

**CALL TO ORDER:** President Hill called the meeting to order at 4:10pm at Scheben on November 19, 2018

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel-& Ackley, Jennifer Timmerman, Youth Services & Outreach Coordinator; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** Don Volland presented an update on the sale of the former Lents Branch

- ✓ **MOTION FOR CLOSED SESSION UNDER THE KENTUCKY REVISED STATUTES 61.810(1)(b), TO HOLD DISCUSSIONS OF THE SALE OF THE FORMER LENTS PROPERTY, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY. EXECUTIVE SESSION ENDED AT 4:54PM.**

Entered closed session at 4:11 pm

The Board reconvened the open meeting at 4:54 pm.

- ✓ **MOTION TO ACCEPT THE LENTS BUILDING SALE CONTRACT AS AMENDED, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

**MINUTES:** Minutes of the October meeting, were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

### **BUSINESS:**

Heritage Bank Presentation: Representatives from Heritage Bank reviewed current and potential investment options for short and long term growth.

Branch Update: Carrie Herrmann provided an update on projects and services at library locations. The Compact Shelving Project at the Main Library has been completed. This doubled the storage capacity of the Local History Department and Collection Services Department. Staff at the Main Library are currently looking at turning the former Computer Lab into an Art Gallery/quiet study area.

The Walton Branch mini rehab continues. Work has begun on the interior areas. The Men's Restroom is complete and work has begun on the Women's Restroom. Once this is completed, we will start on the addition of a study room. Jeff West, Facilities Coordinator, is in the process of inventorying and cleaning out the Walton Basement.

Work on the exterior electronic marquee sign at the Florence Branch will begin in early December.

Jeff West has been testing, and replacing as needed, emergency lighting at all locations.

The Kroger Company asked that we release them from a requirement to provide sidewalks between the Scheben Branch and Kroger in Union. When the Kroger in Union moved, the only request the Library made was for the sidewalk. We declined to release this requirement.

Carrie Herrmann provided an update on the Hebron Construction Project. Several obstacles have been encountered at the sanitary sewer connection point. Solutions are being reviewed. Some carry significant cost or require revision to the current easement. A meeting is being scheduled to review the alternatives. Total days lost due to weather has increased to 35 days. She is waiting for an updated completion date based on this information. Installation of the storefront windows has begun. Limestone masonry will begin with the next month. Final samples of the interior finishes was received. There are not substitutions. According to our architect this is very rare. A crack has appeared in the floor. This seems to be

related to a plumbing drain line. This section is being removed, the line will be buried deeper, and the floor will be repaired.

Policy Review: Two policies were presented to the Board. The Paid and Unpaid Leave Policy was last reviewed in 2007. The Meeting Room Policy was last reviewed in 2017.

- ✓ **MOTION TO ACCEPT SUGGESTED CHANGES FOR THE PAID AND UNPAID LEAVE POLICY, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT AMENDED CHANGE FOR MEETING ROOM POLICY, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Boone County Success by Six MOU: Carrie Herrmann presented an updated MOU between Boone County Success by 6 and United Way.

- ✓ **MOTION TO APPROVE BOONE COUNTY SUCCESS BY 6 MOU, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Capital Transfer: Capital expenditures are paid for out of the general operating budget until the end of the fiscal year. \$2,440,382.86 needs to be transferred from the capital projects account to the general fund account for capital expenditures paid in FY2018.

- ✓ **MOTION TO APPROVE TRANSFER OF FUNDS, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Update on audit preparation.

**ATTORNEY'S REPORT:** Nothing to report at this time.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

Emergent BioSolutions announced on October 24<sup>th</sup> that they will be supplying every public library and YMCA two doses of Narcan to help combat overdose deaths. We have a vote in our minutes where we chose not to carry Narcan or other drugs like this. The Board will need to decide if we should continue that decision or change it.

She has dealt with 4 Open Records Requests this month—1 for parking lot camera footage at the Main Library, 2 related to the AV & Security Bid opening, and 1 from a graduate student researcher at UC Berkeley working on a study analyzing the impacts of pensions spending on local government budgets and fiscal health for our audits covering FY2005-2016.

We received lower than anticipated rates for renewing our health insurance. In 2018, we took the first steps towards a wellness program. All full time employees receiving health insurance from the Library were asked to take advantage of their free annual physical. At the time (and multiple reminders throughout the year) we informed staff that anyone taking a physical and registering for the program would receive a \$50/month discount on the health insurance premium.

We have loaned 3 paintings by local artists to Senator Schickel. The paintings will be hung in his office in Frankfort with a plaque reading "On Loan From Boone County Public Library."

The PR Department is in the process of applying for a Google Ads Grant. This grant gives nonprofit agencies \$10,000 each month for a year to spend on Google Ads.

The Florence Branch has worked with the Freestore Food Bank for several years as a place for the Mobile Pantry to visit. Unfortunately, we will be discontinuing this service due to a new partnership contract from the Freestore Food Bank requiring food safety trained staff to be present at any distribution. During October, Ed McLaughlin, Public Service Associate at the Florence Branch, worked with 42 homeless or

precariously housed individuals. He was able to help 40 find sources of food and 2 find travel or sleeping accommodations

We did not receive the NKY Funders' Grant from the Horizon Community Fund to fund the teacher workshops around the Underground Railroad. Amount of this grant ranged from \$3,000-\$11,000. The Local History Department won the Community Empowerment Award from the NKY NAACP for Outstanding Community Service.

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

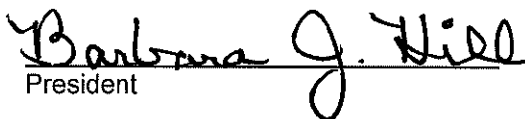
**NEXT MEETING:** Monday, December 17 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:13 pm, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President