

CALL TO ORDER: President Hill called the meeting to order at 4:03 pm, at the Main Library May 16, 2022.

PRESENT: Barbara Hill, President; Don Trame; Chris Lange, Treasurer; Kate McClain, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Sherri Slavey, HR Director; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, PR & Marketing Director

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

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

PUBLIC COMMENT: No public comment.

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

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

TREASURERS REPORT: Stephanie Huhn presented the February and March treasurers report.

- ✓ **MOTION TO APPROVE THE FEBRUARY AND MARCH TREASURERS REPORT, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the March Financial Statements. She reported that CDs have matured at both Heritage and Truist banks. Stephanie Huhn and Carrie Herrmann are meeting with both banks to discuss investment strategy.

BUSINESS:

Branch Update: At the Hebron Branch the Boone-Florence Water Commission continues to work on the geotechnical report for the three acres they are interested in purchasing. They have asked Carrie to sign a letter giving them permission to come on site to conduct the tests. Carrie shared an appraisal of the Walton Branch. Carrie shared the latest schematic design of the new Walton location. This included where the new location will be built on the site. She also shared the timeline for the schematic phase of the project. Work on geothermal well testing is ongoing.

Foundation: A discussion of the Boone County Public Library Foundation. Included a review of articles of incorporation.

- ✓ **MOTION TO APPROVE THE DOCUMENTS FOR THE FOUNDATION AND MOVE FORWARD, CHRIS LANGE. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY**

Policy Preview: A review of the "Privacy Policy." Several changes are recommended.

- ✓ **MOTION TO APPROVE THE UPDATED PRIVACY POLICY ARE RECOMMENDED, KATE MCCLAIN. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

FY2023 Marketing Plan: Carrie Herrmann presented the FY2023 Marketing Plan.

- ✓ **MOTION TO APPROVE THE UPDATED PRIVACY POLICY AS SUBMITTED, DON TRAME. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

Director Goals for FY2023: Carrie presented 7 goals for FY2023. After discussion, the Board requested Carrie work on the following goals: Update the Strategic Plan; Implement a Diversity, Equity and Inclusion Plan; ~~the Walton Building Project~~; Attracting and Retaining Employees; Increase Advocacy Efforts.

Diversity, Equity, and Inclusion Plan: Carrie presented information about a DEI plan for the organization

and for service to the community. For the community, she recommends that the library conduct a diversity audit of the Library collection; identify collections/titles to be added/removed from the collection; conduct an audit of the terms used in the catalog; plan a yearlong series to bring system-wide cultural programs to the community and hire 2-3 high school students as interns for the summer (June and July) to work with the Outreach Department at the community stops. One of the qualifications is that the student must be bilingual (Preferred languages Spanish, Somali, Arabic, French). Carrie recommends that BCPL hire a consultant to help develop a DEI plan for the organization.

FY2023 Budget: Carrie presented drafts of the FY2023 Operating and Capital Project Budgets. Carrie will continue to work on the Operating Budget to lower expenditures. The operating budget will be presented at the June meeting.

- ✓ **MOTION TO APPROVE THE CAPITAL BUDGET REMOVING THE GARAGE & OFFICE SPACE AND DROPPING THE BUDGETED AMOUNT FOR THE OFFICE SPACE ON THE GARDEN LEVEL TO \$75,000, CHRIS LANGE. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman has been working on the Boone County Public Library Foundation paperwork.


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

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

NEXT MEETING: Monday, June 20 at 4pm at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00 pm, motion, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.


Secretary


President