

**CALL TO ORDER:** President Hill called the meeting to order at 4:06 pm, at the Main Library and Zoom conference on December 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; Carlyle Ackley, CPA Bramel & Ackley; Jennifer Timmerman, Youth Services and Outreach Coordinator; Jennifer Cheek, PR Coordinator

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

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

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

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

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

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, DONALD TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**BUSINESS:**

**Contract Review:** A contract from the Architectural/Engineering firm for the Walton location was emailed to Board members for review.

- ✓ **MOTION TO APPROVE THE CONTRACT WITH OMNI ARCHITECTS AS WRITTEN, AND TO AUTHORIZE THE DIRECTOR TO EXECUTE ON BEHALF OF THE BOARD. DONALD TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**Tax Refund:** Taxpayer refunds in excess of \$1,000 are approved by the Board. Four requests for a refund were reviewed.

1. GE Steam Power Inc. requested a refund of \$8,730.54 for the 2020 tax year.
  2. Alstom Power requested a refund of \$10,733.06 for the 2019 tax year.
  3. Groupon Goods, Inc. requested a refund of \$4,307.95 for the 2019 tax year.
  4. Groupon Goods, Inc. requested a refund of \$4,763.38 for the 2018 tax year.
- ✓ **MOTION TO APPROVE ALL 4 REFUND REQUESTS FOR A TOTAL VALUE OF \$28,534.93, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**Claim for Property Presumed Abandoned:** The Kentucky State Treasurer has an unclaimed Property database that the Director searches annually for funds owed to the Library. This year, BCPL has an unclaimed balance of \$2,313.86. The form with information was emailed to the Board. In order to claim the funds there must be in the minutes.

- ✓ **MOTION TO APPROVE CARRIE HERRMANN, LIBRARY DIRECTOR, TO ACT ON THE LIBRARY'S BEHALF TO CLAIM THE PROPERTY PRESUMED ABANDONED BY THE KENTUCKY STATE TREASURER. CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**Cell Tower Lease** BCPL receives income from a cell tower lease on the Scheben Branch Property. In FY2022, BCPL will receive \$16,729 in income for the operating budget. Symphony Wireless has contacted the Library about selling this lease to them. Following a discussion, the Board asked the Director to contact Symphony Wireless to convey the Library is not interested in selling the lease

**Policy Review:** The Facilities Master Plan recommended that BCPL have a "Naming Rights Policy." This policy is a new policy for the Board Manual. The Director presented the policy for discussion. It will be reviewed further at the January 2022 meeting.

**Trustee Recruitment:** One Trustee appointment expires June 30, 2022—Kate McClain. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for any open position. The Director shared the timeline and application with the Board.

**Salary Schedule:** The FY2022 approved Budget includes \$4,225 for a consultant to review and make recommendations about BCPL's salary schedule. The Director recommended that rather than conducting the salary review, we extend each classification level by \$1.00 and give all staff a \$1.00 per hour raise. This can be done without amending the budget.

- ✓ **MOTION TO APPROVE TO APPROVE THE SALARY SCHEDULE AS PRESENTED. CHRIS LANGE. SECOND, DONALD TRAME. APPROVED UNANIMOUSLY**

**ACCOUNTANT'S REPORT:** Carlyle Ackley presented the October Financial Statements.

**ATTORNEY'S REPORT:** It has been quiet.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

Two of the three staff in the Facilities Department are out for an extended period of time. She is approving all invoices. She has directed the one staff member to prioritize the most important needs and to let her know if the Library needs to hire contractors for any work. She is working on a mid-year revised budget for the January Board meeting. Carrie will be on vacation beginning the afternoon of December 20<sup>st</sup> through January 2<sup>nd</sup>.

A Kentucky Library Director shared a Facebook post from a Kentucky Legislator asking community members to make sure their schools and public libraries do not own a list of books. The list includes several titles that BCPL owns. She is concerned that other Legislators in Kentucky will do the same thing. This is a national trend she has been following for a few months. Carrie shared articles about this issue and BCPL's Collection Development Policy.

She received notification that one of the budget line items in the Library's ARPA Grant application has been denied. We will not lose any of the funds. She will need to shift some of the in-kind funding the Library had in the grant to the grant and shift that expense to the Library. Bridget Striker, Local History Coordinator, submitted a \$10,400 grant request to the Library of Congress.

On December 3<sup>rd</sup> cases rose in Boone County to the point that the Library requires all programmers to wear a mask during indoor programs and all staff to wear a mask while on the desk. She has asked staff to begin uploading their vaccination status to our ADP software. It will help BCPL to be ready if/when the OSHA/ETS goes into effect.

It has been determined that the tracks of the Movable Meeting Room Walls at the Hebron Branch need to be centered and leveled. OKI, the original installer, has agreed to let SMI do the work. OKI will pay SMI for the work they do

Shawn Fry, Assistant Director, has created two new data visualizations in Tableau:

1. Comparing BCPL usage November 2021 to November 2020--  
[https://public.tableau.com/app/profile/shawn.fry/viz/November2021BranchStats\\_1/Dashboard1?publish=yes](https://public.tableau.com/app/profile/shawn.fry/viz/November2021BranchStats_1/Dashboard1?publish=yes)
2. A look at the Kentucky Digital Divide. We are working with the researchers to get census tract data for Boone County--  
[https://public.tableau.com/app/profile/shawn.fry/viz/KentuckyDDI\\_1/Dashboard1](https://public.tableau.com/app/profile/shawn.fry/viz/KentuckyDDI_1/Dashboard1)

The StoryWalk has been installed at the Florence Nature Park.

Jennifer Cheek, PR Coordinator, wants to spotlight Library Board members in our newsletter. Please contact Jennifer at [jcheek@bcpl.org](mailto:jcheek@bcpl.org) or 859-342-2665 X8117. She asks three questions to guide you in creating a professional bio. You only answer the questions you are comfortable answering. And if you choose to provide different information than the questions suggest, that is great too. She will compile your information into a biography format. Questions:

- Provide a brief summary of your career.
- How long have you been on the BCPL Board? What was your draw to serve on the board? What is your favorite thing about BCPL? Do you have ties to Boone County?
- What do you do for fun? Hobbies? Family?


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

**NEXT MEETING:** Monday, January 17 at 4pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:23 pm, motion, CHRIS LANGE. SECOND, KATE MCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

  
Secretary

  
President