

**BOARD OF TRUSTEES REGULAR MEETING**  
**April 15, 2020**  
**Online Meeting conducted via Zoom**

**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.

**Resolution Regarding Meeting Protocols for Novel Coronavirus (Covid-19)**

Jon Cullick moved to adopt the resolution as presented, Christie Fillhardt seconded, all were in favor and the motion passed.

**PRESIDENT'S REPORT**

Cathy Howard did not have anything to report.

**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 reported on the Northern Kentucky Forum event that will include the three directors of Boone, Campbell and Kenton County Public Libraries. The directors will discuss their libraries' responses to the Coronavirus – shutting down and re-opening the libraries plus online services created during this time that they might maintain. JC provided a brief update on Senate and House bills that we've been monitoring.

**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. JC reported that we will be advertising the openings through social media and in the Campbell County Recorder. Christie Fillhardt mentioned that she knows someone who is interested in applying but they live in Newport. JC said we are looking for someone who lives in Fort Thomas or Southern Campbell but we will happily take and review any applications.
- Appoint Budget committee (Tracy Smith and Jon Cullick): JC reported the budget committee will meet later in April so we can present the budget in May. Paul asked about Senate Bill 5. JC reported that all SPGEs will have to seek approval of their county's governing body to approve increases above the compensating rate. JC added that our budget for FY 2020-21 will not include state aid to libraries.

## 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 648 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. Christie Fillhardt moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Coronavirus update: JC reported that 98 percent of libraries across the country are closed. He's not aware of any libraries in our state offering in-person service. We are providing a lot of online programs -- about 12 programs a week. Those include craft programs, story times, a rescheduled and now online Signature Series performance, book clubs, etc. JC's book club picked books in public domain for this Sunday's meeting. We have also been able to add to our database offerings by adding Tumblebooks and remote access to Ancestry. We've moved collection money to purchase more e-materials. JC reported that we have circulated 15,000 items through Kentucky Libraries Unbound during this time. Normally, we circulate 25,000 to 30,000 physical items a month through the branches. Staff have been taking a lot of online trainings. In fact, we managed to compact all our in-house computer training into 2 weeks instead of taking it over the entire year. JC added we've been having Zoom meetings with the staff and the managers meet a couple of times a week. We've purchased two subscriptions to Zoom and are getting a third for programming. We are beginning to plan re-opening. It will be staged with the first stage being curbside services only and then the second stage may open the buildings but fewer days and fewer hours. Then we may go to more days open, but fewer hours, with programs. The final stage is fully open. For right now, the best we can do is to stay closed to keep our patrons and staff safe.

JC reported on our amnesty plans. It's a good way to welcome people back to the building. The 2008 financial crisis brought a great resurgence of library use because of the down economy and we may see that again. To aid in this, we'd like to remove all charges to accounts with money owed prior to when we closed on March 14<sup>th</sup>. The total to be waived is \$269,000. March 14 closed date. With Board permission, we'd like to waive these charges. Cathy Howard asked how many patrons would have fines waived. JC answered 9,849 people would have fines and fees waived. Cathy also asked how many other libraries are doing this. JC answered that 35 other libraries across the state are interested and, of those, five have already received their Boards' approval. The Kentucky Department of Libraries and Archives has provided a letter of support for the campaign. Tracy Smith said it would send out a positive message to the community. Paul Johnson had questions about how we would promote this and would there be some general cooperation among the various libraries to allow them to promote this in conjunction with each other. JC reported that our PR department will create some material that other libraries can use, especially those smaller libraries without PR departments. JC shared his screen to show the Board some of the material our PR Manager has already developed. Cathy Howard said that she likes the message and likes the fact that we are offering this to those who may be disproportionately affected by the crisis. She added that she likes that we are hugging the community and saying we are here for you and we have always been here for you. Paul Johnson stated that the patrons would need to be educated on how the process will work and urged clarity on the waived funds that are involved in the campaign. Jon Cullick said that a lot of

people are hurting and this is analogous of private sector business working with people to waive debts or put on a pending basis, like not collecting rent. Christie Filhardt added it's a good way for us to do something positive for the community. She added it's a really good opportunity for us to show our commitment. Paul is in favor but asked that the PR material covering all the ideas that were just mentioned be shared with the board. JC said that he'd be happy to show the press release for amnesty once complete. JC added that we have done everything we can do to get the materials back or collect replacement costs. We have done our best as good stewards to get this material back. Cathy said she thinks the message is clear and understandable: "We are here for you." Cathy asked about further discussion on this or for a motion. Christie Fillhardt moved to approve amnesty to all patron accounts owing fines and fees prior to our closing on March 14, Tracy Smith seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS**

- **Construction Report:** JC reported that the new driveway at Cold Spring appears ready for asphalt. He added that, at this point, it's really good that we aren't open while this is happening because it's very disruptive. Graybach is getting ready to pour the concrete for the curb-less sidewalk in front of the building. However, the bench will be delayed. The library logo that hangs on Cold Spring has been repainted and we're having the LED lighting inside it reworked. At, Fort Thomas the concrete work is done and that section has been restriped. We still need to resurface asphalt. This will be done at the same time Newport's lot is resurfaced and restriped. Newport's parking lot has been extended and the additional spots are almost finished. There was an issue with the sidewalk that was created to go between the dog park and our lot. Riegler had to cut this to accommodate the expansion of asphalt and removed too much so this will have to be replaced. All should be done by the time the building can reopen either partially or fully.

**FINANCIAL REPORT AND MINUTES** Tracy Smith moved to approve the minutes and the financial reports as presented, Jon Cullick seconded, all were in favor and the motion carried. JC added that we will have to sign the minutes and financial reports at the next in-person meeting.

**NEXT MEETING:** Wednesday, May 20, 5:30 p.m., through Zoom

**ADJOURNMENT:** Paul Johnson moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6:32 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary