

**CALL TO ORDER:** President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on July 17, 2023

**PRESENT:** Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Cheek PT & Marketing Director

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

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

**PUBLIC COMMENT:** Three community members spoke about the change in leadership of the Florence Branch Book Discussion group. A community member asked if the annual report and Strategic Plan are on the website.

**PUBLIC PRESENTATION:** No presentation.

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

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

**TREASURERS REPORT:** Stephanie Huhn presented the May treasurers report.

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

**BUSINESS:**

**Branch Update:** An update on all locations. At the Scheben Branch we are updating ~~updating~~ the AV in meeting rooms A and B. At the Hebron Branch 2 benches were installed on the storywalk as part of an Eagle Scout project. The Walton Building project is still ahead of schedule. Over the last month, the Foundation has been poured, steel is being installed, and the roof decking is being installed. Framing for walls should be completed in two weeks. The contractor believes the building will be under roof by September 25<sup>th</sup>. The next site meeting is Thursday, June 27<sup>th</sup>, 10:00-11:30 am. There is a furniture meeting on June 27<sup>th</sup> at Noon to 1:30 pm at the current Walton Branch.

**Policy Review:** A review of the "Credit Card Policy." Small changes were recommended.

- ✓ **MOTION TO APPROVE THE CREDIT CARD POLICY AS PRESENTED, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

**Open Records and Management of Records:** All Board members received a copy of the Attorney Generals "Open Records and Management of Records" document. Those present signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

**Disclosure/Conflict of Interest Statement:** The "Conflict of Interest Policy," the "Trustee Ethic's Policy," and the Disclosure Statement were distributed to the Board and receipt acknowledged. Those present signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

**Contact List:** Carrie distributed a contact list for FY2024 and asked Board members to update information.

**Accountant Letter of Engagement:** Bramel & Ackley presented an updated engagement letter for fiscal year 2024.

- ✓ **MOTION TO ACCEPT THE ACCOUNTANT LETTER OF ENGAGEMENT AS PRESENTED WITH TREASURER SIGNING THE DOCUMENT, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Attorney Letter of Engagement: Ziegler & Schneider presented an updated engagement letter for fiscal year 2024.

- ✓ **MOTION TO ACCEPT THE ATTORNEY LETTER OF ENGAGEMENT AS PRESENTED WITH SECRETARY SIGNING THE DOCUMENT, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Café RFP: Carrie shared a copy of the Café RFP for the Main Library. The contract with the current operator has expired and we must take it out to bid.

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented financial reports for May 2023. She also presented the Kentucky Tax Registration Application. With Kentucky's tax changes, BCPL needs to pay taxes on services that are paid for by library users. The Board Officers are required to be listed on the application with personal information. Stephanie reported that she will have a Letter of Engagement for the Auditor at the August meeting. Before the August meeting Carrie and Stephanie will meet with representatives of the banks BCPL invests with to make recommendations moving forward.

**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.

**FOUNDATION REPORT:** No report.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that the FY2024 budget has been added to the Department of Local Government dashboard. She has completed and submitted the June Construction Progress Reporting Survey to the US. Census Bureau. She has a meeting with Representative Banta in Frankfort on July 19<sup>th</sup> to discuss an eMaterials bill being filed in the House of Representatives for the 2024 Legislative session. Senator Schickel has agreed to introduce the same bill to the Senate for the 2024 session. We have completed an agreement with the Administrative Office of the Courts and the Kentucky Court of Justice to take position of some early Boone County court cases. The Kentucky Libraries Unbound (KLU) shared collection received a Request for Reconsideration for *This Book is Gay* by Juno Dawson and David Levithan. KLU Member libraries voted to retain the title in the collection in all of its forms. This requires a 2/3 majority vote (66%) to remove an item. The consortium members voted to retain the title by 91%. We continue to monitor the possible UPS strike. Baker & Taylor, one of our major collection vendors, has notified us that they are working on a contingency plan, but that there will be interruptions in service if the strike takes place.

She included a mid-Summer reading report in the packet. As of June 30, we have 1,853 registered readers in the 1000 Books Before Kindergarten Program. And 3,273 children registered in the Boone County Dolly Parton's Imagination Library. Mobile BIL staff members are finishing lesson plans that they can present to area teachers. Teachers can choose activities that support their curriculum in anticipation of a Mobile BIL visit to their school. Additionally, staff members have been introducing the community at large to the Mobile BIL vehicle with community and school stops. Dawna Bach has taken lead on a Library of Things project. She is looking at building a curated collection of items for checkout. Currently looking at housing this within the Florence Branch given Florence's population and its lack of a flagship service.

The Sensory Room was used by 126 people for a total of 33.25 hours in June. The BILs at Main and Hebron were booked 178 times (M 106; H 72) for 300 hours (M 167; H 133). At the Main Library more people have been showing interest in the 3D printer, citing that they saw the Mobile BIL and wanted to

make something like what they were displaying. And, at the Main Library, customers seem excited for the button maker.

The current staff mini-grant ~~grant~~ cycle has ended. All grantees submitted their evaluations. All projects were completed or started within the grant cycle and all spent their available funds. All projects report positive impacts on the community as a result of their projects and plan or hope to continue/extend their projects. Impacts mentioned include a personal sense of accomplishment and fulfillment, staff learned new skills, fostered teamwork, developed interdepartmental relationships, gained a greater understanding of community needs, built community excitement and positive feelings towards the library. In June, we said goodbye to Susan Kandt, a Youth Services Librarian at the Main Library, after a full career of working in Libraries in Lexington, Pittsburgh and finally at BCPL where she retired. Gina Groeschen, Public Services Associate at the Florence Branch left us for a Librarian position in Collection Services. She had earned her MLS in December. Bridget Striker, Local History Director, has resigned effective 22 July 2023. The position has been posted. She will be working for the Boone County Planning Commission tasked with Historic Preservation in the County.

The Kentucky Library Association Annual Conference is October 4-6, 2023, in Florence. We have reached out to the Conference Planning Committee offering to host a reception and tours at the Main Library. The Main Library has a Makerspace (Boone Innovation Lab), multiple outreach vehicles (Mobile Makerspace, Bookmobile, and Outreach Vehicle), a Sensory Room, an Art Gallery, a GED Testing Room, a Booksale Room, and an updated Teen area. KET, an exhibitor, at the conference has offered to sponsor the event. They are giving \$1,000 for refreshments. The reception will be October 5<sup>th</sup>, 5:00-6:30 pm.

Staff Development Day is October 25<sup>th</sup>. All library locations will be closed that day.

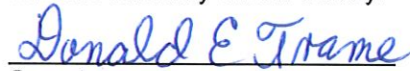
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members.

**NEXT MEETING:** Monday, August 21<sup>st</sup>, 2023, at 4:00pm at the Main Library

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:03 pm,

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

Minutes taken by Sherri Slavey.

  
Secretary

  
President