

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on October 16, 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; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service 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 AS AMENDED, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: Community members spoke about Chapin Memorial Library and the need for a staffed library location in Petersburg.

PUBLIC PRESENTATION: Deanna "D" Pina, Teen Librarian at the Scheben Branch, gave a short presentation about her staff mini-grant project: Tiny Town. Ed McLaughlin, Public Service Associate at the Florence Branch, gave a short presentation about his staff mini-grant project: Bus Passes.

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

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

TREASURERS REPORT: Stephanie Huhn presented the August treasurers report.

- ✓ **MOTION TO APPROVE THE AUGUST TREASURERS REPORT, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Walton Construction Project Update: Carrie shared an update on the building project. As of September 30, 2023, BCPL has saved \$55,689.88. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Change Order #2 was presented to the Board. This change order is an increase in the project of \$39,292.94.

- ✓ **MOTION TO APPROVE CHANGE ORDER #2 AS PRESENTED, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Sale of Hebron Land: A purchase contract for 2.296 acres of land in Hebron across from the Hebron Branch has been received. This Board has already approved the sale of the land. The documents required signatures.

Director Evaluation: Barbara Hill discussed with board members that it is time to do the director's evaluation. She will send out the evaluation form. They are due to her by November 20th.

Policy Review: The "Study Room Policy" was presented to the Board for review. This is a new policy for BCPL.

- ✓ **MOTION TO APPROVE THE STUDY ROOM POLICY AS PRESENTED, DR. ERIC JACKSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

A review of the "Unattended Child Policy." Several changes are recommended, including raising the age of an unattended child in the Library from 10 to 13 years. Discussion about this policy and a request for additional information. Table until the November 2023 meeting.

A conversation about the "Tuition Reimbursement Assistance 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. Board requested information about the impact and liability to BCPL. Tabled until the November 2023 meeting.

MOU Between BCPL and Boone County Fiscal Court: Carrie shared a quick overview of the 3 MOUs in place around library service in Petersburg. The County Administrator and Carrie met to discuss the MOU between BCPL and the County as it relates to the new operational model. A letter has been issued that the county does not need an updated MOU.

- ✓ **MOTION TO APPROVE THE LETTER AS AN ADDENDA TO THE MOU BETWEEN BOONE COUNTY PUBLIC LIBRARY AND BOONE COUNTY FISCAL COURT, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Archive & History Center: Dr. Eric Jackson proposed the creation of an ad hoc committee made up of 2 Board Members and 2 community members to focus on this topic with more intentionality and report back to the Board recommendations.

- ✓ **MOTION TO CREATE THE AD HOC ARCHIVE & HISTORY CENTER COMMITTEE LED BY DR. JACKSON AND CHRIS LANGE TO MAKE RECOMMENDATIONS TO THE BOARD BY JUNE 1, 2024, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial reports for August 2023. She also reported that the auditors will be at the Main Library the week of November 5th.

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 has heard from the Walton Verona Independent School District attorney that the Kentucky Department of Education has approved the purchase of the old Walton location for use as a Board of Education building by the school district.

FOUNDATION REPORT: The Foundation will meet on October 26th. 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 be in late February or Early March. As of the end of August the Foundation had a total of \$14,284.78 in the bank and investment account. The Foundation received a \$350 check from one of the artists in the Library's art Gallery. This was a percentage of her profits. The Foundation Board elected new officers for the next year:

- Chair: Pat Raverty
- Vice-Chair: Pam Goetting
- Treasurer: Jim Henning
- Secretary: Eric Richardson
- Member at Large: Lawrence Rosenthal

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that staff continue to work on the Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. A committee has been convened to evaluate this title. A resolution will be reached by November 15, 2023.

The Kentucky Libraries Unbound shared collection has received twelve Requests for Reconsideration. Because these titles are part of the consortium the challenge will be considered by the consortium as a whole, with one month allowed for discussion and voting. A two-thirds majority among the respondents shall be required to remove a challenged book from the collection.

The Annular Eclipse will occur on October 14, 2023 and the Total Eclipse will occur on April 8, 2024. BCPL will not be giving out solar eclipse glasses. We will be offering some space or planetary programs

around the April eclipse. BCPL gave out free glasses in 2017. The demand for the glasses was much higher than anticipated and customers were frustrated. In several instances we had to involve police.

GED Testing will have a soft launch the week of October 23, 2023 through November 2023. PR will begin in December 2023. Customers will see the information about BCPL on the Pearson site and on BCPL's website. Three staff members are trained to offer the GED tests. Testing will be available on Tuesdays and Wednesdays from 4:00 to 8:00 pm by appointment. Main Library staff hope to do some programming (practice GED tests) around this service.

The State Law Library delivered several boxes of books to the Archive & History Center as part of our agreement with them. Some of the law books covered cases in Boone County when Kentucky was still part of Virginia.

Staff Development Day is October 25, 2023. The Library will be closed that day. Author Loren Long is scheduled for a virtual visit. Thomas More University will present a session on Workplace Stress and Burnout. The breakout sessions will be on Digital Services, Circulation, Readers Advisory, and a Core Values Focus Group. Winners of the mini-grants will present about their projects. Carrie will present the state of the library and staff awards. The program committee has received approval from KDLA for contact hours.


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

NEXT MEETING: Monday, November 20th, 2023, at 4:00pm at the ~~Main Library~~ ^{Scheben Branch}.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:31 pm,

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

Minutes taken by Sherri Slavey.


Secretary


President