

CALL TO ORDER: President Hill called the meeting to order at 4:00pm, at Hebron and Zoom conference on September 20, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director

APPROVAL OF AGENDA:

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

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

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

PUBLIC PRESENTATIONS:

Staff Presentation: Shawn Fry, Assistant Director, presented a Statistical Summary of FY2021.

TREASURER'S REPORT:

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

BUSINESS:

Social Media Policy: Carrie Herrmann, presented suggested changed to the *Social Media Policy*. The goal is to have a policy for staff who are designated to post on Library Sponsored social media sites. The other goal is to make staff think about representing the Library on a social media site. She asked the Board to remove the *Social Media Policy* from the Employee Manual and move it to the Operations Manual.

- ✓ **MOTION TO REMOVE SOCIAL MEDIA POLICY FROM EMPLOYEE MANUAL MOVING THE UPDATED POLICY TO THE OPERATIONS MANUAL, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

Employee Blog/Website Policy: Carrie presented an updated *Employee Blog/Website Policy* to include social media.

- ✓ **MOTION TO ACCEPT THE UPDATED EMPLOYEE BLOG/WEBSITE/SOCIAL MEDIA POLICY, CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

Partnership/Sponsorship Policy: The Board reviewed the *Partnership/Sponsorship Policy*. No changes were recommended for this policy. Carrie recommended changes to several documents that accompany this policy. Moving forward, any potential partnership must use the "Potential Partnership Planning Template." It must be turned in to Carrie and approved by her. In addition, annually by July 31 all existing partnerships from the previous fiscal year should have a "Current Library Partnerships" evaluation form turned in to Carrie.

Holiday Policy: The *Holiday Policy* was presented with several suggested changes-- add three closed days (the Day after Thanksgiving; the Sunday before Memorial Day; and the Sunday before Labor Day). In addition the Library Board added to Section C of the *Holiday Policy* pertaining to floating holidays. The Board added Juneteenth to that list. This takes effect January 1, 2022.

- ✓ **MOTION TO APPROVE HOLIDAYS POLICY, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

Partnership/Sponsorship Proposal: Per BCPL's *Sponsorship/Partnership Policy*, partnerships with a cash contribution in excess of \$2500 require Board approval. Boone County Schools has approached BCPL about partnering on the Library's signature Early Childhood Fair. They would like to contribute \$5,000 to hire performers and speakers for the event.

- ✓ **MOTION TO APPROVE THE PARTNERSHIP WITH BOONE COUNTY SCHOOLS, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Delivery Van RFP Results: The RFP was posted with a bid opening on September 9th for a new delivery van. There were no bids on the project. Carrie recommend that the Board allow staff to move forward and purchase a delivery van with the price not to exceed \$40,000, the amount budgeted for this project.

- ✓ **MOTION TO HAVE BOARD APPROVAL TO PURCHASE A DELIVERY VAN NOT TO EXCEED \$40,000, ERIC JACKSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Contract for ZH Commissioning: ZH Commissioning is under contract with BCPL to help reduce energy usage and costs. Carrie recommends BCPL hire this company to be part of the Walton Building Project from the design phase to post opening.

- ✓ **MOTION TO APPROVE THE CONTRACT FOR ZH COMMISSIONING, DON TRAME. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

BB&T Resolution: A Resolution authorizes who can open or close an account, and who can assign a signer on an account. This needs to be updated.

BB&T Signature Cards Update: Signature cards specify who can write checks on the account, authorize a debit, and request information on the account. BCPL has two accounts with BB&T that need to be updated

ACCOUNTANT'S REPORT: Stephanie Huhn, reminded Board members that there will not be a June 2021 financial report until after the FY2021 audit. July statements will be reported at the October meeting. They were not completed due to work with the auditing firm. She reported that more information on BB&Ts suggested investment strategy will be shared at the October meeting.

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

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:
She has received questions from 4 firms interested in the Walton Building Project. The RFQ is due on September 24th. After the deadline, the documents will be shared with Board Members by a Dropbox link. Between September 24th and October 13th, a staff team will check references using a standard set of questions. This information will be shared with the Board at the October 18th meeting. The November 15th meeting will have interviews.

She received a Request for Reconsideration of Library Materials for *Who Are You?* by Brook Pessin-Whedbee. The community member is asking that the title be pulled from the children's section. This is the first reconsideration request BCPL has received in 4 years. She also received an Open Records request from Toshiba for the new copier/printer contract.

February 3rd is KPLA Legislative Day. We are not sure what this will look like, but we want to keep this date open. More information will be shared as we get closer to the date. Board members are encouraged to attend.

The Library is in the process of completing a grant project with funds awarded by the 400 year of African American History Commission. We were notified that if we are interested, the Commission would grant us an additional \$5,000 to either continue the current project or to put towards another project. BCPL has accepted those funds with the purpose of using the money to place a historic marker near the Florence

Cemetery commemorating the former enslaved and their descendants buried in the African American portion of the cemetery. Many of the African American burials are unmarked, so the project will also include a virtual exhibit and/or walking tour materials to identify approximately 130 individuals interred within the cemetery.

The ARPA Grant application to create outdoor spaces at the Main Library, and the Scheben, Florence, and Walton Branches has been turned in to KDLA. Once it is approved, we will move forward with the projects. The grant will pay for the materials. BCPL will pay for the labor and installation. The deadline to complete all projects is October 1, 2022. We are waiting to see if KDLA approves our projects. We have received a total of \$29,012.77. \$18,830 has been earmarked for KYVL databases. The other \$10,182.77 will be used for the outdoor spaces.

KDLA has released a call for "Notice of Intent" to apply for a grant for bookmobile/outreach vehicles. BCPL turned in the "Notice of Intent" for funds to purchase a Technology Outreach vehicle as described in our Facilities Master Plan. This does not commit BCPL to applying for the grant. It allows Carrie to receive the grant application and review the requirements. KDLA will only share the grant application with libraries that return the Notice of Intent.

We discovered that we are short on carpet at the Scheben Branch. The shorted areas are in the admin office and behind the Youth Services Desk on the 2nd floor. That carpet will arrive October 7th and then we will schedule the installation. The reopening date for Scheben had to be pushed by a week. Instead of reopening on September 12th, the Library opened on September 19th. Both the shelf moving company and the carpet company had issues with having enough employees.

We disconnect the marquee sign at the Main Library while Duke Energy ran the new gas line. When the sign was reconnected, it would not work. Duke verified the electric was connected correctly. Spectrum verified that the data was connected correctly. We called in the company that conducts maintenance on the sign. They informed us that the manufacturer of the sign is no longer in business which makes the components obsolete. They were able to get it going, but in a short amount of time other components will fail. Replacing the sign will be \$60,000 to \$70,000.

The Dinosaur exhibit arrived on September 13th. It was supposed to be stored and then installed at the end of October. This did not go as planned. Because some pieces would not fit on the elevator we installed it immediately.


The Notary service seems to be popular. This service began on August 15th. There were a total of 47 notary interactions in August (Florence 6; Main 35; Walton 6)

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

NEXT MEETING: Monday, October 18 at 4pm at the Main Library and on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:51pm, motion, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary


Vice-President