

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main on September 19, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Sheree Breitholle, Secretary; Chris Lange, Curt Bessette, Treasurer; Sharon Ellison, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Assistant Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

PUBLIC COMMENT:

Two Florence residents spoke about the need to build a new branch near the current Florence branch.

APPROVAL OF AGENDA:

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report was distributed through email.

- ✓ **MOTION TO APPROVE THE AUGUST TREASURER'S REPORT AS RECEIVED, SHEREE BREITHOLLE. SECOND, CHRIS BESSETTE. APPROVED UNANIMOUSLY.**

BUSINESS:

Banking Resolutions:

Due to new Board Members, BCPL's banking documentation needed to be updated. Signature cards and other documentation we submitted to Board Members for signatures.

Open Meetings/Open Records/Proof of Receipt:

"Your Duty Under the Law" has been updated. SPGE's are required to furnish these documents to every Board Member. All Board Members must sign the "Proof of Receipt." Copies were distributed at the meeting for the Board Binder and "Proof of Receipt" was submitted for Board Member signatures.

Employee Manual Policy Updates:

Four Employee Manual Policies we submitted to the Board for review—"Termination Policy," "Voting Leave Policy," "Vacation Leave Policy," and "Benefits Policy." Most of the suggested changes were housekeeping issues.

- ✓ **MOTION TO APPROVE PROPOSED AMENDMENTS TO EMPLOYEE MANUAL, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVE UNANIMOUSLY.**

Cell Tower Lease:

Landmark, Inc. contacted Carrie Herrmann to discuss purchasing, for 15 years, the cell tower lease at the Scheben Branch. Carrie shared BCPL's monthly rent and expected income as well Landmark's verbal offer for the 15 years. After discussion, the Board directed Carrie to contact Landmark. BCPL is not interested in a formal offer.

SirsiDynix Update:

Carrie Herrmann provided an update of the impact of the ILS change on library service. BCPL is on target to go live December 8, 2016.

Lents/Hebron Branch update:

Carrie Herrmann provided an update on the work towards relocating the Lents Branch. She shared information about Huff Realty's strategy for marketing the Lents Branch. She also shared information about the about the September 21, stakeholder and community meetings. Eric Richardson provided information about previous site selection work done by Hayes & Associates on the Hebron location. Carrie Herrmann shared the front page article in Boone County Recorder about the community meeting.

ACCOUNTANT'S REPORT: JUNE draft was shared.

ATTORNEY'S REPORT: No official report

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann handed out a flyer about the Retired Adult Health Fair, a flyer about programs offered for retired adults through December 31, and game cards developed for retired adults to keep the mind active. She also gave each Board Member a Summer Reading Notebook. Carrie Herrmann highlighted from her report:

She spent two days helping to interview Boone County Success by 6 Manager Candidates. Three candidates were sent forward for a second round of interviews.

Staff Development Day was held September 13th. BCPL worked with the YMCA to use the Camp Ernst Lodge for this event. In addition to department meetings and a State of the Library address, Kara Williams of Shoestring Strategies presented a program on dealing with change and the YMCA did a team building exercise for the staff.

BCPL is partnering with SWON to bring a nationally recognized grant training program to Northern Kentucky. The Grantsmanship Center will do a 5 day/40 hour training for local nonprofit agencies in the Greater Cincinnati area at the Main Library. By allowing them to use our facility, we will receive free seats at the training.

Staff from the audit agency (Van Gorder, Walker & Co.) were at the Main Library the week of September 5th.

Meeting Room carpet has been replaced at Main, Scheben and Florence. The work on the first floor of Main began the week of September 12th. As a reminder we are combining desks to one central point of service and rearranging shelves to bring the collection more front and center and to create some smaller quiet, study areas. The original schedule has the completion date by the first of October, however, we are currently running a week and a half early. As part of this project we were approached about giving our circulation desk to Lee County Public Library. (Lee County is in the process of building a new library. Their building has been condemned. This is a system with a very small budget--\$172,271.)

The Northern Kentucky Education Council contacted me about the possibility of hosting the PNC Mobile Learning Adventure. This is a traveling exhibit aimed at ages 0-5 and their parents/caregivers. It provides an opportunity for parents/caregivers to learn about the importance of early childhood education while engaging in fun activities with their children. It includes 5 interactive stations and parents receive a take home activity book. This is an outdoor exhibit that will be at the Main Library October 1.

BCPL has had a subscription to Tumblebooks for several years. In August 2015, Tumblebooks changed their terms of service so that even linking through our website, the schools could not access the service. The schools used this service in the classroom and recommended that students use it at home. After very vocal complaints, BCPL was invited to pilot a program in the spring that allowed a partnership between schools and public libraries. Our school system loved regaining the access to Tumblebooks. At the end of the pilot, Tumblebooks agreed to continue the program for a price tag. It doubled the cost of our subscription. We spoke to the schools and they agreed to pay \$250 per school that wanted to continue. Twelve of the 14 elementary schools elected to continue.

BCPL now has 20 hotspots to circulate to customers. These hotspots have unlimited data and allow up to 10 devices to connect at one time. We are trying to help our customers who do not have internet access in their homes.

Summer Reading ended August 31st. Registration totals are below. We are still running reports and analyzing completion rates.

Age Group	2015	2016	% Change
Ages 0-4	949	1192	26%
Grades k-12	8839	9265	5%
Adults	2364	1909	19%
Total	12152	12366	2%

Miscellaneous

Adriana Silva, Florence Branch Youth Services won the SWON Libraries Diversity Scholarship to attend the ABOS conference in October.


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

NEXT MEETING: Monday, OCTOBER 17 at 4pm, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1730 pm, CHRIS LANGE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.


Secretary


President