

**CALL TO ORDER:** President Eric Richardson called the meeting to order at 4:00pm at the Main on July 25, 2016

**PRESENT:** Eric Richardson, President; Barbara Bardes, Vice-President; Curt Besette, Member; Chris Lange, Member; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Lucinda Chandler, KDLA Shawn Fry, Assistant Director.

**OATH OF OFFICE – NEW TRUSTEES:**

CURT BESSETTE AND CHRIS LANGE SWORN IN.

**PUBLIC COMMENT:** *No public comment.*

**APPROVAL OF AGENDA:** The agenda was previously emailed.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report was distributed through email.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Officer Elections:** In accordance with BCPL Bylaws, Officers serve for two years and elections are held in even numbered years. Current officers are:

| Last Name  | First Name | Position       | Term |
|------------|------------|----------------|------|
| Richardson | Eric       | President      | 1st  |
| Bardes     | Barbara    | Vice President | 1st  |
| Breitholle | Sheree     | Secretary      | 1st  |
|            |            | Treasurer      |      |
|            |            | Member         |      |

- ✓ **MOTION TO CONTINUE WITH CURRENT ELECTED BOARD, WITH CURT BESSETTE ASSUMING THE POSITION OF TREASURER, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**Distribution/Collection of Annual:** In accordance with Board Conflict of Interest and Trustee Ethic's Policy, said policies were distributed to the Board and receipt was acknowledged. Disclosure Statement was distributed to the Board for an annual update.

**Custodial Agreement:** Custodial agreements for CDs and CDars needed updated signatures.

**KPLA Institutional Membership:** The Kentucky Public Library Association has sent out KPLA Institutional Membership invoices. Discussion regarding Institutional Membership for Kentucky Public Library Association. The Board decided not to join as an institution.

**Libraries and Kynect:** Libraries in Kentucky have been asked by the Governor's Office to train as Assisters during the next health care open enrollment period.

- ✓ **MOTION TO DECLINE EXPANDED INVOLVEMENT WITH KYNECT, CURT BESSETTE. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

Lents/Hebron Branch update: Informational update provided.

**ACCOUNTANT'S REPORT:** May's report was shared

**ATTORNEY'S REPORT:** Negotiations with architect for Hebron location is ongoing.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. The Director handed out copies of the new Teen Reading Map, the Inspirational Fiction Reading Map, and a BCPL fan. She also showed the giveaway for the Senior Picnic—a night light. Carrie Herrmann highlighted:

Summer Reading Program participation has increased for both preschoolers and school age children. However, participation by adults has dropped.

BCPL has joined TechSoup. This organization aids nonprofits and governmental organizations by providing discounted hardware, software, services and training. Michael Savarino, IT Manager, has already found some large savings for our system. For example, the antivirus software we use and pay \$5,000 annually costs \$900 through TechSoup. The Wi-Fi Hotspots we circulate will drop from \$30 per month per device to \$10 per month per device. This will allow us to add more to meet demand.

BCPL is switching from Constant Contact for our email newsletter provider to Cerkl. The interface is actually easier to use than Constant Contact and the newsletters people receive will be customized to their interests. Customers will also be able to choose how often they wish to receive the newsletter. With Constant Contact, customers get the front page of our newsletter and a link to the complete pdf on our website. We send the newsletter to 8,000+ people but last month only 1,587 people actually opened the email. Of the people who opened it, only 60 clicked on the pdf for the complete newsletter. Our open rate is down to 17.9%. It is definitely time to try something new. Cerkl will also send our blog posts to customers when the topics match their interests.

BCPL received an Open Records Request for camera footage of the Main Library's parking lot and front door. There was a hit and run in the parking lot, where a witness saw the individual hit the car, move his car to another location of the lot, and come into the Library. The Sherriff's Department wants the footage for their report.

After a conversation with the director at Owsley County Public Library regarding the statewide ILS Consortium, SirsiDynix asked us to contact them as the lead agency. For some background, Owsley County is the poorest county in Kentucky and in the nation. They have a population of 4,500 people, but their library usage is #1 in the state for several per capita categories. This county supports and uses their library system heavily. Owsley County has a relatively new 7,000 square foot library, but has never been automated. After some discussion we will be donating some of our older computers to them. Our used computers are newer than the ones they have in use currently. Discussion regarding the consortium continues.

We have set up weekly Pokémon Go Safaris, in which we will take a group of people for a walk around one of the Boone County Parks to catch Pokémon. The Parks Department is on board so long as the walks do not disrupt their current programming. Starting in August, we will run the program Thursdays from 4:30-6:00. This program will include information about staying safe physically as well as digitally. It is also designed for all ages to participate. In addition, we are working on a blog post to talk about what Pokémon Go is and how to stay safe while playing.

Local History has started on the research for the new fall bus tour: The Escape John Hunt Morgan. Morgan was a Confederate Calvary general, who notoriously raided the borderlands of Indiana and Ohio in 1863. Captured in July 1863, along with many Boone County men, Morgan escaped in November and

made his way through Boone County on his way south. He was assisted by the families of the men captured with him. The tour will follow the route Morgan took on his escape.

Sheri Jackson, National Parks Service (NPS) Network to Freedom Southeast Regional Coordinator, visited Boone County on July 14<sup>th</sup> to review the Underground Railroad Tour of Boone County for inclusion in the NPS Network to Freedom program. The visit was successful and Ms. Jackson was impressed with Local History's Under Ground Railroad (UGRR) project and the department as a whole. There were several outcomes to the visit:

- Ms. Jackson is anticipating a successful submission of the tour application.
- Ms. Jackson would like BCPL to submit a Network to Freedom Facility application for January 2017 review to have BCPL recognized as a National Underground Railroad Research Facility.
- BCPL's UGRR project will become a site model for the Kentucky/Ohio/Indiana region and through NPS sponsored grant projects, BCPL will manage NTF project applications from smaller regional organizations. In addition, through NPS expertise and support it is hoped that BCPL UGRR initiatives will garner funding from other regional and federal sources.
- Overall, Ms. Jackson was impressed with BCPL's quality of research, online resources and school outreach. Expect the collaborative efforts between NPS and BCPL continue to expand in the future.

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

**NEXT MEETING:** Monday, 15 August at 4pm, at Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 1730 pm, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Secretary



President



**CALL TO ORDER:** President Eric Richardson called the meeting to order at 4:00pm at the Main on August 15, 2016

**PRESENT:** Eric Richardson, President; Barbara Bardes, Vice-President; Sheree Breitholle, Secretary; Curt Besette, Treasurer; Chris Lange; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director; Sharon Franklin, Branch Manager, Lucinda Chandler; KDLA

**PUBLIC COMMENT:** *No public comment.*

**APPROVAL OF AGENDA:** The agenda was previously emailed.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES**  
SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, CHRIS LANGE.**  
SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.

**TREASURER'S REPORT:** The Treasurer's Report was distributed through email.

- ✓ **MOTION TO APPROVE THE JUNE TREASURER'S REPORT AS RECEIVED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE JULY TREASURER'S REPORT AS RECEIVED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Walton Branch Hours:** Shawn Fry, Assistant Director, and Sharon Franklin, Walton Branch Manager, presented a plan to change the Walton Branch hours.

Current Hours

Proposed Hours

|             |        |             |     |
|-------------|--------|-------------|-----|
| Monday      | 9-9    | Monday      | 9-8 |
| Tuesday     | 9-9    | Tuesday     | 9-6 |
| Wednesday   | 9-6    | Wednesday   | 9-6 |
| Thursday    | 9-6    | Thursday    | 9-6 |
| Friday      | 9-6    | Friday      | 9-6 |
| Saturday    | 9-5    | Saturday    | 1-5 |
| Sunday      | Closed | Sunday      | 1-5 |
| Total Hours | 59     | Total Hours | 55  |

- ✓ **MOTION TO ALTER WALTON BRANCH HOURS AS PROPOSED TO BEGIN IN JANUARY 2017, SHEREE BREITHOLLE. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.**

**Annual Report:** Review and discussion of key data points of the Boone County Public Library District 2016 Kentucky Annual Report of Public Libraries. This report is structured to be a snapshot in time at the end of the FY (June) and does not align with auditor's report due to accruals. This report also acts as our request for state aid.

- ✓ **MOTION TO ACCEPT ANNUAL REPORT, ERIC RICHARDSON.**  
SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

**Tax Rate:** Stephanie Huhn presented budget projections based on the information received from KDLA and the Boone County PVA. She also reviewed historical tax rates and monies received based on those rates.

- ✓ **MOTION TO ADOPT THE TAX RATE OF 5.2 CENTS PER \$100 OF ASSESSED REAL PROPERTY FOR 2016, BARBARA BARDES SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

- ✓ **MOTION TO ADOPT THE TAX RATE OF 5.28 CENTS PER \$100 OF ASSESSED TANGIBLE PERSONAL PROPERTY FOR 2016, BARBARA BARDES SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Auto/Watercraft Tax Rate: This rate was established in 1983 and, by statute, may not be increased. The rate is 3 cents per \$100 valuation.

- ✓ **MOTION TO ADOPT THE TAX RATE OF 3.0 CENTS PER \$100 OF ASSESSED AUTO/WATERCRAFT FOR 2016, CHRIS LANGE. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY**

Lents/Hebron Branch: Carrie Herrmann provided an update of work towards relocating the Lents Branch. A contract from the Architectural/Engineering firm for the Hebron location was reviewed.

- ✓ **MOTION TO APPROVE CONTRACT WITH BRANDSTETTER CARROLL, WITH AMENDED SECTION 9.9, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** JULY report was shared

**ATTORNEY'S REPORT:** No official report

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

On August 9<sup>th</sup>, KYVL (Kentucky Virtual Library) was notified that the statewide courier had ceased operation. The courier is a third party contract to move Interlibrary Loan materials across the state by public, school and academic libraries. At this point we are having to ship items via the US Postal System, an unanticipated cost in the budget for this year. Preliminary calculations put this at \$365 per month for postage. We are still working out the cost of labels and mailers. KYVL is working to expedite the posting of an RFP through state channels. In addition to the added costs, libraries across the state are trying to find out what happened to materials in transit.

The Florence Branch is in desperate need of a new HVAC system. While we did our best to anticipate this cost when we created the budget in April, it looks like it will cost considerably more as we have uncovered other issues. More information will be shared as it becomes available.

The Community Events Team has begun to work on Adult Programming for retired adults. This is an emphasis for FY2017. They have identified the number of retired adult programs each location will host per month. In addition the team is very interested in starting a series called Creative Aging for both internal and outreach programs. To aid in planning this series the team has created a survey that will be available until September 30<sup>th</sup>. Carrie Herrmann shared the survey with everyone present at the meeting.

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

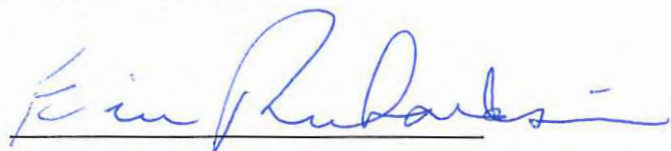
**NEXT MEETING:** Monday, 19 SEPTEMBER at 4pm, at Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:45 pm, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY

Minutes taken by Shawn C. Fry.



Secretary



President

**CALL TO ORDER:** President Eric Richardson called the meeting to order at 4:00pm at the Main on September 19, 2016

**PRESENT:** Eric Richardson, President; Barbara Bardes, Vice-President; Sheree Breitholle, Secretary; Chris Lange, Curt Bessette, Treasurer; Sharon Ellison, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn; CPA Bramel & Ackley, Assistant Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

**PUBLIC COMMENT:**

Two Florence residents spoke about the need to build a new branch near the current Florence branch.

**APPROVAL OF AGENDA:**

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report was distributed through email.

- ✓ **MOTION TO APPROVE THE AUGUST TREASURER'S REPORT AS RECEIVED, SHEREE BREITHOLLE. SECOND, CHRIS BESSETTE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Banking Resolutions:**

Due to new Board Members, BCPL's banking documentation needed to be updated. Signature cards and other documentation we submitted to Board Members for signatures.

**Open Meetings/Open Records/Proof of Receipt:**

"Your Duty Under the Law" has been updated. SPGE's are required to furnish these documents to every Board Member. All Board Members must sign the "Proof of Receipt." Copies were distributed at the meeting for the Board Binder and "Proof of Receipt" was submitted for Board Member signatures.

**Employee Manual Policy Updates:**

Four Employee Manual Policies we submitted to the Board for review—"Termination Policy," "Voting Leave Policy," "Vacation Leave Policy," and "Benefits Policy." Most of the suggested changes were housekeeping issues.

- ✓ **MOTION TO APPROVE PROPOSED AMENDMENTS TO EMPLOYEE MANUAL, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVE UNANIMOUSLY.**

**Cell Tower Lease:**

Landmark, Inc. contacted Carrie Herrmann to discuss purchasing, for 15 years, the cell tower lease at the Scheben Branch. Carrie shared BCPL's monthly rent and expected income as well Landmark's verbal offer for the 15 years. After discussion, the Board directed Carrie to contact Landmark. BCPL is not interested in a formal offer.

**SirsiDynix Update:**

Carrie Herrmann provided an update of the impact of the ILS change on library service. BCPL is on target to go live December 8, 2016.

Lents/Hebron Branch update:

Carrie Herrmann provided an update on the work towards relocating the Lents Branch. She shared information about Huff Realty's strategy for marketing the Lents Branch. She also shared information about the about the September 21, stakeholder and community meetings. Eric Richardson provided information about previous site selection work done by Hayes & Associates on the Hebron location. Carrie Herrmann shared the front page article in Boone County Recorder about the community meeting.

**ACCOUNTANT'S REPORT:** JUNE draft was shared.

**ATTORNEY'S REPORT:** No official report

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann handed out a flyer about the Retired Adult Health Fair, a flyer about programs offered for retired adults through December 31, and game cards developed for retired adults to keep the mind active. She also gave each Board Member a Summer Reading Notebook. Carrie Herrmann highlighted from her report:

She spent two days helping to interview Boone County Success by 6 Manager Candidates. Three candidates were sent forward for a second round of interviews.

Staff Development Day was held September 13<sup>th</sup>. BCPL worked with the YMCA to use the Camp Ernst Lodge for this event. In addition to department meetings and a State of the Library address, Kara Williams of Shoestring Strategies presented a program on dealing with change and the YMCA did a team building exercise for the staff.

BCPL is partnering with SWON to bring a nationally recognized grant training program to Northern Kentucky. The Grantsmanship Center will do a 5 day/40 hour training for local nonprofit agencies in the Greater Cincinnati area at the Main Library. By allowing them to use our facility, we will receive free seats at the training.

Staff from the audit agency (Van Gorder, Walker & Co.) were at the Main Library the week of September 5<sup>th</sup>.

Meeting Room carpet has been replaced at Main, Scheben and Florence. The work on the first floor of Main began the week of September 12<sup>th</sup>. As a reminder we are combining desks to one central point of service and rearranging shelves to bring the collection more front and center and to create some smaller quiet, study areas. The original schedule has the completion date by the first of October, however, we are currently running a week and a half early. As part of this project we were approached about giving our circulation desk to Lee County Public Library. (Lee County is in the process of building a new library. Their building has been condemned. This is a system with a very small budget--\$172,271.)

The Northern Kentucky Education Council contacted me about the possibility of hosting the PNC Mobile Learning Adventure. This is a traveling exhibit aimed at ages 0-5 and their parents/caregivers. It provides an opportunity for parents/caregivers to learn about the importance of early childhood education while engaging in fun activities with their children. It includes 5 interactive stations and parents receive a take home activity book. This is an outdoor exhibit that will be at the Main Library October 1.

BCPL has had a subscription to Tumblebooks for several years. In August 2015, Tumblebooks changed their terms of service so that even linking through our website, the schools could not access the service. The schools used this service in the classroom and recommended that students use it at home. After very vocal complaints, BCPL was invited to pilot a program in the spring that allowed a partnership between schools and public libraries. Our school system loved regaining the access to Tumblebooks. At the end of the pilot, Tumblebooks agreed to continue the program for a price tag. It doubled the cost of our subscription. We spoke to the schools and they agreed to pay \$250 per school that wanted to continue. Twelve of the 14 elementary schools elected to continue.



BCPL now has 20 hotspots to circulate to customers. These hotspots have unlimited data and allow up to 10 devices to connect at one time. We are trying to help our customers who do not have internet access in their homes.

Summer Reading ended August 31<sup>st</sup>. Registration totals are below. We are still running reports and analyzing completion rates.

| Age Group   | 2015  | 2016  | % Change |
|-------------|-------|-------|----------|
| Ages 0-4    | 949   | 1192  | 26%      |
| Grades k-12 | 8839  | 9265  | 5%       |
| Adults      | 2364  | 1909  | 19%      |
| Total       | 12152 | 12366 | 2%       |

#### **Miscellaneous**

Adriana Silva, Florence Branch Youth Services won the SWON Libraries Diversity Scholarship to attend the ABOS conference in October.

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

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

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 1730 pm, CHRIS LANGE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Secretary



President

**CALL TO ORDER:** President Eric Richardson called the meeting to order at 4:03pm at the Main on October 17, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Sheree Breitholle, Secretary; Curt Besette, Treasurer; Sharon Elliston, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley

**PUBLIC COMMENT:** Florence resident spoke about the need to build a new branch at the old Florence Nursery property, near the current Florence Branch.

**APPROVAL OF AGENDA:** The agenda was previously emailed.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, SHEREE BREITHOLLE SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS CORRECTED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for **SEPTEMBER** was distributed through email.

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURER'S REPORT AS RECEIVED, SHEREE BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

#### **BUSINESS:**

**Lents/Hebron Branch:** Carrie Herrmann provided an update of work towards relocating the Lents Branch. The contract with Huff Realty to sell the Lents Branch expires 10/21/2016. BCPL had originally signed a 9 month contract.

- ✓ **MOTION TO EXTEND THE CONTRACT WITH HUFF REALTY FOR 6 MONTHS BARBARA BARDES. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.**

On November 1, Carrie Herrmann and Eric Richardson will meet with Judge Moore, Kevin Costello, Dr. Randy Poe and Jeff Earlywine regarding the Hebron property. There is an opportunity to collocate the Library, a Middle School and a park on the site. *Co-locate*

Library Staff met with HBM and Brandstetter Carroll regarding the stakeholder and community meetings. A draft summary of the information gathered was shared with Board Members and discussed.

**ACCOUNTANT'S REPORT:** Due to audit timing, there were no monthly statements to review.

**ATTORNEY'S REPORT:** Attorney's office returned the annual letter to the auditor.

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

During the Kentucky Library Association Conference, the acting State Librarian presented a report on KDLA. During that report, he announced that KDLA received a 9% cut in funding. In previous years, KDLA had absorbed these cuts without touching state aid. This year, they were given the mandate to pass this cut on to public libraries. So, BCPL will see a 9% cut in state aid. This year we budgeted \$44,788 in state aid. If my math is correct it looks like we will receive \$40,757 this year. 75% will be released by the end of December. 25% will be released in the Spring depending on additional budget cuts to KDLA.

Amanda Hopper, Becky Kempf and Carrie Herrmann will be in Atlanta October 18-21 for a Libraries Transform Communities Training. Kathy Reutman from Boone County Schools will join Library staff for this training.

During late September BCPL experienced quite a bit of connectivity issues. Cincinnati Bell had to replace several key pieces of equipment and pull fiber to replace a wire that had snapped due to being pulled too tight when first installed. In addition, they had some issues with a station in Fairfield, OH that caused issues in Northern Kentucky. As a result, Michael Savarino, IT Manager, is investigating a backup Time Warner Cable internet line that would be able to handle half the speed of our main Cincinnati Bell line. He recommends we use TWC as the backup because it is good practice to have two different types of internet pulled into your building—Cincinnati Bell is fioptrics and TWC is copper. This should be eligible for erate funding.

BCPL received the USAC Funding Commitment Letters for erate this month. For the two wi-fi hotspots designated to Outreach services we will receive \$489,31. For Internet access we will receive \$43,380

Tim Fritz will be attending the ABOS (Association of Bookmobile and Outreach Services) Conference in October with Lisa Sensale, Youth Services Outreach Manager, and Melanie Sperling, Adult Outreach Manager. They will have an opportunity to look at and speak with outreach vehicle vendors. The CCoW is approaching the end of its life. Our current plan is to review options for vehicles, review service priorities and issue an RFP by spring with delivery of the vehicle in FY2018. This will be a capital budget request part in the January midyear budget adjustment and part in the next fiscal year.

During November and December, BCPL will be participating in the state-wide "Drop Your Drawers at the Library" campaign. Libraries across the Commonwealth have partnered with their School Family Resource Centers to provide underwear for students who have accidents at school. We became aware last year that this is an issue for school systems. All underwear collected will stay in Boone County. We will run this very similar to the February Food for Fines initiative.

BCPL is partnering with Florence Rotary to do a Steinfeld Toy Foundation Drive. Steinfeld is a local organization that collects toys for Christmas and distributes them throughout Northern Kentucky. Due to the "Drop your Drawers" campaign in November and December, we will collect toys in October.

Ginger Stapp, Youth Services Associate at Scheben, presented with Belinda Taylor, from Boone County Schools, on our school library partnerships at the Kentucky Library Association (KLA) conference.

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


**NEXT MEETING:** Monday, 21 NOVEMBER at 4pm, at the Scheben Branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:17 pm, SHEREE BREITHOLLE. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.

Minutes taken by Carrie A. Herrmann.



Secretary



President

**CALL TO ORDER:** President Eric Richardson called the meeting to order at 4:00pm at the Scheben Branch on November 21, 2016

**PRESENT:** Eric Richardson, President; Barbara Bardes, Vice-President; Sheree Breitholle, Secretary; Curt Besette, Treasurer; Chris Lange; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

**PUBLIC COMMENT:** No public comment

**APPROVAL OF AGENDA:** The agenda was previously emailed.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, BARBARA BARDES. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for **OCTOBER** was distributed through email.

- ✓ **MOTION TO APPROVE THE OCTOBER TREASURER'S REPORT AS RECEIVED, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Audit:** John Chamberlin from Van Gorder, Walker & Co., Inc. presented the completed audit for the year ending June 30, 2016.

- ✓ **MOTION TO ACCEPT THE AUDIT AS PRESENTED, CURT BESSETTE. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**Tax Refunds:** Taxpayer refunds in excess of \$1,000 are approved by the Board. Levi Strauss & Company requested a refund of \$12,167.76 for the 2015 tax year and \$13,041.12 for the 2014 tax year.

- ✓ **MOTION TO APPROVE THE TAX REFUNDS OF \$12,167.76 AND \$13,041.12 TO LEVI STRAUSS & COMPANY, CURT BESSETTE. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

**Lents/Hebron Update:** Carrie Herrmann and Eric Richardson provided on update on a conversation with Boone County Planning and Zoning and Boone County Schools about future partnership possibilities. Carrie Herrmann provided an update on meetings with the architects regarding the exterior concept for the new building.

**ACCOUNTANT'S REPORT:** Final copy of the June 2016 monthly statement was reviewed.

**ATTORNEY'S REPORT:** Nothing to report

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

On November 7, we became aware that our Continuing Education Credit Card had fraudulent charges in the amount of \$449.12. The card has been cancelled and destroyed. As of 11/17/2016 all fraudulent charges have been credited back to our account and a new card has been issued to BCPL for CE.

BCPL is working with Boone County Schools to offer a Digital Access Library Card to all students. This is a Library card for schools that could be used to access Boone County Public Library's research tools. Digital Access Library Cards would be available exclusively to students in Boone County Schools and

expire on the student's expected graduation date. Digital materials and databases can be accessed with this card 24/7. Physical books, movies and video games cannot be checked out with Digital Access Library Cards, so parents do not have to accept responsibility for materials, worry about fines or sign an application.

SirsiDynix, our new Integrated Library System, will go live on December 8<sup>th</sup>. We will be unable to check in items, place holds, fulfill holds or search our catalog December 5-7. SirsiDynix will have staff onsite for go live just in case we have any issues. We did have to add storage capacity to Portfolio, the system that houses our local history digitized collection. At 1 TB of storage space, we are officially SirsiDynix' largest Portfolio Customer.

Terry Manual has been appointed the State Librarian, KDLA Commissioner. He has been serving as the Interim State Librarian.

A staff team met to look at Outreach vehicle needs. Tim Fritz, Facilities Manager, is now working on some options to present to the team.

The 2017 NKY History Day will be held at the Main Library Saturday, March 25, 2017. The event will most likely will run 8a-2p that day. We should expect approximately 300 registered participants that day. BCPL is a co-sponsor of the event via Local History.


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

**NEXT MEETING:** Monday, 19 DECEMBER at 4pm, at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:40 pm, CHRIS LANGE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary **Vice-President**

  
President

**CALL TO ORDER:** President Eric Richardson called the meeting to order at 4:00pm at Main on December 19, 2016

**PRESENT:** Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, Curt Besette, Treasurer; Sheree Breitholle, Secretary (left early); Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel-& Ackley, Assistant Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

**PUBLIC COMMENT:** No public comment

**APPROVAL OF AGENDA:** The agenda was previously emailed.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, BARBARA BARDES. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report was not distributed, will receive two next meeting.

**BUSINESS:**

**Trustee Recruitment:** Two Trustee appointments expire June 30, 2017—Eric Richardson and Sheree Breitholle. 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 will need to submit a total of four names, two for each position. Carrie Herrmann suggested the following timeline:

1. January 2, 2017 to February 15, 2017: Posting period announcing application opportunity (website, Library Newsletter, press release, paid Facebook ad and Twitter). Available at all service desks at all locations and from link on the website
2. February 6, 2017: Informational meeting at 4:00 pm at the Main Library. Led by Lucinda Chandler, Regional Librarian
3. February 15, 2017: Application deadline
4. February 20, 2017: Board reviews the applications and selects names to forward to KDLA.
5. February 24, 2017: Deadline to Send names to KDLA
6. March 2017: KDLA sends names to County Judge Executive
7. June 2017: Fiscal Court makes appointment
8. July 17, 2017: New members take Oath of Office

**Lents/Hebron Branch update:** Carrie Herrmann provided an update on a meeting with the architects for the Hebron Branch. The Board recommended that we have a display case similar to the entry at the Scheben Branch at the new location.

**Aspirations Exercise:** In October, three members of BCPL staff attended the Harwood Institute for Public Innovation to be trained as facilitators of community conversations. One of the tools learned at the training was the Aspirations Exercise. Carrie Herrmann led the Board through this exercise.

**ACCOUNTANT'S REPORT:** Final copy of July, August, September and October financial statements were shared.

**ATTORNEY'S REPORT:** Proposed amendment to the process of selection of board, would give Judge Executive the ability to reject a board of trustee they find unsuitable and appoint their own board of trustees.

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

BCPL is working with Boone County Schools to offer a Digital Access Library Card to all 21,000 students. In addition we will offer all 1600 Boone County Schools teachers a teacher card. We are working on a design for

the Library cards (to distinguish them from full access cards). The schools are working to generate a list for us to add to our database.

SirsiDynix, our new Integrated Library System, went live on December 8<sup>th</sup>. I want to publicly thank the implementation team that has worked for the last year to make this happen: Sue Judy, Jennifer Gregory, Pat Yannarella, Bridget Striker, Michael Savarino, Mike Allison, Rich Webster, Amanda Hopper, and Shawn Fry. We are still working through a few data migration issues and tweaking the system. There are also four components that will go live in January.

BCPL received a Kentucky Local History Trust Fund grant from the Kentucky Historical Society in the amount of \$500. This grant is to help BCPL preserve the collection of the Rabbit Hash Historical Society. This was the first year this grant was offered and according to the award letter they received nearly \$50,000 in grant requests (37 projects) and had one-fifth of that amount (about \$9,700) available to distribute. All of the applications were for very worthy projects—because of available funds, most grant recipients are receiving partial funding. (We initially asked for \$1000.) At the moment we are not allowed to announce this grant.

She attended the Library Director Summit at the beginning of December. The theme this year was sustainability. More specifically, we talked about the "triple bottom line" of people, planet and finances. This was an excellent conference.

Native American Day had 553 attendees at the Main Library. On December 7<sup>th</sup> we hosted three World War II veterans in a panel discussion about their service at the Main Library. (The fourth veteran was unable to attend due to a fall injury.) This program had 532 people in attendance. Walton Branch participated in the community event Christmas on Main on December 2. The Branch saw over 800 people during this event.

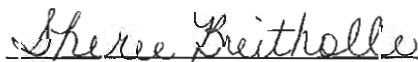
Due to high attendance numbers at the Walton Branch, they will be adding an additional early literacy Family Storytime in January.

REGIONAL LIBRARIAN'S REPORT: No December report.

**NEXT MEETING:** Monday, JANUARY 16 at 4pm, at Florence Branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:34 pm, CHRIS LANGE. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm in Florence on January 16, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, Curt Bessette, Treasurer; Sheree Breitholle, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn; CPA Bramel & Ackley; Carrie Herrmann, Director, Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA: The agenda was previously emailed.

- ✓ MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES.  
SECOND, CHRIS LANGE APPROVED UNANIMOUSLY

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

- ✓ MOTION TO APPROVE THE MINUTES AS RECEIVED, SHEREE BREITHOLLE.  
SECOND BARBARA BARDES APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Reports for November and December 2016 were emailed to Board Members.

- ✓ MOTION TO APPROVE THE NOVEMBER AND DECEMBER TREASURERS' REPORTS AS RECEIVED, SHEREE BREITHOLLE. SECOND, CURT BESSETTE APPROVED UNANIMOUSLY

ACCOUNTANT'S REPORT: November financial statement was shared.

BUSINESS:

Lents/Hebron Branch update: Don Volland, Huff Realty, provided an update on progress towards selling the Lents Branch. He reviewed offers received and recommendations to increase "curb appeal." Carrie Herrmann provided an update on a meeting with the architects for the Hebron Branch, including the building design progress.

Mid-year Budget Adjustment: Proposed budget adjustments for the FY2017 Capital Projects Budget and Operating Budget were shared

- ✓ MOTION TO APPROVE MID-YEAR <sup>CAPITAL</sup> ~~CAPITAL~~ ADJUSTMENT, PENDING VEHICLE <sup>2</sup> INFORMATION, BARBARA BARDES. SECOND CURT BESSETTE APPROVED UNANIMOUSLY
- ✓ MOTION TO APPROVE MID-YEAR OPERATIONS ADJUSTMENT AS PRESENTED, BARBARA BARDES. SECOND SHEREE BREITHOLLE APPROVED UNANIMOUSLY

ATTORNEY'S REPORT: Report on signing of contracts related to Hebron Branch work.

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted:

We have joined ALA's Libraries Transform campaign for 2017. The initiative utilizes edgy, unexpected statements to increase public awareness of the value, impact and services provided by libraries. We are



putting a little twist on ALA's campaign by incorporating our Discover branding into all of the Libraries Transform messages we use. For example:

- Discover Boone County Public Library because you can download an ebook at 3 a.m. without getting out of bed.
- Discover Boone County Public Library because the money you save on borrowing books can be spent on other things.
- Discover Boone County Public Library because she isn't falling asleep until you read her a bedtime story.
- Discover Boone County Public Library because there is not a single source for information (sorry Wikipedia).
- Discover Boone County Public Library because who knows what you'll find between the covers.

Walton had 99 people attend the Newport Aquarium's "Penguin Encounter."

Scheben hosted two Family Programs in December. The first being 'Tis the Season, where Santa visited after a reading of 'Twas the Night before Christmas. Families could do various crafts, eat a delicious cookie and get a picture with Santa and Mrs. Claus. 224 people attended 'Tis the Season. The second Family Event was Noon Year's Eve. 245 people attended Noon Year's Eve.

In January, the Florence Branch is adding a new recurring program--NKY Conversation Club. This group meets every Wednesday. The description from our newsletter is, "Come practice your English with fluent English speakers! This is a relaxed, conversational setting for adults learning English to practice and improve. All levels welcome."

This compliments a recurring program at the Scheben Branch—Spanish Conversation Group. "For people studying Spanish as well as those passionate about the language. All skill levels are welcome! Presented in partnership with Gateway Community College."

REGIONAL LIBRARIAN'S REPORT: Emailed to board members

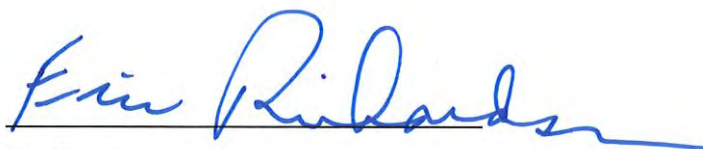
NEXT MEETING: Monday, FEBRUARY 20 at 4pm, at Main.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:08 pm, CHRIS LANGE. SECOND, CURT BESSETTE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main Library on February 20, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, Sheree Breitholle, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Lucinda Chandler, KDLA

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA: The agenda was previously emailed.

- ✓ MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES.  
SECOND, SHEREE BREITHOLLE APPROVED UNANIMOUSLY

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

- ✓ MOTION TO APPROVE THE MINUTES AS AMENDED, SHEREE BREITHOLLE.  
SECOND CHRIS LANGE APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Reports for January 2017 was emailed to Board Members.

- ✓ MOTION TO APPROVE THE JANUARY TREASURERS' REPORTS AS RECEIVED, BARBARA BARDES. SECOND, CHRIS LANGE APPROVED UNANIMOUSLY

BUSINESS:

Policy Review: The Department of Local Government highly recommends that the "Protection of Personal Information Policy" be reviewed annually. No changes were recommended at this review.

Lents/Hebron Branch update: Carrie Herrmann reported on discussions with the County regarding zoning on the Lents Branch Property and access to that property. Don Volland, Huff Realty, presented an offer for the Lents Branch to the Board. After some discussion, it was decided to vote on this offer at the March meeting. An offer received in early February was discussed.

- ✓ MOTION TO REJECT OFFER TO PURCHASE THE LENTS BRANCH, CHRIS LANGE.  
SECOND BARBARA BARDES. APPROVED UNANIMOUSLY

Carrie Herrmann provided an update on a meeting with the architects for the Hebron Branch, including the building design progress. She also updated the Board on a meeting with engineers from the architectural firm, the County, Kentucky Transportation Cabinet and Sanitation District #1.

Sponsorships: Per BCPL's policy "Sponsorships with a cash contribution in excess of \$2,500 require Board approval. BCPL has been offered two sponsorships: (1) Duke Energy has offered a \$5,500 sponsorship to help pay for Extreme Deep. This is a traveling exhibit due to arrive in September 2017. And (2) BB&T has offered us a \$4,300 sponsorship to help pay for marketing materials for the Summer Reading Program. The program runs June 1 to August 31, 2017.

- ✓ MOTION TO APPROVE THE DUKE SPONSORSHIP, SHEREE BREITHOLLE.  
SECOND BARBARA BARDES. APPROVED UNANIMOUSLY
- ✓ MOTION TO APPROVE THE BB&T SPONSORSHIP, SHEREE BREITHOLLE. SECOND  
CHRIS LANGE. APPROVED UNANIMOUSLY

Trustee Applications Reviewed: Two Trustee appointments expire June 30, 2017. Two names must be submitted for each position. The Kentucky Department for Libraries and Archives (KDLA) has requested that names of potential Trustee appointments be sent to them 90 days prior to the expiration of the incumbent's term of service. Applications were reviewed. Eric Richardson excused himself from the room for the discussion.

- ✓ MOTION TO SUBMIT CANDIDATES G AND I AS POSSIBLE REPLACEMENT FOR SHEREE BREITHOLLE WITH CANDIDATE O AS AN ALTERANTE, CHRIS LANGE. SECOND SHEREE BREITHOLLE. APPROVED UNANIMOUSLY
- ✓ MOTION TO SUBMIT CANDIDATES Q AND N AS POSSIBLE REPLACEMENT FOR ERIC RICHARDSON WITH CANDIDATE M AS AN ALTERANTE, BARBARA BARDES. SECOND SHEREE BREITHOLLE. APPROVED UNANIMOUSLY

ACCOUNTANT'S REPORT: December financial statement was shared.

ATTORNEY'S REPORT: No report

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted:

On January 27th, Becky Kempf and Carrie Herrmann met with Judge Moore, Jeff Earlywine, Karen Chesser, Kathy Reutman, Robert Storer and other representatives from county government and organizations regarding a combined Boone County communication effort. Judge Moore was impressed with our e-newsletter and arranged a demo with CERKL for the group. There are currently two options available to the group for a county-wide effort: each organization has its own subscription to CE RKL with a "mother" subscription that pulls information into one newsletter; or the entire county has one subscription with a shared cost and shared contact emails.

In this year's budget we included 4 new positions. Three of the positions have been advertised and hired—Local History Librarian, Applications Administrator to oversee SirsiDynix, and a Facilities Assistant. We will begin work on the 4<sup>th</sup> position (writing the job description, advertising and interviewing) in March.

We finally figured out the issue with Scheben's parking lot lights. The poles were not sealed to keep rain/snow out. During cold nights the moisture would freeze and the lights would not come on. LED lights do not put out a lot of heat. The old lights did not need to be sealed due to the heat output.

We will be rearranging our booksale room at Main with the intent to open the booksale room with regular hours throughout the week beginning in July.

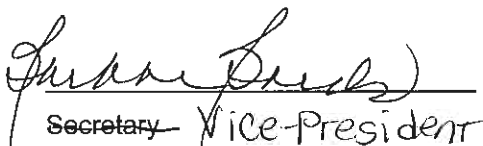
Over the next two months we will be releasing 5 bids for work: (1) HVAC System for the Florence Branch; (2) LED Light replacement Project (This has become an accelerated project. Rebates on LED light projects will reduce considerably in May. We want this project in process to take advantage of the rebates.); (3) Community Center on Wheels; (4) New Carpet for the Florence Branch; (5) Parking lot asphalt overlay at the Florence Branch

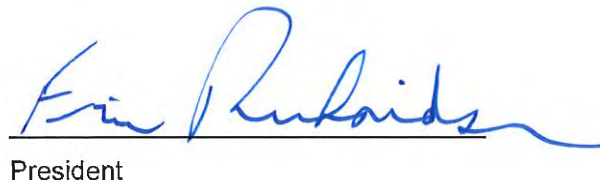
REGIONAL LIBRARIAN'S REPORT: Emailed to board members.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:17 pm, CHRIS LANGE. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

  
~~Secretary~~ Vice-President

  
 President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at Main on March 20, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, ~~Sherice Breitholtz~~, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director; Tim Fritz, Facilities Manager

PUBLIC COMMENT: No comment

On February 21st, Board Member Curt Bessette passed away unexpectedly. Eric Richardson recognized Curt's contribution to the Board with a Moment of Silence.

APPROVAL OF AGENDA: The agenda was previously emailed

- ✓ MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES.  
SECOND, CHRIS LANGE APPROVED UNANIMOUSLY

MINUTES: Minutes of the February meeting, emailed to Board members.

- ✓ MOTION TO APPROVE THE MINUTES AS RECEIVED, CHRIS LANGE.  
SECOND, BARBARA BARDES APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Report was distributed.

- ✓ MOTION TO APPROVE THE TREASURER'S AS RECEIVED, BARBARA BARDES. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY

BUSINESS:

Florence Branch discussion: A presentation by Florence City Councilman Duane Froelicher and realtor Don Volland regarding the Florence Branch.

Officer Election: BCPL's position of Treasurer was vacant. According to the Board Bylaws, in the event of a vacancy in the offices of Vice-President, Secretary or Treasurer, the unexpired term should be filled by a vote at the next regular meeting after the vacancy occurs.

- ✓ MOTION TO NAME CHRIS LANGE AS TREASURER. BARBARA BARDES. SECOND, ERIC RICHARDSON, APPROVED UNANIMOUSLY

Policy Review: Carrie Herrmann presented a policy to make BCPL a Smoke and Tobacco Free Campus. She recommended changing the current Smoking Policy, which does not allow smoking inside BCPL locations to a Smoke and Tobacco Free Campus Policy.

- ✓ MOTION TO CHANGE SMOKING POLICY TO NON-SMOKING FACILITIES. CHRIS LANGE.  
SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

Lents/Hebron Branch: An update of work towards relocating the Lents Branch. The Board reviewed two offers for the Lents Branch.

- ✓ MOTION TO REJECT BOTH OFFERS FOR THE FORMER LENTS BRANCH. BARBARA BARDES. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY

Meeting Dates: A discussion of the April meeting date.

Trustee Applications Review: Two Trustee appointments expire June 30, 2017. Two names must be submitted for each position. The Kentucky Department for Libraries and Archives (KDLA) has requested that names of potential Trustee appointments be sent to them 90 days prior to the expiration of the incumbent's term of service. Applications were reviewed.

- ✓ MOTION TO AMEND SENDING CANDIDATES G AND I APPROVED AT THE LAST MEETING TO REPLACE CURT BESSETTE'S VACATED SEAT IMMEDIATELY. CHRIS LANGE. SECOND BARBARA BARDES. APPROVED UNANIMOUSLY
- ✓ MOTION TO SEND CANDIDATES Q AND O TO FILL SHERREE BREITHOLLES'S POSITION AND CANDIDATES M AND N TO FILL ERIC RICHARDSON'S POSITION, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY

ACCOUNTANT'S REPORT: January and February statement was shared.

ATTORNEY'S REPORT: Nothing to report at this time

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted:

BCPL received a \$3,500 "Summer of STEM" mini-grant from the Greater Cincinnati STEM Collaborative for a 3D printer club at the Florence Branch. This grant will allow us to purchase two 3D printers and filament, along with tools for those 3D printers, and snacks for participants.

Local History is working on developing a partnership with Rising Sun, Indiana. The department has linked several Boone County families and slaves active in the Underground Railroad to Rising Sun. The hope is to continue the research and to offer a bus tour in the fall that covers sites in Boone County and Rising Sun.

Currently, KDLA and KYVL are saying that the statewide courier service will resume July 1.

The storm that hit Boone County March 1 caused damage at Main, Scheben, Florence and Walton. Main and Florence both developed leaks in multiple places. Scheben lost the top of an outside light. Walton's cupola shifted 6 inches. We are currently working with the insurance company and contractors. The initial estimate for Walton is \$9,204.48 in damage. BCPL's deductible is \$2,500. Depreciation applied to this building is \$733.36. The insurance company will issue a check for \$5,970.92 to get us started on the work. They expect that the amount of damage will increase by 30-40% once we open the cupola up and see everything.


The bid packet for the HVAC system is currently available. Opening the bids will take place Friday, April 7 at 11:30 am.

REGIONAL LIBRARIAN'S REPORT: Emailed to board members

NEXT MEETING: Monday, April 17 at 4pm, at the Walton Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:45 pm, CHRIS LANGE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at <sup>Walton</sup> Main on April 17, 2017

OATH OF OFFICE: Barbara Hill took the Oath of Office to fill the unexpired term vacated by Curt Bessette.

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, Treasurer; Sheree Breitholle, Secretary; Barbara Hill; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Assistant Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director; Lucinda Chandler, KDLA

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA: The agenda was previously emailed

- ✓ MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES. SECOND, SHEREE BREITHOLLE APPROVED UNANIMOUSLY

MINUTES: Minutes of the March meeting, emailed to Board members.

- ✓ MOTION TO APPROVE THE MINUTES AS CORRECTED, BARBARA BARDES SECOND, SHEREE BREITHOLLE APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Report was distributed through email

- ✓ MOTION TO APPROVE THE TREASURER'S AS RECEIVED, BARBARA BARDES. SECOND, SHEREE BREITHOLLE, APPROVED UNANIMOUSLY

BUSINESS:

Florence HVAC Bid: BCPL opened HVAC bids for the Florence Branch on 7 April 2017. A discussion about the bids received.

- ✓ MOTION TO APPROVE CONTRACT WITH TRANE, SHEREE BREITHOLLE. SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

Lent/Hebron Branch update: An update of work towards relocating the Lents Branch.

- ✓ MOTION TO TERMINATE EXISTING AGREEMENT WITH CURRENT REALTOR AND THEN TO FIND A NEW REALTOR. SHEREE BREITHOLLE. SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

Florence Branch update: A discussion of information related to the Florence Branch

Energy Report: BCPL has been working with ZH Consulting to make each location more energy efficient. A report was presented showing our efforts, cost savings realized, and future plans.

ACCOUNTANT'S REPORT: No report

ATTORNEY'S REPORT: No report

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted:

We received word that our application to add BCPL's Underground Railroad Tour to the National Parks Service (NPS) Network to Freedom program has been accepted. There were several outcomes to this acceptance:

- o We will be listed on the website at <https://www.nps.gov/subjects/ugrr/index.htm>
- o BCPL will be recognized as a National Underground Railroad Research Facility.
- o BCPL's UGRR project will become a site model for the Kentucky/Ohio/Indiana region and through NPS sponsored grant projects, BCPL will manage NTF project applications from smaller regional

organizations. In addition, through NPS expertise and support it is hoped that BCPL UGRR initiatives will garner funding from other regional and federal sources.

PR has set up an online store for BCPL shirts. There are three types: Summer Reading; Discover; and Libraries Transform. Staff may order at any time and pay online. Orders are shipped when we reach a certain threshold. You can view the store at <https://www.co-store.com/bcplstore>

You may be aware that the proposed Federal Budget includes the elimination of funds for the Institute of Museum and Library Services. Terry Manual, our State Librarian, has provided a list of projects, services and miscellaneous items in Kentucky that funding from IMLS supports. This list does not include construction grants given to libraries to build, upgrade or remodel facilities; and grants offered directly from IMLS to libraries.

- Summer Reading workshops and support
- Technology and E-Rate support
- Public Library Institute
- New Director's Orientation
- Training Workshops and webinars for public library staff
- Public Library Trustee training webinars
- School Ready Library—early literacy training
- STEM & 21<sup>st</sup> Century Learning Skills/Youth Services Support
- Graduate School Tuition Reimbursement Grant
- Connectivity fees (online discussion & meeting rooms, web access)
- Resources for public library use (Books, audiobooks, video recordings, eBooks, downloadable audiobooks, kit manipulatives, etc.)
- Online cataloging tools and resources
- OCLC integrated library system for cataloging and acquisitions of materials
- OCLC Interlibrary Loan Group Services fees
- Postage and shipping costs for circulation of materials to public libraries
- Online databases (Kentucky Encyclopedia Online and KYVL Databases/resource sharing)
- Hindenburg Recording Software (For recording talking books by Kentucky authors or of local interest)
- Agreement with Philadelphia library to provide braille books to Kentucky patrons
- Postage for talking book materials that cannot be shipped free
- Full or partial salaries for 31 KDLA staff.

Work is ongoing on the cupola at the Walton Branch.

BCPL hosted the 24<sup>th</sup> annual NKY History Day on March 25<sup>th</sup>. This was the first year the event was not held at NKU. The day was very successful and it may be held at Main next year as well. 213 people attended the program.

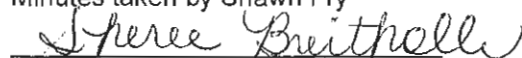
We have the last surviving WWII Doolittle Raider, Lt. Col. Richard Cole, coming for two presentations on April 19<sup>th</sup> at the Main Library. Lt. Col. Cole is nearing 102 years old and it is very difficult to book an event with him. We are honored that he will be able to visit Boone County for the day.

REGIONAL LIBRARIAN'S REPORT: Emailed to board members.

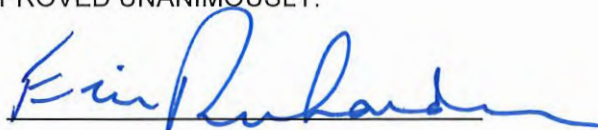
NEXT MEETING: Monday, 15 May at 4pm, at Main.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:55pm, CHRIS LANGE. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at Main on May 15, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, Treasurer; Sheree Breitholle, Secretary; Barbara Hill; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn; CPA Bramel & Ackley, Carrie Herrmann, Director, Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director; Tim Fritz, Facilities Manager; Matt Smith, Attorney Ziegler and Schneider

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA:

- ✓ MOTION TO APPROVE THE AMMENDED AGENDA, BARBARA BARDES. SECOND, SHEREE BREITHOLLE, APPROVED UNANIMOUSLY

FOUNDATION PRESENTATION:

Information sharing session.

MINUTES: Minutes of the April meeting, emailed to Board members.

- ✓ MOTION TO APPROVE THE MINUTES AS CORRECTED, SHEREE BREITHOLLE SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Report was distributed.

- ✓ MOTION TO APPROVE THE TREASURER'S AS RECEIVED, BARBARA BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY

ACCOUNTANT'S REPORT: Financial statements from March shared.

BUSINESS:

Energy Audit: Tim Fritz provided information to the board about BCPL's energy audit. .

Lent/Hebron Branch update:

- ✓ MOTION TO APPROVE REQUEST FOR PROPOSAL FOR OPENING DAY COLLECTION, CHRIS LANGUE. SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

FY 2018 Budget: Drafts versions of the Operating and Capital Budget were presented to the Board. Suggestions were made by Board members. A final version of both budgets will be presented to the Board in June.

ATTORNEY'S REPORT: Discussion of attorney engagement. A letter will be presented to the Board at the June meeting.

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted:

Staff Development Day was held May 4<sup>th</sup> from 8:00 am to Noon at the Main Library. We had staff presentation on customer services, early childhood initiatives, serving retired adults and summer reading. I also presented on the state of the library, covering major projects the library will be involved in over the next year. The Library opened at 1pm that day.

KDLA will hold a public hearing on May 24<sup>th</sup> regarding changes to the certification process. I have been very vocal about the need to update certification. I plan to attend. You can see the proposed changes at <http://www.lrc.state.ky.us/kar/725/002/070reg.htm> and <http://www.lrc.state.ky.us/kar/725/002/060reg.htm>



Work was completed on the cupola at the Walton Branch. The insurance company estimated \$9200 to repair the structure. The actual cost was just under \$13,000. We have submitted pictures and invoices requesting additional money from the insurance company.  
A total of 500 people attended the two Holocaust survivor programs.

A total of 1,019 people attended the two talks presented by the last surviving Doolittle Raider.

The Summer Reading Program for all ages begins June 1.

REGIONAL LIBRARIAN'S REPORT: Regional Librarian's report was emailed to the Board.

NEXT MEETING: Monday, June 19 at 4pm, at Main.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1655pm, CHRIS LANGE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Sheree Breitholle

Secretary

Kari Rubenstein

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at Main on Jun 15, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Chris Lange, Sheree Breitholle, Secretary; Treasurer; Barbara Hill; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn; CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA:

- ✓ MOTION TO APPROVE THE AMMENDED AGENDA, BARBARA BARDES.  
SECOND, SHEREE BREITHOLLE, APPROVED UNANIMOUSLY

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

- ✓ MOTION TO APPROVE THE MINUTES AS CORRECTED, SHEREE BREITHOLLE  
SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Report was distributed.

- ✓ MOTION TO APPROVE THE TREASURER'S AS RECEIVED, BARBARA  
BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY

ACCOUNTANT'S REPORT: Statements from March were shared.

BUSINESS:

Energy Audit: Information provided to the board.

Lent/Hebron Branch update:

- ✓ MOTION TO APPROVE REQUEST FOR PROPOSAL FROM BAKER & TAYLOR  
FOR HEBRON BRANCH OPENING DAY COLLECTION, BARBARA HILL.  
SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

FY 2018 Budget: Suggestions from the May Board Meeting were incorporated into the draft FY2018 capital and operating budget.

- ✓ MOTION TO APPROVE OPERATING BUDGET AS PRESENTED, SHEREE  
BREITHOLLE. SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY
- ✓ MOTION TO APPROVE CAPITAL BUDGET AS PRESENTED, SHEREE  
BREITHOLLE. SECOND, BARBARA BARDES, APPROVED UNANIMOUSLY

ATTORNEY'S REPORT: Work has begun to acquire easements for the sanitary sewer line at the Hebron Branch.

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted:

BCPL has partnered with Boone County Schools and Boone County Alliance to apply for a grant from Aetna to provide programs for "Relatives Raising Relatives." This is a two year grant worth \$20,000.

Sherri Slavey and Carrie Herrmann attended the Public Hearing regarding changes to library employee certification. They were very vocal about the changes.

The Kentucky Virtual Library (KYVL) is implementing a new funding formula to begin FY2019. The new formula for public libraries is \$1,000 + (\$0.05 per estimated county population) + (1% of materials expenditure as reported in the annual report). For BCPL, our annual cost should be \$16,389. We currently pay \$18,830. However, we will not see a decrease in our cost. The letter that accompanied the information stated that no one would pay less.

KDLA requested that BCPL house the Regional Librarian for Northern Kentucky. We have been able to accommodate that request.

The Northern Kentucky Health District has received a grant to provide free naloxone kits and training. They offered to train BCPL staff and to provide kits for all BCPL facilities. Carrie Herrmann declined the offer.

REGIONAL LIBRARIAN'S REPORT: Regional Librarian's report was previously emailed to the Board.

NEXT MEETING: Monday, July 26 at 4pm, at Main.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1655pm, CHRIS LANGE. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
~~Secretary~~

  
President