul Johnson seconded, all were in favor and the motion carried.

NEW BUSINESS

- Approval of FY2018-19 UFIR: Paul Johnson moved to approve the UFIR as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 2,611 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 the Circulation Policies: Jon Cullick moved to approve the policies as presented, Tracy Smith seconded, all were in favor and the motion carried.
- Coronavirus update:
 - Since the library closed on March 13, JC reported that he has been working with the directors at Boone and Kenton County Public Libraries to coordinate response. JC described to the Board the process the managers went through on Friday to be able to close the library. JC added that the April newsletter will focus on the construction work at Cold Spring. He also reported that our Imagination Library was approved as a 501c3. He added the staff in good shape and he is sending a daily email so they know what's going on. We are suspending all late fines for the 30,000 items currently checked out. In addition, patrons won't be blocked from using online services due to any current fines on their accounts. JC added that we are removing the barcode barrier for accessing our databases. He added that we will try to get the carpets cleaned while the buildings are closed and that pages at some locations may come back in to shelve returned items and do some weeding projects. We are also encouraging staff to take continuing education classes as well as classes on Universal Class and through other online database while they are working from home. JC reported that we've decided against curbside service for now. He added that he has a regional directors' meeting through a conference call tomorrow. JC asked the Board for their thoughts on closing and offering services and on providing a "fresh start" amnesty for patrons.
 - Approval of Emergency Authority: Paul Johnson made a motion to approve actions already taken, Jon Cullick seconded, all were in favor and the motion carried.
 - Approval of Emergency Check Signing Power: The Board agreed to David Anderson being the second signature on checks in Paul Johnson's place to pay bills for normal operations. Paul will continue to sign construction related checks and anything out of the ordinary.
 - Quickening of Construction Schedule: The Board agreed to push up the construction schedule to be able to complete the work while the buildings are closed.
 - Special Meeting for Board to re-evaluate: JC will call Cathy Howard for further emergency actions and then she will decide if the Board needs to meet to approve it. Also, Cathy wants the next Board meeting to be conducted through videoconferencing.

UNFINISHED BUSINESS

- Construction Report: JC reported that, during today's construction meeting, they talked about ripping out the area in front of the Cold Spring building while we are closed so we won't disturb patrons in August while we're open. The back lot was due to be done by May 1 but now we are doing it all at the same time. When we re-open, the front of the building will be done with all new concrete work. We will also step up the timeline for Fort Thomas and Newport and complete those jobs while we are closed.
 - Approval to drawdown remaining funds: Christie Fillhardt move to approve the drawdown of the remaining funds that are part of the loan with KACo, Tracy Smith seconded, all were in favor and the motion carried.

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, April 15, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Christie Fillhardt 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 6:43 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary