

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:06 pm, at the Main Library on August 21, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Don Trame, Secretary; Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Cheek PR & Marketing Director; Jennifer Timmerman, Youth Services & Outreach Director; Sherri Slavey, HR Director.

APPROVAL OF AGENDA: The agenda was emailed to Board members.

- ✓ **MOTION TO ACCEPT THE AGENDA, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: A community member spoke about changes to the Adult Programming model, including the number of programs offered, the change in leadership of the Florence Branch Book Discussion group, and the cancellation of Mahjongg at the Scheben Branch. A community member spoke about the Chapin Memorial Library's change to an Express location from a staffed location.

PUBLIC PRESENTATION: Hillary Delaney, Local History Associate, and Liza Pruiksma, Local History Associate, gave a short presentation about their staff mini-grant project: Boone Backstory Podcast.

MINUTES: Minutes of the previous meeting were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Stephanie Huhn presented the June treasurers report.

- ✓ **MOTION TO APPROVE THE MAY TREASURERS REPORT, DR. ERIC JACKSON. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

BUSINESS:

Walton Construction Project Update: An update of the Walton Branch construction project, including a change order that results in a reduction of contract costs with Graybach in the amount of \$803,625.12.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER FOR THE WALTON BRANCH CONSTRUCTION PROJECT AS PRESENTED, EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Auditor Letter of Engagement: An updated engagement letter was presented from Kelley, Galloway, Smith, Goolsby, PSC. for the audit covering the fiscal year that ended June 30, 2023.

- ✓ **MOTION TO ACCEPT THE AUDITOR LETTER OF ENGAGEMENT AS PRESENTED, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Policy Review: A review of the "Paid Leave for Part Time Employees Policy." ADP is unable to accrue this time off monthly. It must be accrued on a pay period basis.

- ✓ **MOTION TO APPROVE THE PAID LEAVE FOR PART TIME EMPLOYEES POLICY AS PRESENTED, DR. ERIC JACKSON. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

Café RFP: The contract with the Café operator at the Main Library has expired. The bid opening was August 10, 2023. The Library received 0 bids. A discussion about options for this space.

- ✓ **MOTION TO AUTHORIZE THE LIBRARY EXECUTIVE DIRECTOR TO CONTACT INDIVUSAL OPERATORS FOR THE CAFÉ SPACE AT THE MAIN LIBRARY, DON TRAME. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

Annual Report: Review and discussion of key data points of the Boone County Public Library District 2023 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27th. To help put the data into context the display of both the previous fiscal year and the current fiscal year data

was included. This report is structured to be a snapshot in time at the end of the FY (June 30th) and does not align with auditor's report due to accruals. This report also acts as our request for state aid should this return to the state budget.

- ✓ **MOTION TO APPROVE THE ANNUAL REPORT, DON TRAME. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

Tax Rate: Stephanie Huhn, accountant, presented budget projections based on the information received from the PVA and KDLA. She presented information on the compensating rate and a 4% increase.

- ✓ **MOTION TO ADOPT THE COMPENSATING RATE OF 4.4% FOR BOTH PERSONAL PROPERTY FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR 2023/2024 FISCAL YEAR, EMILY MYERS. SECOND DON TRAME. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the draft financial reports for June 2023. This report will remain draft until after the audit. Carrie and Stephanie met with representatives of the banks BCPL invests with. The accountant recommended that the Library move funds from the Heritage Capital Projects Money Market and the Heritage General Fund Money Market to the Business Now account at Heritage. Ms. Huhn recommended closing the Money Market account at First Financial and the savings account at Truist and moving those funds to the Heritage Business Now account. This will cover planned Walton building project expenses as well as operating costs until tax revenue is received.

- ✓ **MOTION TO CLOSE THE FIRST FINANCIAL ACCOUNT ENDING IN 3448 AND MOVE THOSE FUNDS TO THE HERITAGE BUSINESS ACCOUNT, DON TRAME. SECOND EMILY MYERS. APPROVED UNANIMOUSLY**
- ✓ **MOTION TO CLOSE THE TRUIST ACCOUNT ENDING IN 9364 AND MOVE THOSE FUNDS TO THE HERITAGE BUSINESS ACCOUNT, DON TRAME. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Rob Ziegler reported that he is working with the individual and their attorney who is interested in purchasing the 3 acres of land in Hebron that was surplus by the Board in April. He estimates that a final contract will be ready for Board review by the end of October 2023.

FOUNDATION REPORT: August is a PR & Marketing push for the Foundation. The Foundation will be highlighted on the front page of the Library Newsletter is an article about the Foundation, the front page of the website has a graphic about the Foundation and links to the Foundation webpage on our site (<https://www.bcpl.org/foundation/>), and there is an article in "What's Happening" about the Foundation. PR has created a flyer about the Foundation that will be available at the Senior Picnic in September. The Foundation currently has \$17,858.15 between a checking account and the Horizon Fund.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that Boone, Campbell, Kenton and Cincinnati Public Libraries have worked with CVG to create a library at the airport. It has comfortable seating, places to plug in laptops and other devices, a small children's area, and a banner with QR code links to all of our online collections. The airport paid for all of this. It is simply branded "airport library." There are also a few shelves with discarded library books that we are all supplying.

The Boone County Broadband Project update: As of July 27, 2024, 23,571 single family homes in Boone County have 1 gigabyte of fiber to the door. This completes the single home phase of the project. 7,270 multifamily units have fiber to the door. This phase will continue for another year. From now to December, work be happening to add free Wi-Fi to 7 parks in Boone County (Central Park, Boone Woods Park, Petersburg Community Center, Giles Conrad Park, Walton Community Park, Florence Nature Park, and South Fork Park). Boone County is the first county in the United States to offer 1 gigabyte of fiber to the door of all single-family homes.

BCPL has received a Request for Reconsideration for the board book *See-Saw: First Book of Nursery Songs* illustrated by Ailie Busby. A committee has been convened to evaluate the title. BCPL has received a Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. A

committee will be convened to evaluate this title after the See-Saw committee has completed its work. BCPL handles Requests for Reconsideration consecutively, not concurrently.

BCPL is working with 5 interns from the Ignite Institute this school year.

The Network to Freedom African American history panels have been delivered to Dinsmore. We are coordinating installation with Mike Delaney from Delco Construction for later in August. Liza Pruiksma, Local History Associate, Holly Hall, Local History Digital Librarian, and intern Alisha attended CCDI Summer Fuse at the Library of Congress. The grant project awardees provided a presentation on the "African Americans of the Kentucky Borderlands: Utilizing Library of Congress Collections" project. Summer Fuse also gave awardees an opportunity to learned about other initiative focusing on one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islander, and other communities of color from any of the 50 U.S. states, the District of Columbia, and its territories and commonwealths (Puerto Rico, Northern Mariana Islands, Guam, American Samoa, U.S. Virgin Islands). Just after the trip the intern quit. We are currently looking for a replacement. Archive and History Center Staff are working with the City of Walton to set up a Ghost Walk at Gaines Tavern for Oct 19th.

In July, the Sensory Room was used for 44.25 hours by an estimate 177 people. Staff members continued to introduce the community at large to the Mobile BIL during regularly scheduled community stops with the Library Bus. In July, the Mobile BIL also attended Touch a Truck at England Idlewild Park, a special event at R.A. Jones Middle School, and an introductory visit for the staff at our Walton Branch Library. The Mobile BIL team has begun to reach out to members of the school community to begin planning activities for the school year. It has also been pointed out to us that many people who are visiting the BIL in our Main Library say that they learned about the BILs in our Hebron and Main Libraries during a visit to an event attended by the Mobile BIL


Carrie spent quite a bit of time reviewing applications, creating questions for and interviewing candidates for the Local History Director position. We have received applications from all over the United States. Staff Development Day is October 25th. All library locations will be closed that day.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. The Kentucky Library Association Conference is October 4-6, 2023, in Florence. KET is funding a reception at the Main Library on October 5th.

NEXT MEETING: Monday, September 18th, 2023, at 4:00pm at the Hebron Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:13 pm,
✓ **MOTION TO ADJOURN DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary
Treasurer


President