

## **BOARD OF TRUSTEES REGULAR MEETING**

**February 19, 2020**

**Alexandria 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 JC Morgan, Library Director; Noah Bartel, Alexandria Branch Supervisor; David Anderson, Cold Spring Branch Manager; and Chantelle Phillips, Assistant Director.

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

- None

#### **MANAGERS' REPORT**

Noah Bartel reported on a meeting with Collection Services staff to look at ways to boost the branch's circulation. He added that they looked at what parts of the collection circulate well and what parts do not. There is a plan to move different sections of the collection as well as to avoid using the top and bottom shelves. Noah also reported on programming at Alexandria. The new homeschool program is going well and has had full registration for the first couple of programs. Terrific Tuesdays and Babies & Books story times also have full registration. Noah reported that adult craft programs also do really well at Alexandria. Noah reported that he worked with Dave Anderson and the adult/teen librarians at Newport, Fort Thomas and Cold Spring to select a day and time of the week to program to teens at Alexandria. He explained the consistency in day and time helped the teens plan their attendance around their other activities. Noah reported that his staff is looking to do more outreach in their community. He is hoping to hold an after-school program at the community center and will be visiting local businesses and churches in the spring to see how the library can partner with these organizations.

#### **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**

JC reported on the three Senate bills and two House bills that the KPLA Advocacy Committee is watching during this legislative session of the Kentucky General Assembly. He also reported on a concern expressed by Bill Turner, the Director of Campbell County's Office of Emergency Management, about a group that is meeting at our Newport Branch. The group presents themselves as a local search and rescue team but they aren't sponsored by any government agencies. The group takes donations on their website for their search and rescue work and has caused some disturbance by running lights and sirens through some of the river cities. JC added that Bill Turner wants us to be aware that the group is misrepresenting themselves as providing services here in Campbell County when they are not. The Board wants us to follow policy and treat this group as we would any other group. JC reported on a

former patron who is being paroled and is now on the sex offender registry. Our attorney is checking with the county's attorney to see how that applies to his presence in our libraries. JC asked the Board if they would pay for his ticket to attend a gala fundraising event for NKCAC. JC is the Board president for NKCAC so the event is a required function. The Board agreed to pay for JC's ticket to the event.

## COMMITTEE REPORTS

- None

## NEW BUSINESS

- Appoint Board Member Selection Committee: Jon Cullick and Christie Fillhardt volunteered to serve on the committee, Tracy Smith moved to accept the volunteers, Paul Johnson seconded, all were in favor and the motion carried. Paul suggested that we have Board interviewees or new Board members read *The Library Book* by Susan Orlean.
- Disposal of Surplus Materials: This month's disposal includes 2,079 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. The library would also like to dispose of two broken printers. The printers will be donated to Habitat for Humanity. Christie Fillhardt moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Policy Review/Revision of the Personnel Policies: Christie Fillhardt moved to approve the policies as presented, Paul Johnson seconded, all were in favor and the motion carried.
- Paul Johnson reported that he had heard from past Board president and Friend member Rebecca Kelm that the little library in front of St. Paul's in Newport is missing. We have also received a request from the Campbell County Extension office for a little library for their garden walking path. Paul is willing to build more little libraries but he needs material. The cost of the little libraries from the first build was \$37 per box. JC will ask the Friends of the Library for \$150 to build at least four new little libraries.

## UNFINISHED BUSINESS

- Acceptance of bids for library projects
  - Cold Spring Parking lot – JC explained the effect the Amazon build project is having on construction costs in our area. To do the entire project at Cold Spring, the lowest bid came in \$244,000 over what we budgeted. JC added that we will take out of that bid the things we don't absolutely need to do. We will be removing the vestibule work, the 10 new parking spaces along the new rear drive near French Street, and installing the bronze logo in the patio area. JC noted that we will still be doing the concrete work on the front of the Cold Spring building to make it safer and disabled-friendly.
  - Fort Thomas/Newport Parking Lot Expansion/Dog Park – JC reported that he has a letter from the City of Newport confirming their agreement to pay for the eleven additional parking spaces to expand Newport's parking lot to accommodate those visiting the new Dog Park. This commitment obligates us to expand the depth of the rear parking lot and to building the walkway to connect to the bridge to the Dog Park. The total cost of the work for all three locations will be around \$420,000. The overage will be need to be pulled from our reserves.
  - Paul Johnson moved to approve the Cold Spring bid as noted in the February 19, 2020, letter from Joe Hayes but with the asphalt overlay of the section of parking adjacent to Highway 27 added back in. Plus, Paul moved to approve the Fort Thomas/Newport base

bid with alternates 6 (additional eleven parking spaces) and 7 (widening parking lot to the north) but also adding in alternate 3 (seal coating existing asphalt at Fort Thomas), as noted in the February 19, 2020, letter from Joe Hayes. Additionally, a change order will be issued to provide for seal coating the entire lot at Newport and restriping. 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, Jon Cullick seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, March 18, 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 6:34 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary