

CALL TO ORDER: President Hill called the meeting to order at 4:04pm, at the Main Library and Zoom conference on August 16, 2021.

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

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

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

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

PUBLIC PRESENTATIONS: Nancy Grayson, Horizon Community Fund, presented information on how the Horizon Community Fund can help BCPL and the foundation raise money.

TREASURER'S REPORT: Treasurer's report for June was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn, reminded Board members that there will not be a June 2021 financial report until after the FY2021 audit. She reported on a meeting with representatives from BB&T regarding the Library's investments. BB&T is recommending a different strategy for the Library. More information will be shared at the September meeting.

BUSINESS:

Election of Officers: Per Library Board bylaws, in the event of a vacancy in the offices of Vice-President, Secretary or Treasurer, the unexpired term should be filled by a vote at the next regular meeting after the vacancy occurs. BCPL currently has a vacancy in the position of Vice-President.

- ✓ **MOTION TO ELECT ERIC JACKSON AS VICE-PRESIDENT, KATE MCCLAIN. SECOND, CHRIS LANGE. ELECTED UNANIMOUSLY.**

Policy Review: Two policies were submitted for the Board to review. The "Open Records Policy" must be updated due to changes in the Kentucky Open Records Act. There was a discussion regarding the suggestion changes to the "Holidays Policy." An updated version of the policy will be brought to the September Board Meeting incorporating suggested changes.

- ✓ **MOTION TO APPROVE OPEN RECORDS POLICY AS PRESENTED, CHRIS LANGE SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

KDLA Annual Report: Review and discussion of key data points of the Boone County Public Library District 2021 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27th. This report is structured to be a snapshot in time at the end of the FY. This report also acts as our request for state aid should this return to the state budget.

- ✓ **MOTION TO APPROVE ANNUAL REPORT, DON TRAME. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

Tax Rate: Stephanie Huhn, accountant, presented budget projections based on the information received from the PVA and KDLA. She presented information on the compensating rate, a 4% increase, and keeping the same rate as last year.

- ✓ **MOTION TO ADOPT THE COMPESATING TAX RATES OF 4.82% FOR PERSONAL PROPERTY, 4.6% FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR**

2021/2022 FISCAL YEAR, CHRIS LANGE SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Building Program: The Building Program and RFQ for the new location in Walton was included in the Library Board packet. A review and discussion of the information.

- ✓ **MOTION TO START NEW WALTON PROJECT, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Debra Pleatman reported that she reviewed several policies and the Walton RFQ for the Library.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that starting August 18th, BCPL will host 5 interns from the Ignite Academy. One intern will work in the Boone Innovation Lab at the Hebron Branch, two will work in the Local History Department at the Main Library, and two will work in the IT Department at the Main Library.

The One to One Reading/Math Program is returning for the upcoming school year. The Library's strategic plan emphasizes early childhood development. The One to One Program was developed by the Northern Kentucky Education Council to support children struggling with reading and math by matching them with an adult mentor. BCPL supports this initiative by allowing full time staff to volunteer for this program on paid time. The one stipulation we have is that the student staff are matched with must be at a school in Boone County.

The eviction moratorium expired on July 31st and BCPL resumed charging fines on August 1st. On August 3rd, the CDC issued a new eviction moratorium effective immediately and expiring October 3rd. BCPL returned to not charging fines. This will remain in effect until October 3rd. We will resume charging fines on October 4th.

At this time we will continue with programming as scheduled and will continue to allow community members to reserve our meeting rooms. Carrie has spoken to the Northern Kentucky Health District. They hold libraries up as the best practice for organizations in the community.

We have been notified that we did not get the Horizon Fund Grant to grow the Wide Area Mesh network. This project will be submitted as the FCC Emergency Connectivity Grant. We have been notified that our letter of intent for the Hidden Collections grant has not been accepted. According to the evaluation, they did not believe that our size organization can undertake the proposed project. We will try again next year if offered. In the meantime, this grant will be reworked, taking into account the feedback, and submitted as an IMLS Leadership grant. The letter of intent is due in September. We have been notified that the Library will receive \$60,300.00 in e-rate funding for FY2022. We have been notified that we received the 2021 Digital Inclusion Grant from Kajeet. BCPL will receive 20 hotspots and 12 months of service for each of the hotspots. This grant uses Verizon. Verizon covers more of Boone County than other providers. These hotspots will be checked out to customers. We have received \$29,012.77 in ARPA funds. However, KDLA earmarked \$18,830 of the funds to pay for our portion of the KYVL databases. That leaves BCPL with a total of \$10,187.77 to use on outdoor spaces.

An update on the sprinkler leak in the dome of the Main Library. The Facilities Manager worked with another company to acquire a lift that would go to the correct height and fit into the building. This removed the need for a \$20,000 scaffolding to do a \$200 repair. We issued an RFP for a new delivery van. Bids will be opened on September 9th and presented to the Board at the September meeting. The Scheben Branch is closed until September 11th for the carpeting and painting project.

A major television production company contacted Bridget regarding hauntings at a building in Boone County. They came across a BCPL YouTube video of the house and wanted to feature the story on their

paranormal show. We provided historical documentation for the episode. Production on the episode started in August. We will keep you updated. BCPL has acquired ArchivesSpace to manage the archival collections at BCPL, the Administration Building, and the Justice Center. ArchivesSpace will allow us to create digital collection guides/ finding aids for all of Boone County's holdings and virtually manage the collections. Backstage Library Works is offering the opportunity to participate in an archival processing pilot project to help develop a new service for their company. The project offers an at-cost rate for a professional archivist/ project manager and two MLS students to work onsite for 30 days to bulk process an unprocessed collection. The project will also include a week onsite pre-project assessment by the project manager. The Collections Assessment for the Archives merger is moving forward as planned. Holly Prochaska, UC Preservation Lab Consultant, and Bridget made site visits to both the Administrative Center and Justice Center on August 16th. Holly's recommendations and final report should be completed by October.

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

NEXT MEETING: Monday, September 20 at 4pm at the Hebron Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:55pm, motion, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President