

CALL TO ORDER: President Hill called the meeting to order at 4:03 pm, at the Main Library September 19, 2022.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Dawna Bach, Public Service 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 AS AMENDED, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: Five community members spoke to the Board regarding the Library's plans for Chapin Memorial Library. They would like to see a staffed location.

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

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

TREASURERS REPORT: There was not a treasurer's report.

BUSINESS:

Banking Forms: The forms were not received in time for the meeting from the bank. This will be on the October agenda.

Branch Update: At the Main Library, the Meeting Rooms and Conference Room were painted. The Boone Innovation Lab is almost ready to open. We have hired the fulltime staff person for this space and are looking for a part time staff person. Planning has begun on the 2nd floor Sensory room. New tables were ordered for the Meeting Rooms. At the Scheben Branch the air compressor that powers the dry fire protection system in the attic went out. We discovered that a switch had gone bad and there was a leak in the air system. The wet system was still protecting the rest of the building. This has been fixed. Work continues to turn the Chapin Memorial Library into an Express location. The Collection Services Department and the Outreach Department have been working their way through the Chapin collection. Many of those items are being dispersed to other branches and stored for the new Walton location. The lockers will be delivered and installed on September 22nd. Work is ongoing to retrofit the new vehicle to be the Mobile Boone Innovation Lab. The cabinetry and power solution have been ordered. This vehicle will have solar panels that will partially power the equipment. This means we will use less vehicle battery power. The STEM equipment has been ordered. The wrap is in development. Once we have a better idea of delivery of the cabinetry and equipment we will be able to determine when the staff positions will be posted. At the Walton Branch one of the boilers has died. We are waiting for a quote now to replace it.

There is a 3D model of the new Walton Branch building at the Main Library. We had two meetings since the last Board meeting. During one of those meetings we made the decision to turn one of the Family Restrooms into an "inclusive" Restroom. This will be sensory sensitive and will have an adult changing table. Finishes have been chosen. The next meeting is 09/27 at 1-4 pm at the Main Library to review 100% construction documents. The building should go out to bid for a general contractor in October. We hope to break ground in January 2023 with construction completed in mid-2024.

Electronic Sign Bid: The Library issued an RFP for an electronic sign at the Main Library. The bid opening for the electronic sign was on August 22nd. Five bids were received from 4 companies. Bids ranged from \$25,000 to \$47,000.

- ✓ **MOTION TO ACCEPT QUALITY SIGNS BID FOR ELECTRONIC SIGN AT THE MAIN LIBRARY EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Strategic Plan: Carrie presented a draft of the strategic plan to cover 2023 to 2026. This plan has three strategic directions. Staff will develop goals and objectives beginning on staff development day. These will be presented to the Board at the December meeting.

- ✓ **MOTION TO APPROVE THE NEW STRATEGIC PLAN, CHANGE THE VISION STATEMENT, AND TO ADD A PURPOSE STATEMENT TO THE PLAN, DR ERIC JACKSON. SECOND DON TRAME. APPROVED UNANIMOUSLY**

Senate Bill 167: Six Library Systems across Kentucky have been asked to join in a request of the Kentucky Attorney General for an opinion on the legality of Senate Bill 167 allowing funds gathered for the Library to be used for other educational institutions. BCPL is one of the libraries requested to join this group. A copy of the letter was included in the packet.

- ✓ **MOTION TO JOIN THE LETTER SEEKING AN OPINION FROM THE KENTUCKY ATTORNEY GENERAL EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Policy Review: Several policies were submitted for the Board to review.

"Photo/Video/Recording Policy": An update of the policy to remove copying and keeping on file driver's license information.

- ✓ **MOTION TO APPROVE THE PHOTO/VIDEO/RECORDING POLICY AS PRESENTED, CHRIS LANGE. SECOND DR. ERIC JACKSONON. APPROVED UNANIMOUSLY**

"Open Records Policy": One change was recommended to bring BCPL into legal compliance.

- ✓ **MOTION TO APPROVE THE OPEN RECORD POLICY AS PRESENTED, DON TRAME. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

"Purchasing Policy": One change was recommended to bring BCPL into legal compliance.

- ✓ **MOTION TO APPROVE THE PURCHASING POLICY AS PRESENTED, CHRIS LANGE. SECOND DR. ERIC JACKSONON. APPROVED UNANIMOUSLY**

"Employment & Retention" section of the Employee Manual: Several changes were recommended for this section.

- ✓ **MOTION TO APPROVE THE EMPLOYMENT & RETENTION SECTION OF THE EMPLOYEE MANUAL AS PRESENTED, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

"Holidays Policy": Small changes to this policy were recommended.

- ✓ **MOTION TO APPROVE THE HOLIDAY POLICY WITH AMENDMENTS, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

In addition, for 2023 only, Carrie recommended that the Board approve closing on Monday, December 26th for Christmas.

- ✓ **MOTION TO OBSERVE DECEMBER 25TH ON DECEMBER 26TH, CLOSING THE LIBRARY DECEMBER 24, 25 AND 26, CHRIS LANGE. SECOND DR. ERIC JACKSONON. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: There was not a financial report. Stephanie Huhn reported that Heritage Bank has opened an investment account for BCPL that is laddered similar to the Truist Bank strategy.

ATTORNEY'S REPORT: Rob Ziegler has reviewed several policies. He reported on his research about public/private partnerships in Kentucky. While it is still ongoing, it does not appear that a special purpose governmental entity can enter into a public/private partnership. Walton Verona Independent Schools attorney has contacted Mr. Ziegler to negotiate to purchase the Walton Branch. In order to enter into this contract, we need to surplus the location subject to the conditions of the purchase contract. Work on this is ongoing.

FOUNDATION REPORT: Carrie reported that the Foundation Board met on September 16th. The Foundation Board now has 5 members--Pat Raverty, Chair; Pam Goetting, Secretary; Eric Richardson, Treasurer; Jim Henning; Lawrence Rosenthal. PR about the Foundation has started--What's Happening in Boone County, Blog Post, and Social Media. The Board has approved a Fraud Policy and an Investment Policy. The Foundation is acting as the Fiscal Agent for the Boone County Dolly Parton Imagination Library. The Foundation is working through the process to be listed a nonprofit on Amazon Smile and Kroger Community Rewards programs.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she received two Open Records Requests for all bids received for the Main Monument Electronic Sign. The requests were from two of the four companies that turned in bids: Quality Signs and Wilson Electronic Signs. She received a cease and desist letter from the Associated Press alleging BCPL is in violation of copywrite by posting one of their images on our site. The website they list is not BCPL's. It is the Sons of the American Revolution website. The Library sent the AP a letter to explain this was sent to us by mistake. She will be attending the Boone County Planning Commission on September 21st. She received notice that to match the Comprehensive Plan, the zoning for the properties at the Main Library, the Scheben Branch, and the new Walton Branch needs to be changed to PF. Currently all three locations are zoned C-2. She will be presenting on the "State of the Library" before the Boone County Fiscal Court on September 27th. She will be in Toledo presenting at the Ohio Library Conference September 29th. The presentation is titled, "What Does it Mean to be a Public Servant in the 21st Century?"

Staff Development Day is October 20th. The Library will be closed to the public that day.

Baker & Taylor was the victim of ransomware. B&T is used by BCPL for ordering most of our materials and annual report data collection. (The annual report is a nationwide contract.) No one has been able to order from them or update the annual report since the week of August 15th. KDLA has pushed the due date of the annual report to the end of September.

Dolly Parton Imagination Library preparation continues. We are learning more about the processes and learning some of the lingo as we prepare required documents to become an affiliate.

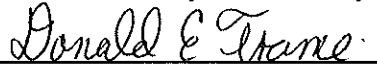
The Local History Department offered the first Underground Railroad bus tour on September 7th. This was the first tour offered since the pandemic. The Local History Team continues work at the Boone County Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 4000 documents have been processed so far. The team will also begin adding the inventoried documents to ArchivesSpace.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Carrie highlighted the online learning available for Trustees.

NEXT MEETING: Monday, October 17th at 4pm at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:30 pm, MOTION, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.


Secretary


President