

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on December 18, 2023.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Cheek, PR& Marketing Director; Sherri Slavey, HR Director.

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

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

PUBLIC COMMENT: 5 Community members spoke about Chapin Memorial Library, issues they have with the Express Location, and the need for a staffed library location in Petersburg.

PUBLIC PRESENTATION: Cara Franks, Early Literacy Specialist, gave an update on the 1000 Books Before Kindergarten program.

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

- ✓ **MOTION TO APPROVE THE MINUTES, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Carlyle Ackley presented the October treasurers report.

- ✓ **MOTION TO APPROVE THE ~~SEPTEMBER~~ ^{October} TREASURERS REPORT, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley presented the financial report for October 2023.

ATTORNEY'S REPORT: Rob Ziegler reported that we closed on the sale of the 3 acres in Hebron.

FOUNDATION REPORT: The Foundation Board meets next on December 21st. A policy is being developed around Succession Planning for the Board. The Foundation is working on a Trivia Night as a Fundraiser for the Foundation. This will take place on March 12th from 6:00 to 8:00 pm at the Main Library. Funds raised are earmarked for Early Childhood Literacy/Boone County Dolly Parton's Imagination Library. The foundation is seeking sponsors and teams to compete. As of the end of November the Foundation had a total of \$14,935.76 in the bank and investment account. In December the Foundation received two large donations totaling \$1,500 that will show on the December statements

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted a meeting with Florence Mayor Aubuchon and Florence City Administrator Josh Hunt. At the December 5th Fiscal Court meeting, she accepted an award on behalf of BCPL from the Kentucky Parks and Recreation Association. The Boone County Parks nominated us a best partner.

She had a first meeting with the PR & Marketing Department about the grand opening of the Walton Branch and the 50th Anniversary of BCPL. Currently, the grand opening is scheduled for September 2024 and the Anniversary is October 2024. Carrie spent quite a bit of time this month training the two new Director staff, Holly Hall and Jeff Ahrens.

A check intended for a presenter was stolen from the Hebron Branch. We issued a stop payment, but the perpetrator had already cashed the check. The crime was reported to the Boone County Sheriff's Department and the Elsmere Police. Because the check was stolen in Boone County and cashed in Elsmere, it crossed jurisdictions and both law enforcement agencies are investigating.

The partnership between Boone County Public Library, Kenton County Public Library, Campbell County Public Library, Cincinnati Public Library and CVG has received quite a bit of positive press across the

country. BCPL will contribute books to the airport library on a quarterly basis, with the first shipment due in December. These are mostly culled from the book sale inventory.

The Walton Branch needs a new roof. Carrie hired a company to clean the gutters and the contractor informed her the roof had storm damage. BCPL's insurance company reviewed the roof and has agreed. They estimate that the roof should cost \$35,420.60 to replace. BCPL has a \$2,500 deductible. State Auto will issue a check in the amount of \$23,695.75, retaining \$9,224.85 until the work is completed. This project will require a bid process. If the bids are in excess of the \$35,420.60, BCPL may need to work with the insurance company for additional funding.

In November the Sensory Room at the Main Library saw 118 visitors for a total of 26.75 hours. The room has been in use for 8 months. We are starting to evaluate the approved policy against usage and requests from the community. This policy will need to be updated in 2024. The Mini Grant applications opened on October 25, 2023, and closed on November 30th.

Carrie will be on vacation December 21, 2023, to January 2, 2024.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

NEXT MEETING: Tuesday, January 16, 2024, at 4:00pm at the Florence Branch.

BUSINESS:

Chapin Memorial Library: Carrie highlighted. November statistics: (1) Visitors: 65; (2) Computer Usage: 25; (3) WIFI Usage: 102; and (4) Circulation: 75 items. The digital signage display system was installed at the Chapin Memorial Library on December 6th.

Follow up to the HIPPY question at the November meeting. When we receive a request from an outside group to do a storytime, staff have been trained to explain that only BCPL staff conduct storytimes and to assist in reserving a meeting room for their use. In this instance, because we do not own or operate the Community Center Room, BCPL staff supplied the person with contact information to book the Community Center. Staff did exactly what they were supposed to do. I did work with a community member to keep the Library portion of the building open later on the day of the HIPPY Program so that people attending the HIPPY program could access the Express Location.

BCPL uses a vendor to manage magazine subscriptions. The vendor has been notified to add subscriptions for Chapin. We are just waiting for the subscriptions to arrive. BCPL did cancel the December 6th Outreach visit due to illness in the department. We posted information by 11 am on all social media and placed the information on the digital sign at Chapin. In the last month, three Outreach visits have been cancelled throughout Boone County due to cold temperatures and illness.

Carrie had previously shared an article about community concern over R-Rated DVDs. BCPL does not operate in loco parentis. Responsibility for monitoring the use of the Library's collection and services by minors' rests with their parent/legal guardian. Four locations (Main, Scheben, Florence and Hebron) have self-check machines. If a minor has an older sibling's library card or a parent's card and uses the self-check machines, we would never know if the minor had checked out an R-Rated DVD.

I am working through a large Open Records Request regarding Chapin Memorial Library. It is taking time to review each request. I should have everything pulled together by the beginning of the week of December 18th and will set a time for inspection of records. Many of the requested signs have been installed.

Walton Construction Project Update: As of October 31, 2023, BCPL has saved \$61,546.19. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Graybach has made considerable progress over the last month. They have updated the schedule so that the substantial

completion date is now 05/15/2024. The original date was 06/10/2024. The next meetings are December 28th 10:00 am (Progress Meeting) and January 11th 10:00 am (Site walk).

HSA Banking Documents: Currently, Truist holds staff HSA accounts that BCPL and BCPL staff pay into. Truist began charging fees in 2023. After reviewing and speaking to several banks, we have identified that Key Bank will not charge staff fees for their HSA accounts. Carrie presented documents to the Board for signatures to move the Library's HAS accounts from Truist to Key Bank.

Policy Review: The "Unattended Child Policy" was presented to the Board for review. The Library Executive Director recommended that the age of an unattended child in the library be raised from 10 to 12 years of age.

- ✓ **MOTION TO APPROVE THE UNATTENDED CHILD POLICY AS PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.** 4 to 1 

A conversation about the "Staff Development and Training Policy." The IRS has issued guidance that employers who have educational assistance programs can use them to help pay student loan obligations for their employees. This opportunity is for student loans acquired between March 2020 and Dec. 31, 2025. Tuition Assistance programs can now also be used to pay principal and interest on an employee's qualified education loans. Payments can be made directly to the lender This is subject to the same tax-free limit of \$5,250 per employee per year. Assistance provided above that level is taxable as wages. Carrie included an example form in the Board packet staff could fill out to request Student Loan Assistance. The Board asked that Carrie update the policy to include a section about the Student Loan Assistance program and present it to the Board in January.

Trustee Recruitment: Two Trustee appointment expire June 30, 2024—Barbara Hill and Chris Lange. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each open position. Barbara Hill is eligible to be reappointed. Chris Lange is not eligible to be reappointed. Carrie presented a copy of the application and a timeline. The application will be released on December 20, 2023. The Informational Session will take place on February 5, 2024, at 4:00 pm at the Main Library. The Application is due February 8, 2024. The Board will review the applications at the February 19, 2024, Library Board Meeting. Information about trustee recruitment will appear on the Library website, social media channels, and BCPL's blog.

Director Evaluation:

- ✓ **I MOVE THAT THE BOARD GO INTO CLOSED SESSION UNDER KRS 61.810, SECTION ONE, SUBSECTION F FOR THE PURPOSE DISCUSSIONS OR HEARINGS WHICH MIGHT LEAD TO THE APPOINTMENT, DISCIPLINE, OR DISMISSAL ON AN INDIVIDUAL EMPLOYEE, BARBARA HILL. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

The Board of Trustees entered closed session at 5:28 pm.

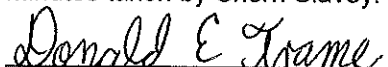
- ✓ **MOTION TO EXIT CLOSED SESION DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

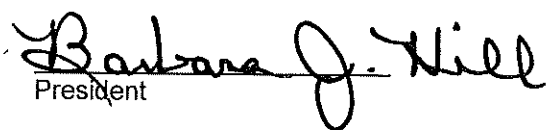
The Board of Trustees exited closed session at 5:50 pm.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:03 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President