

## **BOARD OF TRUSTEES REGULAR MEETING**

**June 17, 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; Noah Onkst, Robert Ehmet Hayes and Associates; and Chantelle Phillips, Assistant Director.

#### **ARCHITECT'S REPORT**

Noah Onkst reported on yesterday's construction meeting at Cold Spring. He and JC walked the site after the meeting. Graybach is finishing the last bits of the project including work on the entrance, landscaping, the flag pole and some electrical items. Noah reported we are still having a problem with the light poles remaining on after the sensor should have turned them off. An electrician is returning tomorrow to work on them. He added that Graybach should be done by the middle of next week and will be ready for a punch list. Noah reported the seed in the area behind the building will need to be watered and that area may be a challenge this time of year. He thinks the work has been good but has been frustrated with timing and delays. JC questioned Noah about the quality of the top soil behind the building. JC added he'd found a lot of rocks and junky top soil and if we can get that cleaned up it may help the grass grow. Paul Johnson said that he walked the parking lot today and, other than the landscaping, he thought it all looked good. He likes the new angled parking.

#### **PRESIDENT'S REPORT**

Cathy Howard commented on the quality of the updated Emergency Procedures Manual and the addition of the pandemic procedure. JC mentioned the positive patron comment about the shred day at our Carrico/Fort Thomas branch. Paul asked about a schedule for shred days at our other locations. JC said there was no plan to do special shred days at the other branches but that Document Destruction's services had resumed in the buildings when we re-opened to the public.

#### **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 said that he will put the Board's Summer Reading t-shirts in the courier to their preferred branch. JC reported on Kentucky Virtual Library (KYVL), the cooperative that provides databases for all Kentucky libraries -- academic, public and school. The cost to libraries for this services has gone up as budgets have been cut, especially school library budgets. This year KDLA got a grant that allowed them to pay the entire cost of KYVL membership fees for all public libraries. This includes the courier service for ILL materials that goes to all libraries across the state. JC added they are paying all our of base KYVL costs, \$13,000. We will pay for two extra courier stops which are \$900. We are usually the top one or two busiest library in the state in regard to lending and

borrowing. JC reported the Campbell County Imagination Library (CCIL) became its own 501c3 earlier this year. We will also be moving them to their own bank account. He added they will be under their own EIN so that their money will be completely separate from CCPL money. The CCIL Board is comprised of JC and the six school superintendents. However, their signators are still our signators. Paul is their board treasurer. JC added there are 2,500 participants right now and between graduations and enrollments we continue to hover around that number. The CCIL Board will approve a budget that JC has drafted. JC reported that we re-opened to the public on Monday and that's gone well. Most patrons are getting what they want, browsing quickly and then leaving. Few are staying, some of those with laptops. JC mentioned the changes to PC Reservations. Our patrons have been understanding about the changes we've had to make -- fewer computers and the removal of chairs to maintain social distancing. At the end of the month we should be open Monday through Friday, 11 am to 7 pm, and Saturday, 1-5 pm. Alexandria will change back to their regular open days, Tuesday through Friday, 11 am to 7 pm, and Saturday, 1 to 5 pm. JC asked if the Board is okay with not providing weekly updates since not as much is changing as it was earlier in the pandemic. The Board is okay with not having the weekly reports. JC will be on vacation beginning Friday June 19th through June 25th. He will have cell phone service.

### **COMMITTEE REPORTS**

- Board Member Selection Committee (Christie Fillhardt and Jon Cullick): JC reported that we have 6 applicants for our two open positions. JC said that he sent PDFs of the applications to Jon and Christie and that we've agreed on two dates for the interviews. We will conduct the interviews through Zoom. One applicant may come into the library to do his interview and we will provide him with a laptop with Zoom. JC reported the geographical locations of the applicants include Fort Thomas, Wilder, California and Newport. The statute does specify that we need a representative from each area of the county but as long as we have broad geographical representation we should be good with any of these candidates. The dates for the interviews are June 30 and July 1 between 3 and 5 pm.
- Budget committee (Tracy Smith and Jon Cullick): Jon Cullick moved to dissolve the committee, Christie Fillhardt seconded, all were in favor and the motion carried.

### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 816 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, Jon Cullick seconded, all were in favor and the motion carried.
- Approval of amendments to FY19-20 Budget submitted to DLG: JC reported the library has a budget that we have to reinterpret in four different ways to fit into reports to other agencies and the DLG is one of those agencies. Dawna Haupt has arranged our budget into their categories. JC added that if we overspend or underspend, we then have to account for that by amending the budget at the end of the year. In general terms, right now, we know what that looks like but won't know exactly what changes are necessary until end of this fiscal year which is June 30. On the income side there will also be changes as JC reported the budget has less income from fees and fine money. We received more donations more than expected. We spent a little more than budgeted for capital but less on salaries due to some open positions and less on the collection because of orders having to be canceled when we shut down. We will lock in these minor adjustments at the end of the year but we are asking the Board to approve that in

advance so we may submit our budget to the DLG. Paul Johnson moved to approve the amendments to the FY20-21 budget, Christie Fillhardt seconded, all were in favor and the motion carried.

- Review of Emergency Procedures: JC went through the pandemic section of the manual. JC added that branch and department manuals will be updated to reflect the changes we've made since the beginning of the pandemic.

#### **UNFINISHED BUSINESS**

- Construction Report: JC reported he was disappointed that the parking lot signage was not up before patrons returned but, eventually, patron will get used to the new directions of the parking lot. We will have to stay on top of the landscaping and Graybach is required to mow twice before they are finished with their contract and can receive the final payment. Sean is working on bids from other companies for some of the landscaping including the hedgerow.
- Coronavirus update: JC reported that we are seeing patrons with masks. We put together a script for staff to use to talk with patrons about all our changes. Staff are taking their temperatures upon arrival to work and we have not had any staff become sick. He added the staff morale seems good, though some are still skittish. Chantelle Phillips reported on Summer Reading enrollment through Beanstack and plans for a light projection at all four branches for our Summer Reading wrap up as well as our plans for fall programming.

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

- Destruction of Government Record for Recorded Video of May 20 meeting: Christie Fillhardt moved to approve the destruction of the recorded video from last month's meeting, Paul Johnson seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, July 15, 5:30 p.m., location/format still to be determined.

**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 6:14 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Cathy Howard, President

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Christie Fillhardt, Secretary

