

**CALL TO ORDER:** President Hill called the meeting to order at 4:03 pm, at the Main Library July 18, 2022.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Don Trame; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, PR & Marketing Director; Sherri Slavey HR Director.

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

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

**PUBLIC COMMENT:** No public comment.

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

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

**TREASURERS REPORT:** Stephanie Huhn presented the May treasurers report.

- ✓ **MOTION TO APPROVE THE MAY TREASURERS REPORT, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Accountant Letter of Engagement:** Bramel & Ackley presented an updated engagement letter for fiscal year 2022.

- ✓ **MOTION TO ACCEPT THE ACCOUNTANT LETTER OF ENGAGEMENT AS PRESENTED, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

**Branch Update:** At the Main Library Outreach staff are moving into their new office in the basement. Once they are moved into the office we can start work on projects scheduled for FY2023. The first payment invoice was submitted to install compact and map/microfilm shelving in the Main Garden Level. Installation is tentatively scheduled for late November or early December, depending on supply-chain issues. An RFP for the new electronic sign at the Main Library will be issued before the end of the month.

On June 22<sup>nd</sup>, during a storm, the Scheben Branch experienced a power surge. The surge fried one network switch (\$3500) and one UPS backup battery (\$500). Both of these pieces of equipment ran the internet for the branch, as well as surge protected the equipment on it. We did have a spare switch at Main and IT ran the power to an auxiliary power source. Scheben had to close early on the 22<sup>nd</sup>, but due to the work done by the IT Department they were able to open normal hours on the 23<sup>rd</sup>.

At the Hebron Branch another truck ran through the height restrictor. A car hit one of the light bollards. The bollard will have to be replaced at a cost of \$2,150. A police report was filed.

Carrie met with Judge Moore, the County Administrator, the Planning Commission, the City of Florence, Boone County Human Services, and the Extension District regarding a new Florence location. They are interested in creating a campus that houses the Library, Senior Services, a preschool, and the Extension District.

Schematic Design continues for the new Walton Branch. Carrie Herrmann presented a change order for the geotechnical report. The architect has requested two additional borings for the site. This was an addition of \$1,000 to the originally approved contract.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER FOR \$1,000.00 FOR TWO ADDITIONAL BORINGS FOR THE SITE, DR. ERIC JACKSON. SECOND DON TRAME. APPROVED UNANIMOUSLY**

The Walton Building Project is currently \$801,826 dollars over budget. We had cut items previously, however, as the design advances Omni is able to put more accurate numbers into the calculation. We continue to work on keeping to the \$12.5 million construction budget.

At the Chapin Memorial Library, the locker system has been ordered and plans are in place to change the service model to an Express location.

The courier van ordered in October arrived on July 7<sup>th</sup>. We received 0 bids for the new Mobile Makerspace vehicle that will be paid for by the KDLA grant. We are moving forward to purchase a vehicle.

Policy Preview: A review of the "Work Schedule Policy." A small change was recommended

- ✓ **MOTION TO APPROVE THE WORK SCHEDULE POLICY AS PRESENTED, DON TRAME. SECOND DR. ERIC JACKSONON. APPROVED UNANIMOUSLY**

Surplus Furniture and Equipment: Carrie presented a list of items that are no longer in service for the Board to review. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. BCPL will make every attempt to donate, sell on GovDeals, or recycle all usable surplus equipment

- ✓ **MOTION TO DECLARE THE PRESENTED ITEMS AS SURPLUS, DR. ERIC JACKSON. SECOND DON TRAME. APPROVED UNANIMOUSLY**

Election of Officers: Election of officers must take place in even years. Carrie recommended tabling this item of business until the August meeting.

ACCOUNTANT'S REPORT: Stephanie Huhn presented the May Financial Statements. She also reported that she has met with Heritage Bank and hat the Library will invest the maturing CDs for 24 months at an interest rate of almost 3%.

FOUNDATION REPORT: Carrie reported that the Foundation Board had their first meeting. All the documents have been filed with the IRS and the state of Kentucky and the Foundation is officially recognized by both entities. The EIN has been assigned. The Foundation Board will meet with the Horizon Community Fund in July.

ATTORNEY'S REPORT: Rob Ziegler reviewed several policies, the RFP for the electronic sign at the Main Library and the contract for the Café space.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that the annual report for KDLA is underway. This will be presented to the Board at the August meeting.

While reviewing the staff responses to the Strategic Plan surveys, Sherri Slavey, HR Director, and Carrie noticed several comments about the Walking Program. They evaluated the comments and what could be done to make this a better benefit for staff. In addition to using the approved walking DVDs inside the Library, staff may now walk outside in designated areas at all locations.

Summer Reading started June 1 and runs through July 31. Carrie presented statistics for the first 2 weeks of the program.

The new app from Communico is ready. Communico submitted the new app for approval to the Apple Store and Google Play. Apple has approved the app for download and it now appears in the Apple store. We are waiting for Google Play to approve the app. It is not in the Amazon app store. Once it is officially accepted we will remove the Capira app (the current but old version) from the stores so we can "soft launch" the new app. People can continue to use the old app, but it will not be updated.

Battaglia Deli at the Main Library shut its doors on July 11<sup>th</sup>. The café was struggling to find staff and to handle the rising cost of food products. They want to return in early October.

Word is out in the community that the Local History Department is making the transition from Local History to and Archive and History Center. That appears to have opened the floodgates of material donations. This month we received 5 collections that staff are evaluating and rehousing as necessary:

- Lee & Lynda McNeely Collection: This collection included rare currency items.
- Christine Godsey Collection
- Boone County Conservation District: 7 long records storage boxes of materials (approx. 14 linear feet of material)
- Cincinnati Enquirer: 40 bound volumes of Boone Co and Florence Recorder newspapers.
- Caldwell House acquisition: The historic Chambers House in Burlington is being converted to a Bed and Breakfast and all materials needed to be removed from the property. The collection contains photographs, letters, and ephemera dating back to the 1800s- stored in a number of boxes. Additionally, there are over 500 rare books which are being stored temporarily at the Main Library.

The Local History team continues work at the BC Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 3000 documents have been processed so far.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members. Carrie Herrmann highlighted the quarterly trustee virtual meeting on August 4<sup>th</sup>.

**NEXT MEETING:** Monday, August 15<sup>th</sup> at 4pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:11 pm, MOTION, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

Donald E Trame  
Secretary Board Member

Barbara J. Hill  
President