

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at Main on July 26, 2017

OATH OF OFFICE: Administered to Eric Wolff by Debra Pleatman

PRESENT: Eric Richardson, President; Chris Lange, Treasurer; Eric Wolff; 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

APPROVAL OF AGENDA:

- ✓ MOTION TO APPROVE THE AGENDA, ERIC WOLFF. SECOND, ERIC RICHARDSON, APPROVED UNANIMOUSLY

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

- ✓ MOTION TO APPROVE THE MINUTES AS, ERIC WOLFF. SECOND, ERIC RICHARDSON, APPROVED UNANIMOUSLY

TREASURER'S REPORT: The Treasurer's Report was not distributed.

BUSINESS:

Conflict of Interest: In accordance with Board Conflict of Interest and Trustee Ethics^S Policy, said policies were distributed to the Board and receipt acknowledged. The Disclosure Statement was distributed to the Board for an annual update

KPLA Institutional Membership: BCPL received the Kentucky Public Library Association Institutional Membership invoice. The Board discussed if BCPL should pay for an Institutional Membership.

- ✓ MOTION TO DECLINE TO PAY KPLA INVOICE, ERIC RICHARDSON. SECOND, ERIC WOLFF, APPROVED UNANIMOUSLY

CCOW RFP: Copies of the CCOW Replacement RFPs were previously shared with the Board. A discussion ensued about each RFP.

- ✓ MOTION TO ENTER INTO CONTRACT NEGOTIATIONS WITH LDV, IF UNABLE TO MEET TERMS THEN NEGOTIATE WITH FARBER FOR REPLACEMENT OF CCOW, ERIC RICHARDSON. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY

Lent/Hebron Branch update: Brandstetter Carroll supplied a matrix of LEED certification eligible design decisions for the Hebron location. As designed the building is LEED Basic. Three more points would achieve LEED Silver certification. Discussion ensued about budget for building.

ACCOUNTANT'S REPORT: Statements from May were distributed.

ATTORNEY'S REPORT: Reported on work towards acquiring easements for sanitary sewer line at the Hebron Branch.

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted: BCPL has been designated a LiveWell NKY Worksite: Level Silver. After we made the announcement that we would become a Smoke and Tobacco Free Campus, LiveWell NKY asked us to apply for this designation. The fact that we also offer several wellness benefits through our health insurance, participated in the NKY Chamber Wellness Challenge this year, and offer the staff a walking program on paid time, we received the Silver level.

At its last meeting, the State Board for the Certification of Librarians decided to withdraw the amendments to 725 KAR 2:060 (Initial certification). Due to the comments received during the public comment period, it was determined that these regulations required further study and consideration. The Certification Board is moving forward with the amendments to 725 KAR 2:070 (Certification Renewal), which received no critical comments.

KDLA offered a grant to all Kentucky Public Libraries starting or renewing their Kentucky Virtual Library database membership this year. Utilizing federal grant monies, KDLA will pay the first \$1,000 of our KYVL membership.

We were surprised to receive a letter from the county informing us BCPL was late in filing our Non-Employee Transmittal Form for 2016. We have never filed this form in the past and did not receive notification that this was required this year. Evidently, the county is now requiring this form and all 1009s we issue to pick up any income earned in Boone County that may be taxable. Stephanie Huhn helped us with this issue.

Florence was closed July 1-15 for new HVAC work, new carpet and parking lot resurfacing. Now that this work is complete we will look at the roof.

Our current Early Literacy Specialist is moving out of state. We have taken this opportunity to rewrite the job description and requirements. The newly revised position will require at least a bachelors in Early Childhood Education.

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

NEXT MEETING: Monday, ~~September 18~~ ^{August 14} at 4pm, at Main.

ADJOURNMENT: MEETING adjourned 600pm, ERIC WOLFF. SECOND, CHRIS LANGE. 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 August 21, 2017

OATH OF OFFICE: Eric Richardson took the Oath of Office for his second term.

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

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA:

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

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

- ✓ MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

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

ACCOUNTANT'S REPORT: Statements from June financial statement draft were shared. A final version will be approved after the audit is complete

BUSINESS:

Florence Branch: An update on the HVAC work and new carpet installed this fiscal year.

Election of Officer: Nomination of a new secretary for the Library Board of Trustees.

- ✓ MOTION TO ELECT BARBARA HILL TO SECRETARY OF THE BOARD, ERIC RICHARDSON. SECOND BARBARA BARDES. APPROVED UNANIMOUSLY.

Accountant Letter of Engagement: Reviewed the updated letter of engagement from Bramel & Ackley for FY2017.

- ✓ MOTION TO ACCEPT ENGAGEMENT LETTER, CHRIS LANGE. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

KDLA Annual Report: Review and discussion of the key points of BCPL's 2017 KY Annual Report.

- ✓ MOTION TO APPROVE THE ANNUAL REPORT, BARBARA BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

Tax Rate: Stephanie Huhn presented BCPL's tax rate history and budget projections based on the current tax rate, the compensating rate, and the 4% increase rate.

- ✓ MOTION TO ADOPT A PERSONAL TAXRATE OF 5.2 CENTS PER \$100 OF ASSESSED VALUE FOR FY2017/2018, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.
- ✓ MOTION TO ADOPT A REAL TAXRATE OF 5.28 CENTS PER EVERY \$100 OF ASSESSED VALUE FOR FY2017/2018, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.
- ✓ MOTION TO ADOPT AN AUTO/WATERCRAFT TAXRATE OF 3 CENTS PER EVERY \$100 OF ASSESSED VALUE FOR FY2017/2018, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Lent/Hebron Branch update: Carrie Herrmann provided an update on reaction to the blog she wrote in early August about the new Hebron Branch. Discussed the timeline for the project going out to bid.

ATTORNEY'S REPORT: Work on easements continues for the Hebron location.

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted that the annual audit has been scheduled for September 18-20th. Currently, BCPL uses CERKL as our email newsletter. After some discussion, we have decided to collaborate with both the County and Boone County Schools on a CERKL newsletter. This will increase our email list from 11,000+ to 50,000+. Carrie received two Open Records Requests: 1) August 9th footage of the parking lot at the Main Library, a customer's car window was broken out and items stolen. We were able to supply footage of her car arriving, but have no footage of the crime. 2) August 15th footage of the bike rack area at the Florence Branch, a bike was stolen. We do not have a clear shot of this area on any security camera.

We are having a few issues with the construction of the new Kroger on 42 in Union. On 3 occasions, since the excavation began, water has entered the Scheben Branch. On Friday, July 28th, the latest occurrence, we had water enter the side doors during a heavy rainfall. The water was very muddy, indicating that it had run off from an area with no vegetation to hold the mud from running off. Tim Fritz met with a representative of Turbull-Wahlert, the company building Kroger. A look at the site revealed the fact that the topography features of the corner of the lot nearest to the Scheben Branch had been changed so that there was considerably more runoff being directed toward the library, which had not been the case previously when there was a small pond on that corner of the Kroger property. Tim reviewed the final drawing of the contours of the property when construction is completed. It would appear that if the contours as detailed are followed, the high point of their property will be much closer to the property line resulting in most of the run off being directed toward their newly installed retention ponds. It would appear, that the new contours would result in less runoff in our direction than prior to the construction. Unfortunately, they are not sure when this will occur as the project has been delayed by rain and weather.

Beginning August 30th, the children's area at the Scheben Branch will be closed to the public as we work on the addition of early literacy interactives. In order to make this fit into the space, we have to rearrange the shelving. It will reopen September 5th. Now that the HVAC system has been replaced at the Florence Branch, we have had a roof survey completed. We will be reviewing that survey to determine what needs to be done with the roof.

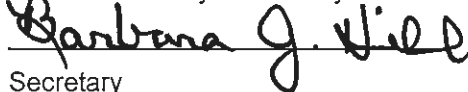
Family Nature Day was one of the best programs this month, with over 725 people in attendance and lots of positive feedback. In September, Jim "Pee Wee" Martin will speak about his experience in WWII. He was one of the first servicemen to parachute onto Utah Beach, Normandy the day before D-Day. Due to the anticipated size of the event, BCPL is partnering with the Florence Baptist Church to host the event at their Mt. Zion location. They have seating for up to 1400 people and parking to accommodate an event of this size. Florence Baptist is donating the location for the event at no cost. In October "Extreme Deep," a traveling exhibit, will open at the Main Library. In December, "Science in Play2Go," a traveling exhibit, will open at the Scheben Branch. In November 2018, BCPL will host "Patriot Nations: Native Americans in our Nation's Armed Forces," a traveling exhibit.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarians report was previously emailed to the Board.

NEXT MEETING: Monday, September 18 4pm, at Main.

ADJOURNMENT: MEETING adjourned 540pm, CHRIS LANGE. SECOND, BARBARA HILL.
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 September 18, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Barbara Hill; Eric Wolff; 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 AMENDED AGENDA, BARBARA BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

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

- ✓ MOTION TO APPROVE THE MINUTES AS, BARBARA HILL. SECOND, ERIC WOLFF, APPROVED UNANIMOUSLY.

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

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

BUSINESS:

CD Signature cards: Representatives from BB&T were present to explain paperwork and get signatures to invest funds in new CDs.

Policy Review: Proposed changes to the Meeting Room Policy were presented to the Board.

- ✓ MOTION TO ACCEPT SUGGESTED CHANGES, BARBARA HILL. SECOND, ERIC WOLFF, APPROVED UNANIMOUSLY.

Branch Update: Still completing the renovation of the Youth Services area at the Scheben Branch. The shelving was rearranged to make room for an interactive early literacy area. The interactives were installed September 18th. The signage is the next phase of the project. We are reviewing the roof survey at the Florence Branch and waiting on a second one. The Hebron Location construction project went out to bid on September 14th. The bid opening is October 12th at 2 pm.

Foundation: A discussion related to setting up a foundation.

ACCOUNTANT'S REPORT: statements from August financial statement not shared, waiting on the audit report. Auditors will present in November.

ATTORNEY'S REPORT: A short report on the state of CERS.

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

The annual audit has been scheduled for September 18-20th. She received a letter from the Office of State Budget Director detailing the proposed rates for the County Employment Retirement System (CERS) to take effect July 1, 2018. If adopted, our rate will go from 19.18% to 28.86%. This is a 50.47% rise in rates and will cost the Library just over \$250,000 additional funds for retirement at current staffing levels.

The team reviewing *Teen Vogue* as part of a Reconsideration Request met on September 7th and decided to retain the magazine subscription.

All Locations received Active Aggressor Training from the Boone County Sheriff's Department in August. This was a request from several staff after a shooting at a public library in New Mexico left two people dead and several more injured.

The Boone County Early Childhood Council (BCECC) has received \$25,000 in funding from the Governor's Office. BCPL is a partner in this initiative and acts as the Fiscal Agent for the grant. The grant has changed its focus this year from supporting continuing education for childcare center workers to supporting family engagement.

We have mounted a security camera in the elevator at the Main Library. We have had multiple issues with signs being defaced. The final straw came when someone etched a swastika on the panel showing what floor the elevator is on. To replace this panel will be about \$1100.

On September 11th, the Traveling Exhibit, *Extreme Deep* arrived. All of facilities, and IT and other volunteer staff from around the system are helping with the installation. We used a crew from the Boone County jail to help off load the exhibit when it arrived. The exhibit will open officially October 1.

Tim Fritz, Facilities Manager, and several Youth Services Outreach staff are working with LDV on the replacement CCOW.

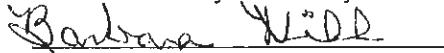
A master agreement with a new courier service, Stat Courier of St. Louis, MO has been finalized, and KYVL has begun working with the courier to restore statewide service as soon as possible. The agreement pays for 1 weekly stop at each library system. We can purchase additional stops if we need more. The cost has not yet been shared. Under the old service we had three days of stops. We are still a long way off from having the service back.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarians report was previously emailed to the Board.

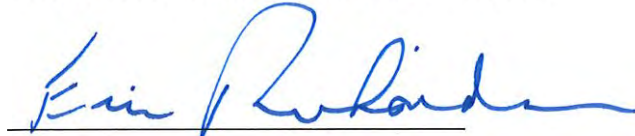
NEXT MEETING: Monday, October 16 4pm, at Main.

ADJOURNMENT: MEETING adjourned 545pm, BARBARA BARDES. SECOND, ERIC WOLFE.
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 Oct 16, 2017

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

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA:

- ✓ MOTION TO APPROVE THE AMENDED AGENDA, BARBARA BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

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

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

BUSINESS:

Branch Update: We continue to work with Kroger in Union on the drainage issue at the Scheben Branch. The northeast corner of the Kroger property drains away from the drainage system and towards the library. A power surge blew out the building surge suppressor at the Main Library on September 15th. It melted several components throughout the building and caused HVAC issues for over a week while we tracked the damaged component. At the Florence Branch, the building inspector refused to sign off on our new HVAC system. The system was 3 amps below the recommended for our building (100 vs 103). We worked with Duke, TRANE, and the inspector to remedy this situation. The City of Florence has conducted an environmental study on the Florence Nursery Property. The Hebron Branch Construction project went out to bid on September 14th. Bid opening was October 12th at 2 pm. Nine companies returned bids.

- ✓ MOTION TO SEEK AN APPRAISAL ON THE LENTS PROPERTY, CHRIS LANGE. SECOND, ERIC WOLFF, APPROVED UNANIMOUSLY.

Boone County Success by 6: Lauren Kathman, Senior Manager Boone County Success by 6, presented and update on the work of Boone County Success by 6 and an updated MOU for agreement and a signature.

- ✓ MOTION TO ACCEPT MEMORANDUM FOR UNDERSTAND WITH SUCCESS BY SIX, BARBARA BARDES. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

Policy Review: Proposed changes to the Membership Policy were presented to the Board.

- ✓ MOTION TO ACCEPT SUGGESTED CHANGES TO MEMBERSHIP POLICY, CHRIS LANGE. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

Tax Refunds: Taxpayer refunds in excess of \$1,000 are approved by the Board. Refunds requested:

1. Amazon.com, KYDC Inc. requested refund: \$1,456.93 for the 2009 tax year.
 2. Amazon.com, KYDC Inc. requested refund: \$2,688.39 for the 2010 tax year.
- ✓ MOTION TO REFUND \$1,456.93 FOR THE 2009 TAX YEAR TO AMAZON.COM, KYDC, BARBARA BARDES. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY.
 - ✓ MOTION TO REFUND \$2,688.39 FOR THE 2010 TAX YEAR TO AMAZON.COM, KYDC, BARBARA BARDES. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY.

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

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

ACCOUNTANT'S REPORT: statements from September financial statement not shared, waiting on the audit report. Auditors will present in November.

ATTORNEY'S REPORT: Still working on easements for Hebron Branch.

LIBRARIAN'S REPORT: Report was received as emailed to Board members. Carrie Herrmann highlighted that the Kentucky Virtual Library (KYVL) announced that a master agreement with a new courier service has been finalized, and they are working with the courier to restore service as soon as possible. Under the new agreement public libraries receive one stop each week. BCPL under the old system received courier service 5 days each week. To add more stops the cost is \$1789 per stop. The Kentucky Department for Libraries and Archives (KDLA) has announced that they will pay for additional stops for public libraries for one year with funding from the Institute of Museum and Library Services Grants to States program. Under the formula KDLA created, BCPL will receive 5 stops for the next year based on volume of materials we ship and receive.

KDLA has decided not to fill the current Regional Librarian openings until they have more information on their budget. In the meantime the Regional Librarians still in place will all take on an additional 10 counties. Our "foster Regional Librarian" is Nikole Wolfe. She will only attend Board Meetings if we request her presence.

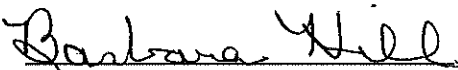
We have the first library interested in joining our ILS Consortium—Bullitt County. We are working on creating bylaws for the consortium now.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarians report was previously emailed to the Board.

NEXT MEETING: Monday, November 20 4pm, at Scheben Branch

ADJOURNMENT: MEETING adjourned 5:55pm, CHRIS LANGE. SECOND, BARBARA HILL.
APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary


~~President~~ Vice-President

CALL TO ORDER: President Eric Richardson called the special meeting to order at 5:05 pm at Main on Oct 23, 2017

PRESENT: Eric Richardson, President; Chris Lange, Treasurer; Barbara Hill, Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Mike Carrol, Architect Brandstetter & Carrol

PUBLIC COMMENT: No comment

APPROVAL OF AGENDA:

- ✓ MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA ^{HILL}~~BARBER~~. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY.

BUSINESS:

Hebron Branch: Mike Carrol presented several documents including letters from the three low bidders clarifying questions. Discussion of bids.

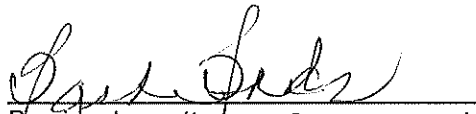
- ✓ MOTION TO AWARD THE HEBRON BRANCH CONSTRUCTION CONTRACT TO PERKINS CARMACK UPON SUCCESSFUL NEGOTIATION OF UNIT PRICES. BCPL WILL ACCEPT RECOMMENDATIONS OF BRANDSTETTER CARROLL ON INDUSTRY NORM UNIT PRICES, CHRIS LANGE. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

NEXT MEETING: Monday, November 20 4pm, at Scheben Branch

ADJOURNMENT: MEETING adjourned 6:15 pm, CHRIS LANGE. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann


Secretary


President Vice-President

CALL TO ORDER: Vice-President Barbara Bardes called the meeting to order at 4:00pm at Scheben on November 20, 2017

PRESENT: Barbara Bardes, Vice-President; Chris Lange, Treasurer; Barbara Hill, 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 AMENDED AGENDA:

- ✓ MOTION TO APPROVE THE AMENDED AGENDA, CHRIS LANGE. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

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

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

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

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

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

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

BUSINESS:

Audit Presentation

- ✓ MOTION TO ACCEPT THE AUDITOR'S REPORT AS PRESENTED, CHRIS LANGE. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

Banking Documents: A banking resolution from BB&T was presented to the Board for signatures.

Branch Update: We continue to work with Kroger in Union on the drainage issue at the Scheben Branch. The Scheben Youth Services area project is mostly complete. We are working with Anthony Walsburger for the new appraisal on the Lents Branch. Perkins Carmack began moving onto the Hebron Branch site on November 13.

Policy Review: Proposed changes to the Collection Development Policy were presented to the Board.

- ✓ MOTION TO ACCEPT SUGGESTED COLLECTION DEVELOPMENT POLICY CHANGES, BARBARA HILL. SECOND, CHRIS LANGE, APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: statements from September financial statement not shared, waiting on the audit report.

ATTORNEY'S REPORT: No report

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

November is open enrollment for staff insurance. After some negotiation, we will remain with Aetna for another year. Our increase was 5%. BCPL has partnered with Boone County Alliance and Anthem to offer a Relatives Raising Relatives joint program. This program was recently awarded \$2,000 from the Mayerson Student Philanthropy Project at Northern Kentucky University. Gateway has asked us to partner with them on a grant application to participate in the NEA Big Read program. (For more

information see <https://www.arts.gov/partnerships/nea-big-read>) The grant is for \$5,000-\$15,000 to provide resources, materials and training related to the chosen title. The grant gives us a choice of titles. Kentucky Science Center has designed a hands-on exhibit for children ages 8 and under. We are thrilled to be able to have it on display at Scheben from December 9 to March 4. This exhibit is jam-packed with fun interactive science activities for preschoolers and elementary students. There will be a reception on December 7 to kick off the exhibit. In November 2018, BCPL will host "Patriot Nations: Native Americans in our Nation's Armed Forces." This traveling exhibit comes from the National Museum of the American Indian. The Local History Department is looking for a speaker to coincide with this exhibit. Paula DeBoard, a BCPL employee in the Collection and Technical Services Department, retired October 31st after 39 years of service.


REGIONAL LIBRARIAN'S REPORT:


The Regional Librarian's report was emailed to Board Members

NEXT MEETING: Monday, December 18 4pm, at Main.

ADJOURNMENT: MEETING adjourned 5:00 pm, CHRIS LANGE. SECOND, BARBARA HILL.
APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary


President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:05pm at Main on December 19, 2017

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

PUBLIC COMMENT: No Public Comment

APPROVAL OF AGENDA:

- ✓ **MOTION** TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY

EXECUTIVE SESSION:

- ✓ **MOTION** TO ENTER EXECUTIVE SESSION UNDER KRS 61.810(1)(b) TO DISCUSS THE SALE OF LIBRARY PROPERTY AT 4:19PM, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO END EXECUTIVE SESSION AT 4:45, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO AUTHORIZE COUNSEL TO PRESENT BUYER WITH A COUNTER OFFER AND TO AUTHORIZE PRESIDENT TO SIGN CONTRACT WITH HUFF REALITY, ERIC RICHARDSON. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

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

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

TREASURER'S REPORT: The Treasurer's Report was as distributed in board packet.

- ✓ **MOTION** TO APPROVE TREASURER'S REPORT, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

BUSINESS:

Surplus Items: A list of equipment that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of.

- ✓ **MOTION** TO APPROVE ITEMS AS SURPLUS, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

Branch Update: Carrie Herrmann reported that BCPL continues to work with Kroger in Union on the drainage issue at the Scheben Branch. The northeast corner of the Kroger property drains away from the drainage system and towards the library. We have a tentative opening for the new Hebron location of early January 2019. Vegetation clearing continues at the Hebron site. Topsoil removal is being conducted as vegetation is cleared. Stockpiles are being placed around the site. After working with the soil, it has been determined the limestone stabilization is required. The survey sub-contractor has established the building footprint.

Policy Review: Board reviewed the Purchasing Policy. No recommended changes.

- ✓ **MOTION** TO APPROVE THE POLICY AS IS, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Foundation: Carrie Herrmann requested that the Board begin the legal process to create a foundation.

- ✓ **MOTION** TO AUTHORIZE TO START THE PROCESS OF CREATING A FOUNDATION, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Trustee Recruitment: One Trustee appointment expires June 30, 2018—Barbara Bardes. 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 each position. Carrie Herrmann presented a timeline for accepting applications, informational meeting and review by the Board.

ACCOUNTANT'S REPORT: Final copy of June statement was shared. Update on transition to new software, as current fiscal year financials are complete, will email copies to the director.

ATTORNEY'S REPORT: No report at this time.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted the following items: The National Parks Service has awarded BCPL a \$7,000 Network to Freedom Grant to develop a teach the teacher curriculum around the Underground Railroad. The project is called "The Underground Railroad: Boone County and the Flight to Freedom Teacher Curriculum Project." The Local History Department will be working with the African American Studies program at NKU and the Freedom Center to develop this material. Once completed this will allow BCPL to apply for a grant to offer the trainings. The National Endowment for the Humanities has awarded BCPL a \$7,000 Preservation and Collection Assessment grant. BCPL has become an accidental archive. We are not prepared for the permanent housing and preservation of a historical collection. An assessor will look at everything we have in the collection and make recommendations on storage and preservation needs. Once assessed BCPL is eligible to apply for a grant to purchase and install the recommended items.

BCPL received official notification that BCPL's contribution to CERS will be 28.05%. This is up from 19.18%. The new rate goes into effect July 1, 2018. Bullitt County Public Library is the first library to officially sign a contract with SirsiDynix to join the state-wide consortium BCPL will manage. Bullitt County has 4 locations, and administration office and an ancillary location (lockers for pickup of holds). You can find more information about this library system at <https://bcplib.org/>

IT has planned 1 VR program per week through February 2018. So far this has been very well received. The Walton Branch participates in the City of Walton's Christmas on Main event. 726 people attended the event over the 4 hours. This is the largest turnout ever. Local History staff received a request from a customer to help find his birth family in Germany. After working with him for several weeks they were able to connect him with his half siblings. The full story can be found in a blog post at <https://www.bcpl.org/undiscovered/finding-family/> Because of this blog post, Local History staff have been inundated with requests to help other people find their biological families. In addition, Cincinnati Public now sends all requests like this to BCPL. What was supposed to be a slow December that staff use to plan, has been very busy.

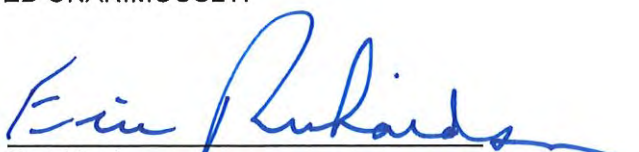
REGIONAL LIBRARIAN'S REPORT: Rather than issuing a report, KDLA issued a 2018 calendar of important dates and filing deadlines. That calendar was shared with Board Members.

NEXT MEETING: Monday, JANUARY 15 at 4pm, at Florence Branch.

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

Minutes taken by Shawn Fry


Secretary


President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:10pm at Florence on January 15, 2018

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

PUBLIC COMMENT: No Public Comment

APPROVAL OF AGENDA:

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY**

RESENTATION BY JUDGE GARY MOORE: Judge Moore presented a proposal to the Library to widen KY237 near the Hebron Branch property.

- ✓ **MOTION TO APPROVE DONATION OF HEBRON LAND USAGE OF UP TO 20 FEET OF FRONTAGE TO BOONE COUNTY FOR KY-237 WIDENING, CREATING A RIGHT IN/RIGHT OUT FROM LIBRARY. BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report will be distributed in next month's board packet.

ACCOUNTANT'S REPORT: Final copy of November statement was shared.

BUSINESS:

Branch Update: Kroger has reviewed the drainage issue at the Scheben Branch and agrees that the property does not match the plan. They are reviewing what needs to be done to fix this. Carrie Herrmann will be meeting with Boone County representatives regarding the Chapin Memorial Library MOU. Board reviewed a contract to purchase the Lents Branch.

- ✓ **MOTION TO ACCEPT CONTRACT FOR THE SALE OF THE ^{former} FROMER LENTS BRANCH PROPERTY AS AMENDED, CHRIS LANGE. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

Sponsorship: Dow Corning has offered BCPL a \$5,000 sponsorship to create Maker Kits.

- ✓ **MOTION TO ACCEPT \$5,000 SPONSORSHIP FOR MAKER KITS FROM DOW CORNING, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Policy Review: Board reviewed and discussed the Recruitment and Employment Practices Policy. No changes were made.

Mid-Year Budget: Carrie Herrmann presented a mid-year budget adjustment.

- ✓ **MOTION TO APPROVE MID-YEAR REVISED BUDGET, BARBARA BARDES. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Foundation: A discussion about a BCPL foundation.

- ✓ **MOTION TO AUTHORIZE ATTORNEY TO START THE PROCESS OF CREATING A FOUNDATION, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Attorney is monitoring legislative session for any bills that will affect BCPL.

Continued work Lents Branch sale and Hebron Branch construction project.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: Insurance (buildings, liability, auto) for the district saw a 1.5% increase for 2018. We were warned to expect a much larger increase in 2019 due to the natural disasters that occurred in 2017. We transitioned to our new accounting software on January 1, 2018. At the end of December the State Government announced midyear budget cuts. KDLA took the largest percentage cut of any agency at 20% or a reduction of budget by \$1,213,100. This was not the largest dollar reduction. On January 4th, KDLA announced that they were consolidating the 8 regions to 4 regions. Each region now consists of 30 counties. They also announced that regional librarians will not attend Board Meetings unless invited for a specific purpose. KDLA is also evaluating all services and programs.


Thursday, February 15, 2018 is Kentucky Public Library Legislative Day in Frankfort. Any Board Member interested in attending should let Carrie know.

REGIONAL LIBRARIAN'S REPORT: No January report. Carrie Herrmann shared a list of important filing dates for calendar year 2018.

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

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 Main on February 19, 2018

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

PUBLIC COMMENT: No Public Comment

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

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

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE NOVEMBER AND DECEMBER TREASURER'S REPORT, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: December financial report was presented by Stephanie Huhn.

BUSINESS:

Branch Update: Carrie Herrmann presented a memorandum of understanding between Boone County, Petersburg Fire District and BCPL for the operation of the Chapin Memorial Library. She updated the Board on the Hebron Construction Project, including a presentation of the color boards and the furniture meeting.

- ✓ **MOTION TO ACCEPT MEMORANDUM OF UNDERSTAND FOR CHAPIN MEMORIAL, WITH CARRIE'S SIGNATURE, BARBARA BARDES. SECOND, CHRIS LANGE.**
- ✓ **MOTION THAT THE BRANCH IN HEBRON, FORMERLY CALLED THE RV LENTS BRANCH AND LOCATED AT 3215 COUGAR PATH/HEBRON/KY, WILL MOVE TO 1869 NORTH BEND ROAD/HEBRON/KY AND BE RENAMED THE HEBRON BRANCH, CHRIS LANGE, SECOND, BARBARA BARDES.**

Mid-Year Budget: Carrie Herrmann presented a proposed mid-year capital budget adjustment. After discussion, Carrie will bring an updated budget to the Board in February.

Trustee Recruitment: Trustees reviewed application received for two open positions on the Board. One to begin upon appointment and one to begin July 1, 2018.

- ✓ **MOTION TO SUBMIT CANDIDATES E AND G TO REPLACE BARBARA BARDES POSITION TO BEGIN ON JULY 1, 2018; AND CANDIDATES F AND D TO REPLACE ERIC WOLFF TO BEGIN UPON APPOINTMENT, WITH CANDIDATE C AS AN ALTERNATE, CHRIS LANGE. SECOND, BARBARA HILL.**

Foundation: Carrie Herrmann presented an update on the work towards creating a Boone County Public Library Foundation.

ATTORNEY'S REPORT: An update on work towards the purchase offer for the Lents Branch.

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

On February 15th, Barbara Hill and I attended Library Legislative Day in Frankfort. We had scheduled appointments with Representatives Koenig, Wuchner, Santoro, and St. Onge; and Senator Schickel. Unfortunately, due to committee meeting rescheduling we were only able to meet with Representative Santoro and Senator Schickel. Representative St. Onge has rescheduled to meet with me at the Library. We dropped off informational packets for Representatives Wuchner and Koenig.

IT, PR, and Local History are working on a project to film the Underground Railroad Tour. Once the test video is complete, it will be turned into a VR app. The plan is to eventually video the whole UGRR tour, as well as the cemetery tours to make them available via VR programming. This will help BCPL make the tours accessible for customers who may not be able to walk the uneven ground.

IT and Youth Services worked together to submit a Summer of STEAM grant to create Mini Tech Camps at three of our locations. One of the components is teaching the attendees how to create video games for VR.

I am working with Dow Corning to set a time to receive the \$5,000 sponsorship check to create Maker Kits.

We continue to add tax savings to the project as we identify items we can direct order. Our current tax savings is estimated at \$83,494.32

IT is working to upgrade our Wi-Fi Network at all locations. They should complete adding access points by the end of February.

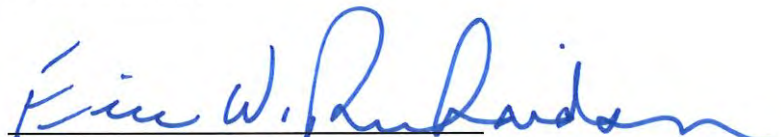
REGIONAL LIBRARIAN'S REPORT: Report was circulated.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:45 pm, BARBARA HILL. 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 Main on March 19, 2018

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

PUBLIC COMMENT: No Public Comment

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report will be distributed in next month's board packet.

ACCOUNTANT'S REPORT: January report will be shared at next meeting.

BUSINESS:

Branch Update: Carrie Herrmann provided an update on projects and services at library locations. Update on Hebron Branch Construction. There was a discussion regarding the purchase agreement for the Lents Branch.

- ✓ **MOTION TO ALLOW DEB PLEATMAN TO NEGOTIATE FOR THE PURCHASE FOR THE FORMER LENTS PROPERTY, CHRIS LANGE. SECOND, BARBARA BARDES.**

Mid-Year Capital Budget: Carrie Herrmann presented an update to the capital budget for FY2018

- ✓ **MOTION TO ACCEPT PROPOSED MID-YEAR CAPITAL BUDGET AMENDMENT, BARBARA HILL. SECOND, BARBARA BARDES.**

Policy Review: Two policies were reviewed. The Department of Local Government highly recommends that the "Protection of Personal Information Policy" be reviewed annually. General discussion and recommendations for changes to this policy. BCPL's Cell Phone Policy was last reviewed in 2007. This policy no longer reflects the capabilities of cell phones and needs to be updated. Several changes were recommended. Both policies will be presented to the Board at the April meeting with the discussed changes.

ATTORNEY'S REPORT: General discussion of the current legislative session and work on Hebron Branch.

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

Dow Corning presented a \$5000 sponsorship check to BCPL to create Maker Kits on March 1, 2018. We received a \$2000 Let's Learn Together Outside in Kentucky grant. This grant will go towards programming at our Relatives Raising Relatives series.

In February, Bridget Striker submitted a proposal to the NEH for their Landmarks in American History and Culture: Workshops for Teachers grant. For *The Underground Railroad: Boone County, Kentucky and the Flight to Freedom* project BCPL, in partnership with Northern Kentucky University (Highland Heights, Kentucky) seeks \$160850 to fund two separate week-long *Landmarks of American History and Culture* workshops for teachers in 2019. *The Underground Railroad: Boone County, Kentucky and the Flight to*

Freedom teachers' workshops will be held on July 7 – 12 and July 28 – August 3, 2019 at Boone County Public Library's Main Library in Burlington, Kentucky. The NEH will notify award recipients in August of 2018.

The next Hebron Branch construction meeting is scheduled for Tuesday, April 3 at 9:30 a.m. at the construction site.

Local History is looking at bringing in an exhibit in the summer of 2019 about the Underground Railroad. We have passed the exhibitors facility test and are working on the next portion of the application.

Local History is trying to book a new traveling exhibit created by the Kentucky Department of Veterans Affairs. It is a Replica Vietnam Wall that displays the names of Kentuckians killed in the Vietnam War. This exhibit was unveiled March 12, 2018.

The Early Childhood Festival held on March 10th at the Main Library had 814 attendees.

Diane Herrmann, an 18 year employee, announced her retirement effective March 31st.

I will be at the Public Library Association Conference March 21-24.

I will be on vacation April 1-8

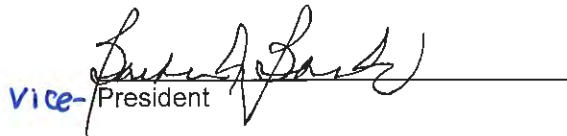
REGIONAL LIBRARIAN'S REPORT: Report was emailed to Board Members.

NEXT MEETING: Monday, April 16 at 4pm, at the Walton Branch

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:00 pm, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary


Vice-President

OATH OF OFFICE: Debra Pleatman, Library Attorney, administered the Oath of Office to Doug Hodnett

CALL TO ORDER: Vice-President Barbara Bardes called the meeting to order at 4:00pm at Walton on April 16, 2018

PRESENT: Barbara Bardes, Vice-President; Barbara Hill, ~~Treasurer~~ ^{Secretary}; Doug Hodnett; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director; Chris Bischoff, Regional Librarian KDLA

PUBLIC COMMENT: No public comment

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report will be distributed in next month's board packet.

BUSINESS:

Branch Update:

There are several projects on hold as we search for a new Facilities Manager. At the Main Library staff removed the computers from the Computer Lab to house our last exhibit. The computers were scattered throughout the building. We have discovered that the computers were used more during this time. As a result staff are working on a plan to turn that room into something else. We are currently looking at two options. Any computer classes taught at the Main Library will use laptops in the future. Work on the Scheben HVAC system approved in the capital budget is in the planning stage. We are working on adding UV protection to the windows on the first floor of Scheben. Still working on the roofing analysis for the Florence Branch. We received our third analysis. Unfortunately it looks like it is going to be the more extensive work. We have some siding coming off the Walton Branch and are seeking a quote to fix or replace. At Hebron, the General Contractor missed 25 days of work January through March due to weather. The contractor is going to build two mock walls for the board to decide if we want to use the stone face or the actual stone. Using actual stone was an alternate bid that adds \$80,000 to the project.

Policy Review:

Protection of Personal Information Policy: The Department of Local Government highly recommends that the "Protection of Personal Information Policy" be reviewed annually. Carrie Herrmann presented a draft incorporating suggested changes from the March meeting.

- ✓ **MOTION TO APPROVE THE PROTECTION OF PERSONAL INFORMATION POLICY, WITH SUGGESTED CHANGES, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Cell Phone Policy: BCPL's Cell Phone Policy was last reviewed in 2007. This policy no longer reflects the capabilities of cell phones and needs to be updated. Carrie Herrmann presented a draft incorporating suggested changes from the March meeting.

- ✓ **MOTION TO APPROVE ELECTRONIC DEVICE POLICY, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Report will be submitted at our next meeting.

ATTORNEY'S REPORT: Negotiations continue on the offer for the Lents Branch

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

She presented a workshop at PLA on Project Outcomes. This highlighted how we use this tool internally to measure our programs.

Legislative update on issues affecting BCPL:

- **Budget:** The original budget did not include State Aid for public libraries. This is not critical for BCPL, but would have affected many libraries in the state. Several receive 90% or more of their budget through state aid and would have had to close. Through education of the Legislators State Aid was added back into the budget. The budget passed both the House and the Senate. The Governor vetoed the budget. The House and Senate overrode the veto. Now the Governor has until April 26th to exercise his line item veto power. As of now, State Aid is still in the budget.
- **Pension Reform:** Still working through the changes and how it will affect the library and individuals
- **House Bill 406:** Phases in pension contribution for employer. Goes from 19.18% to 21.49% instead of 28.05%. This is a \$200,000 difference for BCPL. House Bill 406 passed both the House and the Senate. The Governor vetoed the bill. The House and Senate overrode the veto.
- **House Bill 556:** The PVA provides the value of homes for Governmental Entities to apply their tax rate. This is their purpose. The PVA asked for a fee to be applied to each entity that received this information from their office. For BCPL, this fee would have been \$20,000. This bill died in committee
- **Senate Bill 25:** Currently, libraries can increase their tax rate up to 4% each year. When figuring the tax rate, libraries receive three rates from the Kentucky Department of Libraries and Archives—the current rate, the compensating rate and the 4% increase. The compensating rate is the tax rate that would receive the same amount of revenue as the previous year. Senate Bill 25 specified that if libraries asked for any rate other than the compensating rate, the Fiscal Court would have the ability to reject this. This bill died in Committee.
- **Not sure of the bill number, it was introduced at the 11th hour:** Currently, when there is an opening on the library board of trustees, we ask for applications. The Library Board reviews the applications looking for skills that are useful to the Library. They are looking for Library advocates. Two names are chosen for each open position. These two names are sent to the Kentucky Department of Libraries and Archives to review for possible conflict of interest. Once two names pass the check, KDLA sends those names to the County Judge Executive. The County Judge then interviews the candidates. He/She recommends an appointment to the Fiscal Court who votes to appoint someone to the Library Board. This bill would leave the Library out of this process and have the Fiscal Court appointment board members. This bill died in committee.

Local History is working on two grants:

NEH Collection Assessment: Holly Prochaska and student Alex Temple from UC's Preservation Lab conducted their site visit and have submitted their draft report to BCPL for feedback. The report covers short to long term recommendations for the direction of BCPL's archival collection (physical). The final draft will be sent to both BCPL and the NEH in April and will be the basis for future grant requests and Local History's strategic plan.

Network to Freedom Curriculum Project: Consultant Dr. Eric Jackson has assessed BCPL's African American Research Collection and has submitted proposed outlines for the curriculum project. By December, Dr. Jackson will have created a five-day lesson plan with associated lectures, discussion questions, activities and reading lists for an Underground Railroad in Boone County Teacher Workshop to be debuted in the summer of 2019.

The Library streamed our second program, the Holocaust Survivor, on Facebook live. We also took advantage of this program to test sli.do. This is a service that allows people to submit questions and people vote on what questions they would like to see answered. It was very well received and we plan to use it at our large programs.

We hosted our first Renaissance Faire and despite the bad weather had 200 people of all ages attend.

The Science in Play2Go Exhibit left in March. Over the three months 10,770 people visited the exhibit. In addition, we hosted 770 children at field trips.

On March 3rd BCPL hosted the 25th annual Northern Kentucky History Day at the Main Library. Two hundred historians, researchers, and genealogists attended the event, where eight speakers presented on topics including, but not limited to: the Rabbit Hash.

REGIONAL LIBRARIAN'S REPORT: Meeting was attended by regional librarian.

NEXT MEETING: Monday, May 21 at 4pm, at Main.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:00 pm, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY. ^{motion}

Minutes taken by Shawn Fry

Barbara Hill
Secretary

Eric W. Richardson
President

CALL TO ORDER: President Richardson called the meeting to order at 4:00pm at Main on May 21, 2018

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

PUBLIC COMMENT: No public comments

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA BARDES. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report will be distributed in next month's board packet.

ACCOUNTANT'S REPORT: Report from January was presented. March projection was discussed. The Library renewed two CDs in May.

BUSINESS:

Branch Update: Discussed HVAC issues and parking lot resurfacing at the Scheben Branch, Florence Branch roof leaks, and work being conducted at Chapin by the County. An update on the Hebron construction project was provided.

FY19 Capital Projects Budget: Carrie Herrmann presented the FY2019 Draft Capital Projects Budget and explained the need for each project.

- ✓ **MOTION TO APPROVE CAPITAL PROJECTS BUDGET WITHOUT FLORENCE MALL OUTLAY, CHRIS LANGE. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

FY19 Operating Budget: Carrie Herrmann presented five versions of the FY2019 Draft Operating Budget. Discussion regarding each version. Baseline: The budget before adding the Hebron Branch

- Draft 1: Includes 1 quarter of operating the Hebron Branch and a 3% raise for staff.
- Draft 2: Includes 1 quarter of operating the Hebron Branch, a 3% raise for staff, and 9 months of operating a location at the Florence Mall.
- Draft 3: Includes 1 quarter of operating the Hebron Branch and a salary schedule adjustment.
- Draft 4: Includes 1 quarter of operating the Hebron Branch, a salary schedule adjustment, and 9 months of operating a location at the Florence Mall.

The Board asked that Draft 1 and Draft three be presented at the June meeting with suggested changes.

ATTORNEY'S REPORT: Negotiations regarding the sale of the Lents Branch is ongoing.

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

She has several projects on hold as BCPL searches for and trains a new Facilities Manager—Florence Roof and the replacement CCOW are the two largest projects she has had to slow down.

At the Scheben Branch it appears that more work is needed on the HVAC system than was approved in the capital budget. It looks like we will need to replace the whole system.

At the Walton Branch the domino effect started by the damage to the cupola in March 2017, has finished. Additional computers have been added to the Branch. The additional section of shelving in the YTEEN

and TEEN areas has resulted in much-needed display space. The change has created a more natural flow of materials – from Beginning Readers to Adult Dvds. The Branch has retained the ability to quick-change the main floor for large family events and still kept the inviting stuffed chairs under the cupola. All good and user-friendly results.

Rich Webster, Digital Services Branch Manager, is working on a major app enhancement.

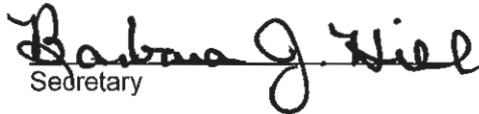
Carrie will be on vacation May 30th to June 10th.

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

NEXT MEETING: Monday, June 18 at 4pm, at Main.

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

Minutes taken by Shawn Fry


Secretary


President

CALL TO ORDER: President Richardson called the meeting to order at 4:00pm at Main on June 18, 2018

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

PUBLIC COMMENT: No public comments

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report will be distributed in next month's board packet.

ACCOUNTANT'S REPORT: No accountants report.

BUSINESS:

Email: The State Library recommends that Library Board members be given a Library email account to separate Library Business from personal business. Carrie Herrmann, provided log in information to each Board Member.

Branch Update: The offer on the Lents Branch has requested an amendment to add time to close on the property.

- ✓ **MOTION TO APPROVE AMENDMENT ON SALE OF LENTS PROPERTY CONTRACT, DOUG HODNETT. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Hebron steel signing is Monday, June 25th at 3:00 p.m. Steel erection has begun. Footers are completed. Wall around the pad is completed. Plumbing and electrical have completed the underslab rough in. Site storm installation has been completed. They have encountered a large amount of rock they have to jackhammer. The contractor has asked SD1 to consider an alternate routing for the site sanitary to minimize the amount of rock encountered. The slab has been poured

FY19 Library Board Meeting Dates: Carrie Herrmann presented a meeting schedule that continued the current meeting dates. After discussion the Board chose to continue to meet the third Monday of every month at 4 pm.

- ✓ **MOTION TO ADOPT BOARD MEETING CALENDAR FOR 2018-2019, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Autorenewal: A feature offered in our ILS (Integrated Library System) is the ability to automatically renew items, within certain parameters, for customers. Carrie Herrmann led a discussion about the Board's feelings on this subject as it has implications on revenue. This discussion also touched briefly on the fines free movement currently being implemented at larger library systems. The Board decided to maintain our practice of assessing fines for overdue items and to not implement automatic renewal.

Salary Schedule Update: Periodically, BCPL reviews the salary schedule to ensure that we are keeping up with market compensation. Previous, updates took place in 2007 and 2015. A presentation of the current salary schedule and the proposed update. After discussion, regarding unknowns created by the Pension Reform Lawsuit decided to table this until a later date.

FY19 Operating Budget: Carrie Herrmann presented three versions of the operating budget based on recommendations from the May meeting. Draft 1 included 1 quarter of operating the Hebron Branch,

CERS contribution of 21.48%, a 3% raise for staff, and a 11.5% increase for collection. Draft 2 included 1 quarter of operating the Hebron Branch, CERS contribution of 21.48%, a salary schedule update, and a 8% increase for collection. Draft 3 included 1 quarter of operating the Hebron Branch, CERS contribution of 28.05%, a 3% raise for staff, and 5% increase for collection.

- ✓ **MOTION TO APPROVE DRAFT 1 BUDGET, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Negotiations regarding the sale of the Lents Branch is ongoing.

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

She spent a large amount of time this last month working on the FY2019 Operating Budget

She worked with the new Facilities Coordinator, Jeff West, to introduce him to BCPL staff, buildings and vendors this last month.

The ILS, SirsiDynix, was purchased with the intent to create a consortium. The first two libraries have joined the consortium. Bullitt County Public Library will go live in August. Henry County Public Library will go live in November.

Our Summer Reading Program began on June 1. The Kickoff event has lower than anticipated attendance due to weather. Attendance at the Kickoff Event was 1,941 (Main: 1150; Scheben: 520; Florence: 115; Walton: 125; Chapin: 31). As of 06/14 14,563 people had registered for the Reading Program. Summer Reading 2017 ended with a total registration of 12,485. We have already surpassed that number. The program ends July 31.

The Maker Kits purchased with the gift from Dow Corning have been completed. They are now available for programming.


PR put together little "elevator speeches" that can be used when talking to the public about BCPL. The piece was modeled after ALA's Quotable Facts about Libraries but makes use of "What if..." statements as suggested by our last Staff Development Day speaker, Shane Meeker. The piece, when folded, is the size of a business card. All Board members and BCPL staff will each receive a copy to refer to when having conversations about the library. The piece can also be given to customers, taxpayers, and community stakeholders who want more information about the Library. Here's ALA's piece: <http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/quotable%20facts.2017.downloadable.pdf>

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

NEXT MEETING: Monday, July 16 at 4pm, at Main.

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

Minutes taken by Shawn Fry


Secretary Treasurer


President