

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

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

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

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

PUBLIC COMMENT: No public comment.

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

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

TREASURERS REPORT: Stephanie Huhn presented the May treasurers report.

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

BUSINESS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

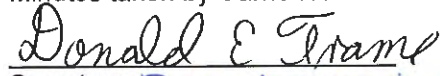
The Local History team continues work at the BC Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 3000 documents have been processed so far.

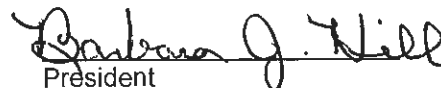
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Carrie Herrmann highlighted the quarterly trustee virtual meeting on August 4th.

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

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

Minutes taken by Carrie Herrmann


Secretary Board Member


President

CALL TO ORDER: President Hill called the meeting to order at 4:03 pm, at the Main Library August 15, 2022.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Dawna Bach, Public Service Director; Jennifer Cheek, PR & Marketing Director; Sherri Slavey HR Director.

OATH OF OFFICE: Rob Zieger administered the Oath of Office to Emily Myers

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

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

PUBLIC COMMENT: Boone County Judge Executive Gary Moore presented a concept of collocating several services on one campus in Florence. Services being considered are the Library, Senior Center, Extension District, and Early Learning Center (Schools).

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

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

TREASURERS REPORT: There was not a treasurer's report due to the work to close out FY2022.

BUSINESS:

Open Records and Management of Records: The Open Records Act has been updated. All Board members received a copy and signed a proof of receipt.

Disclosure/Conflict of Interest Statement: The "Conflict of Interest Policy," the "Trustee Ethic's Policy," and the Disclosure Statement were distributed to the Board and receipt acknowledged.

Contact List: Carrie distributed a contact list for FY2023 and asked Board members to update information.

Banking Accounts Signatory Information: Banking account information needs to be updated. Forms were filled out and a copy of Trustee's drivers' licenses was made.

Branch Update: The bid opening for the electronic sign at the Main library is August 22nd. The bids will be presented to the Board in September. The Board discussed the presentation by Judge Moore and the Florence Branch property and plans. Staff continue to work on turning the Chapin Memorial Library into an Express location. BCPL received a \$100,000 grant to purchase and equip a mobile technology vehicle. It will be called the Mobile Boone Innovation Lab. The vehicle has been purchased and arrived August 10th. With the arrival of the vehicle we will post the two new Outreach positions that will staff this vehicle—a Full Time Creative Spaces Specialist and a part-time Creative Spaces Associate. The equipment is being purchased now. We hope to have the Mobile BIL on the road in the fall. We held a Public Forum about the new Walton location at the Walton Branch on July 28th. Many members of the community attended. Carrie shared updated renderings and plans with the Board. We have an updated construct estimate for the building. It was included in the Board packet. The building should go out to bid for a general contractor in October and break ground in January 2023. Construction is estimated to be completed in mid-2024. The next three meetings for the building project are:

- 08/23 at 1-4 pm at Omni Architects in Lexington to review interiors, door hardware, and architectural drawings
- 08/30 at 1-4 pm at the Walton Branch to review 60% MEP drawings, site drawings, and Interiors
- 09/27 at 1-4 pm at the Main Library to review 100% construction documents

KDLA Annual Report: Review and discussion of key data points of the Boone County Public Library District 2022 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27th. This report is structured to be a snapshot in time at the end of the FY (June 30th) and does not align with auditor's report due to accruals. This report also acts as our request for state aid should this return to the state budget.

- ✓ **MOTION TO APPROVE THE ANNUAL REPORT, DON TRAME. SECOND EMILY MYERS. APPROVED UNANIMOUSLY**

Election of Officers: In accordance with BCPL Bylaws, Officers serve for two years and elections are held in even numbered years. A slate of officers was presented—President, Barbara Hill; Vice-President, Dr. Eric Jackson; Secretary, Don Trame; and Treasurer, Chris Lange. All candidates accepted the nomination

- ✓ **MOTION TO APPOINT THE SLATE OF CANDIDATES, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Tax Rate: Stephanie Huhn, accountant, presented budget projections based on the information received from the PVA and KDLA. She presented information on the compensating rate and a 4% increase.

- ✓ **MOTION TO ADOPT THE COMPENSATING RATES OF 5.39% FOR PERSONAL PROPERTY, 4.5% FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR 2022/2023 FISCAL YEAR, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

Strategic Plan: Carrie presented a draft of the 2023-2026 Strategic Plan and asked for comments.

ACCOUNTANT'S REPORT: There was not a ^{financial} treasurer's report due to the work to close out FY2022.

FOUNDATION REPORT: Carrie reported that the Foundation Board met on July 20th and set the 3rd Thursday of the month at 4:00 pm as their normal meeting date. Nancy Grayson presented about how the Horizon Community Fund can assist the Library Foundation with fund raising and investing money. Jennifer Cheek, Library PR & Marketing Director, did a presentation on a Foundation logo and promotion ideas for the Foundation. The Foundation decided to set up an account at Heritage Bank.

ATTORNEY'S REPORT: Rob Ziegler is reviewing several policies for future presentation to the Board. The Board asked him to research and report back about public/private partnerships in Kentucky.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted a conversation she had with Jeff Earlywine, County Administrator, regarding Senate Bill 167. The Fiscal Court approved a resolution to adopt the alternative Library Board appointment method outlined in SB167 on August 9th. She expressed her opposition to the resolution. As a reminder this means that BCPL will continue with our usual method of Board recruitment. The judge will have the choice to appoint one of the recommended names or ask the Library for a new set of names. If the second set of names is rejected, the Judge, with Fiscal Court approval, can name whomever they want to the Library Board. This goes into effect January 1, 2023. At this moment, the next time BCPL will need to recruit new Board members in 2024.

Terry Manual, Kentucky Department of Libraries and Archives Commissioner, announced his retirement. His last day is August 31, 2022. Beth Milbourn will be the Interim Commissioner.

BCPL has been notified that we are one of seven libraries in Kentucky that will receive the Smithsonian Exhibit "Spark! Places of Innovation." This is a new traveling exhibit from the Smithsonian Institution that will look at innovation and invention in rural America. It will be in Kentucky June 17, 2023 through March 31, 2024. BCPL will be the kickoff location for Kentucky. The exhibit will be at the Main Library June 17, 2023 to July 23, 2023. BCPL received notification that we received the Network to Freedom Grant for \$5000 to help fund the *Dinsmore Homestead and the Road to Freedom Exhibit Project*. The research

project will create and install interpretive panels and outdoor signs on the Dinsmore Homestead property to document the African American experience on the site from 1840 through 1865.

The Main Library has begun the process to become a GED testing site. We estimate that by the fall we will be up and running. Kentucky has 112 testing sites. Seven of those sites are in public libraries, the highest percentage nationwide.

BCPL encourages full time staff to volunteer for the One to One Program sponsored by the Northern Kentucky Education Council on paid time. The one stipulation we have is that the student staff are matched with must be at a school in Boone County.


Over 670 rare books have been inventoried from the Caldwell donation, with approximately the same number left to be processed. The project is being completed with the help of volunteers. The majority of the collection will be sold to help fund Borderlands Archive and History Center initiatives. There are several Local History programs and exhibits planned throughout the fall, including an Underground Railroad bus tour scheduled for September 7th. The team continues work at the BC Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 4000 documents have been processed so far. Liza Vance, Local History Associate, created the virtual exhibit for the 90th anniversary of the Boone County Fair. The Archives Commission met in July. The commission is interested in pursuing a Kentucky Genealogical Society/ FamilySearch digitization project and a meeting with Susan Court will be scheduled for September


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

NEXT MEETING: Monday, September 19th at 4pm at the Hebron Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:30 pm, MOTION, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.


Secretary


President

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

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Dawna Bach, Public Service Director; Jennifer Cheek, PR & Marketing Director; Sherri Slavey HR Director.

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

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

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

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

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

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

BUSINESS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

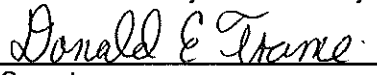
The Local History Department offered the first Underground Railroad bus tour on September 7th. This was the first tour offered since the pandemic. The Local History Team continues work at the Boone County Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer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

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

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

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

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Hill called the meeting to order at 4:03 pm, at the Main Library October 17, 2022.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Dawna Bach, Public Service Director; Sherri Slavey HR Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: Member of the Boone County Republican Party attended to observe the meeting.

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

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

TREASURERS REPORT: Stephanie Huhn presented the July and August treasurers report.

- ✓ **MOTION TO APPROVE THE JULY AND AUGUST TREASURERS REPORTS, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

BUSINESS:

Branch Update: At the Main Library, Items for the Sensory Room have been ordered and have begun to arrive. All the furniture has been delivered for the Teen Scene Project. The Boone Innovation Lab is progressing. Most of the equipment has arrived. The full-time staff member is in training. We still need to hire a part time employee for the BIL. At the Scheben Branch, on two separate occasions in September, gummy bears in plastic Ziploc bags were found on the shelves in the Teen area and on the Holds shelf. This was reported to the Boone County Sherriff's Office. Staff continue to be vigilant in looking for these types of things on our shelves. At the Hebron Branch, the Boone Florence Water Commission has completed the GeoTechnology survey work. The site has been deemed viable for the proposed project. They are working on finalizing proposed easements to the property and an offer for the Library Board. At Chapin the lockers are installed. The collection is ready. Working on the card reader. Working with the County on installing a sidewalk and changing some locks so that community members will not have access to the Community Center. The Mobile Boone Innovation Lab vehicle has been dropped off at the vendor to work on the interior outfitting. This will take 2-3 months. When the company contracted to wrap the vehicle is ready, we will move it from the interior outfitter to the wrap company and then back to the interior outfitter for completion. The wrap was designed by Emily Sexton, PR Specialist. Carrie shared images of the wrap. At the Walton Branch one of the boilers has died. We received a quote of \$10,534.48 to replace it. Carrie shared a 3D model of the new Walton building. Plans are complete and ready for bid documents. The Public Bid opening is scheduled for November 17th at 10:00 am at the Main Library. Omni will present Contractor recommendation to the Board at the November meeting.

2:00pm
JF.

Revised National Registration Dinsmore Bid: The Library issued an RFP to update the National Registration for Dinsmore. This is a partnership between BCPL, Dinsmore, the County, and Boone County Historic Preservation Review Board. Three proposals were submitted and accepted in response to the RFP to hire a qualified project consultant to revise Dinsmore's National Register of Historic Places form to include African American heritage. The project, including match is \$12,500 and is due August 2023.

- ✓ **MOTION TO ACCEPT URBANIST MEDIA'S BID FOR CONTRACT WORK ON THE REVISED NATIONAL REGISTRATION FOR DINSMORE CHRIS LANGE. SECOND, DR ERIC JACKSON. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: There was not a financial report. Stephanie Huhn reported that Bramel and Ackley and the Library are preparing for the FY2022 audit.

ATTORNEY'S REPORT: Rob Ziegler reported on his further research about public/private partnerships in Kentucky. It does not appear that a special purpose governmental entity can enter into a public/private partnership. Walton Verona Independent Schools attorney has contacted Mr. Ziegler to negotiate to purchase the Walton Branch. Appraisers have been hired to review the appraisal received from the schools. Work on this is ongoing.

FOUNDATION REPORT: Carrie reported that the Foundation Board will not meet in October. The Foundation currently has \$9,980.63. \$4,980.63 is earmarked for the Dolly Parton Imagination Library. This came from BCPL and Walton Verona Schools specifically for the Dolly Parton Imagination Library. We are still waiting for the Boone County Schools contribution. A \$5,000 donation was received from a community member to be divided 50/50 between Early Childhood and General Operating Budget.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that last month she reported that BCPL had received a cease and desist letter from the Associated Press alleging BCPL was in violation of copywrite by posting one of their images on our site. The website they list was not BCPL's. The AP acknowledged the mistake and told BCPL to consider the matter closed. She attended the Boone County Planning Commission on September 21st. This was a cleanup of zoning to match the Comprehensive Plan. The zoning for the properties at the Main Library, the Scheben Branch, and the new Walton Branch has been changed to Public Facilities (PF) from Commercial 2 (C-2). She presented the "State of the Library" before the Boone County Fiscal Court on September 27th. She presented at the Ohio Library Council Conference in Toledo, OH September 29th. The presentation was titled, "What Does it Mean to be a Public Servant in the 21st Century?" Staff Development Day is October 20th. The Library will be closed to the public that day. Staff will be working on the Strategic Plan Goals, Objectives, and Activities.

The KDLA/IMLS Mobile Library Grant has been extended to April 30, 2023. This allows the 20 libraries in Kentucky, including BCPL, that received the grant to complete the project. BCPL has applied for \$12,000 from a Library of Congress Grant to connect the LOC's Digital Collection about enslavement in Kentucky to BCPL's African Americans of the Kentucky Borderlands database and virtual exhibits.

BCPL will be participating in Kids Voting. This is a local initiative to teach civic responsibility to children. All locations will receive ballot boxes and ballots for children to vote on election day. Melissa Fulton, Main Library Branch Manager, is working through the application process to Pearson Vue to become a GED testing site. Still waiting on items that have been ordered to begin this process. Once items are in, pictures of the location and supplies will be taken for the application.

At the Chapin Memorial Library, BCPL hosted Benton Farms with an animal program. Thirty-five people attended. This was on a Boone County Schools in service day when students were out of school. We are targeting days when students are not in school for programming.

BCPL has purchased two ILA Translation Devices as a pilot project. One is being used by the Outreach Department and one is being used by the Florence Branch. Staff have been trained. This technology should be very useful in our interactions with customers from diverse backgrounds.

September has Banned Books Week. BCPL released a video about Banned Books. You can see the video on the Library's YouTube channel.

Boone County Dolly Parton Imagination Library will kick off in November. It is the front-page November Newsletter article

BCPL hosted the Boone County Elder Scam Town Hall. 63 people attended. This was considered very successful by the Boone County Elder Abuse Task Force. They would like to do two of these events every year and use various library locations for each one to spread the information through the county.

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

NEXT MEETING: Monday, November 21st at 4pm at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:40 pm, MOTION, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.

Donald E. Trame
Secretary

Barbara Hill
President

CALL TO ORDER: President Hill called the meeting to order at 4:01 pm, at the Scheben Branch November 21, 2022.

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

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

- ✓ **MOTION TO ACCEPT THE AGENDA, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: No comment.

PUBLIC PRESENTATION: Omni Architects reviewed, answered questions, and offered an opinion on the General Contractor Bids for the new location in Walton.

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

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

TREASURERS REPORT: Stephanie Huhn presented the September treasurers report.

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURERS REPORT, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

BUSINESS:

New Walton Branch General Contractor Bid: Discussion of bids received from General Contractors for the new Walton Branch Construction Project. Five bids were received for the project. The bids were very close and were under the construction budget, even when the add alternate bids were added into the total cost. The low bidder was Graybach.

- ✓ **MOTION TO AWARD THE WALTON BRANCH CONSTRUCTION CONTRACT TO GRAYBACH, LLC, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Branch Update: A discussion of a request from the City of Florence to enter into an agreement for a feasibility study for the co-location of community services project.

- ✓ **MOTION TO APPROVE THE EXPENDITURE OF \$8,417 FOR THE FLORENCE STUDY DON TRAME. SECOND, DR ERIC JACKSON. APPROVED UNANIMOUSLY.**

Banking Resolution: Truist banking documents needed updated signatures to reflect the current Board Members.

Tax Refund: Taxpayer refunds in excess of \$1,000 are approved by the Board. Halperns Steak & Seafood Company requested a refund of \$1,878.05 for the 2021 tax year.

- ✓ **MOTION TO REFUND \$1,878.05 FOR THE TAX YEAR 2021 TO HALPERNS STEAK & SEAFOOD COMPANY EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Policy Review: Proposed changes to the Dress Policy were presented to the Board. Carrie Herrmann recommended that the Library adopt a more business casual dress policy.

- ✓ **MOTION ACCEPT THE SUGGESTED CHANGES TO THE DRESS POLICY CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Director Evaluation: Barbara Hill discussed the director evaluation process and that the evaluations should be returned to her by December 18th.

Fine Free Presentation: Carrie Herrmann recommended that BCPL become a fine free library system. She presented information about how this would work and the implications for the Library.

- ✓ **MOTION TO BECOME A FINE FREE LIBRARY BEGINNING NOVEMBER 28TH** EMILY MYERS.
SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: There was not a financial report. Stephanie Huhn reported that Bramel and Ackley and the Library have been working on the FY2022 audit.

ATTORNEY'S REPORT: Rob Ziegler reported on his work with Walton Verona Independent Schools attorney to negotiate to purchase the Walton Branch. Appraisers have been hired to review the appraisal received from the schools. Work on this is ongoing. The storm sewer easement for the new Walton Branch has been filed.

FOUNDATION REPORT: Carrie reported that the Foundation currently has \$13,767.74. \$11,267.74 is earmarked for the Dolly Parton's Imagination Library. The Foundation Board approved a Gift Policy and affirmed that naming rights is a Library Board function as part of that policy. The Foundation is a registered charitable entity on Amazon. The unique link to have funds go to BCPLF is <https://smile.amazon.com/ch/88-2888445>. We are in the process of setting up the Foundation with Kroger community rewards. The Foundation now has an account with PayPal Nonprofit.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted she is working with Senator Schickel on a bill for equitable access to electronic literature. She has received a final draft of the bill from LRC. She is hopeful that this bill will be introduced in the 2023 session.

We are in the midst of benefits renewal. The original quote for health insurance was a 14% increase. After negotiation, the increase is 8.5%. We have budgeted a 10% increase. Depending on the plan, the total cost increased from \$56 to \$200 per month. BCPL offers a PPO and a High Deductible Plan. Each plan has 4 levels—employee only, employee and spouse, employee and children, and employee and family. The rates for employees increased from \$18 to \$45 per month. BCPL continues to pay 100% of the employee only High Deductible Plan. We are in the process of rolling out the new rates and collecting paperwork. There were no increases for the dental or vision plans. As budgeted this year, BCPL will begin to pay 100% of employee only dental and vision plans. This is an employee savings of \$27.24 on dental insurance and \$7.12 for vision insurance per month.

The City of Union has levied a 2% payroll tax on all employees within the city limits. This affects staff at the Scheben Branch. This goes into effect January 1, 2023. The City of Florence also has a 2% payroll tax. This has been in place for 10 years. We are watching to see if the City of Walton follows.

The Governor has signed an executive order allowing Kentuckians with certain medical conditions to use medical cannabis for treatment. Sherri Slavey, HR Director, is reviewing guidance from SHRM on any policies and procedures BCPL may need around this order.

Carrie has been invited to serve on the Tri-Ed Data-Informed Advisory Council. She worked with Tri-Ed as they were developing their Northern Kentucky Atlas: Community Data Dashboard (<https://atlas.northernkentuckyusa.com/>). The goal of the Advisory Council is to provide expertise, oversight, and leadership on how to leverage data to address important topics in northern Kentucky.

Dawna Bach, Public Service Director, is leading the mini-grant team. This supports the Staff Strategic Direction under our new plan. A mini-grant is a small allotment of library funds awarded to BCPL staff to

carry out a project within our library system. This year, \$1500 has been reserved to fund the chosen 2023 mini-grant projects. A maximum of \$750 can be awarded to a mini-grant project, allowing for a minimum of two mini-grant projects. Mini-grant project submissions will be generated, chosen, and carried out by non-management staff. BCPL has amazingly talented staff at every level, and mini-grants celebrate their ideas and contributions. Mini-grants provide an opportunity for non-management staff at any level to propose original ideas while their peers determine which projects are implemented and funded.

Boone County Dolly Parton Imagination Library kicked off October 28th. As of November 17th, 2,310 children are registered.

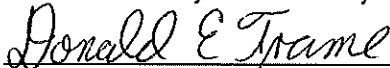
The Local History team continues work at the BC Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 4000 documents have been processed so far. The team will also begin adding the inventoried documents to ArchivesSpace. Liza Vance, Local History Associate, will be BCPL's representative for America250. The Kentucky Historical Society is sponsoring a series of state-wide meetings to coordinate programming and events related to the 250th Anniversary of the founding of the United States. Bridget met with representatives of African American Midwest <https://africanamericanmidwest.com/> to answer questions about the African Americans of the Kentucky Borderlands database and how BCPL's projects are relevant to the organization's website.

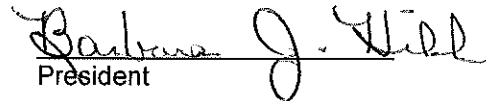
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

NEXT MEETING: Monday, December 19th at 4pm at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:49 pm, MOTION, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Hill called the meeting to order at 4:01 pm, at the Main Library on December 19, 2022

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

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

- ✓ **MOTION TO ACCEPT THE AGENDA, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: A citizen asked a question about BCPL's application for a Library of Congress grant.

PUBLIC PRESENTATION: Anthony Workman from Kelley, Galloway, Smith, Goolsby, PSC presented the FY2022 audit. It is an unmodified opinion.

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

- ✓ **MOTION TO APPROVE THE MINUTES, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Stephanie Huhn presented the October treasurers report.

- ✓ **MOTION TO APPROVE THE OCTOBER TREASURERS REPORT, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

BUSINESS:

Audit Acceptance:

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

Strategic Plan Update: At the September 2022 meeting, the Board approved the Strategic Directions of the new Strategic Plan. Library Staff have been working on the goals and objectives. Carrie Herrmann presented a draft of the Strategic Plan goals and objectives to cover 2023 to 2026. The Board requested that action items and measurables be developed for each goal and objective.

- ✓ **MOTION TO APPROVE THE GOALS AND OBJECTIVES AS PRESENTED WITH ACTION ITEMS AND MEASURABLES TO BE DELIVERED AT A LATER MEETING CHRIS LANGE. SECOND, DR ERIC JACKSON. APPROVED UNANIMOUSLY.**

Policy Review: A review of the "Benefits Policy." This policy was updated to reflect decisions made with the fiscal year 2023 Budget. At that time, the Library budgeted funds to pay the full cost of an employee only plan for vision and dental. The policy needs to be updated to reflect this change.

- ✓ **MOTION ACCEPT THE SUGGESTED CHANGES TO THE BENEFITS POLICY EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

New Walton Branch General Contractor Contract: Discussion of the General Contractor contract with Graybach LLC for the new Walton Branch Construction Project.

- ✓ **MOTION TO ACCEPT THE CONTRACT WITH GRAYBACH LLC PENDING LEGAL APPROVAL, ALLOWING EITHER THE LIBRARY BOARD PRESIDENT OR THE EXECUTIVE DIRECTOR TO SIGN THE CONTRACT DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Branch Update: The Boone Innovation Lab at the Main Library had a soft launch on December 5th. This was an unadvertised soft launch, with the first four days being a Showcase/Open house. The first day that customers could make an appointment was Friday, December 9th. We ran demos of the machines and did short 30-minute projects during the soft launch. The LED lighting conversion project continues. As Facilities projects are completed, the lights are converted. This is estimated to save the Library 20% in utilities once all lights are converted. The installation of compact shelving did not go as smoothly as hoped. The crew on site was not professional and damaged several pieces. We asked them to leave and met with Patterson Pope the vendor we purchased the shelving from. They are replacing the damaged pieces at no cost to BCPL and know that the previous crew is not welcome back.

At the Scheben Branch repairs were made to the dry fire suppression system. Sprint Mobile removed the cell tower in November, but left the fence and other equipment. The agreement specified that everything be removed from the site and that it should be repaired and restored. If these conditions were not met, they must continue to pay rent for use of our property. We are working with Sprint now on remediating this issue. In the front of the building, on one side, landscaping has been removed and a new concrete patio has been poured. This will later have a picnic type table in place which will be available for customers to enjoy in the warmer months. We took advantage of being closed the day after Thanksgiving, to remove and replace the concrete at the entry way.

I had a meeting with Judge Moore, Jeff Earlywine, representatives from the City of Florence, and representatives from the Boone County schools regarding the co-location of community partners project. Preliminary information from the study has been returned indicating concerns about all 4 partners on the three pieces of property. The Extension Center has pulled out of the project.

In February we will begin taking the Library Bus to Petersburg as a once per month community stop. We are also working on adding Petersburg as a stop to the Mobile BIL schedule when it is ready to go out on the road. We are waiting for the delivery and installation of the card reader system for access to the Library. We are still waiting on the county to install the sidewalk.

The Library has received a request to purchase the triangle property across the street from the Hebron Branch. Carrie recommended the property be appraised and move forward.

- ✓ **MOTION TO HIRE AN APPRAISER FOR THIS PROPERTY EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Carrie recommends that the Library engage Multivista as part of the Walton Branch construction project. They provide a building documentation service that will document anything & everything in the ceiling, behind the walls and under the concrete. This will help for future reference when remodels or modifications are made. We'll know what's behind the wall before drilling, how the electricity & data is run, how the plumbing flows, etc. etc.

- ✓ **MOTION ACCEPT THE CONTRACT WITH MULTIVISTA CHRIS LANGE. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

The appraiser has issued an opinion on the appraisal conducted by the Walton Verona Independent Schools on the Walton Branch. The two appraisals are within 5% of each other, which is considered a good appraisal. The Walton Verona Independent School Board has sent us an official option to purchase the property agreement.

- ✓ **MOTION ACCEPT THE WALTON VERONA INDEPENDENT SCHOOLS OPTION TO PURCHASE CONTRACT WITH RECOMMENDED LEGAL CHANGES CHRIS LANGE. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: There was not a financial report. Stephanie Huhn reported that Bramel and Ackley and the Library have been working on the FY2022 audit.

ATTORNEY'S REPORT: Rob Ziegler reported on his work with Walton Verona Independent Schools attorney to negotiate to purchase the Walton Branch.

FOUNDATION REPORT: Carrie reported that the Foundation Board did not meet in December. .

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann reported that there were fraudulent charges on the Library credit card. Those have been reversed and the card has been canceled. A new card has been ordered. She received an Open Records Request from Central Kentucky Glass Company for Bid Forms for the Walton Building Project for all bidders. That request was fulfilled on November 23rd. She received a second Open Records Request from the same company for additional documents related to the Bid. That was fulfilled on November 29th.

A draft of the bill she has been working on with Senator Shickel has been filed. It is SB289: An Act relating to electronic literary products. You can read the bill at <https://apps.legislature.ky.gov/record/23rs/interim/BR289.html>

The Kentucky Public Pensions Authority issued notice of our FY2023/2024 CERS contribution. CERS nonhazardous contribution will be 23.34%. This is a decrease from 26.79% in FY2022/2023.

A customer who had been banned in 2021 was again coming into the library with the same behaviors as before. We banned him again and instructed staff to call the police if he attempted to return before his ban was up. He did come back to the Main Library and police were called, he was escorted out and trespassed by police. If he comes back, staff are to call and he will be arrested.

Liza Vance, Local History Associate, has started planning and coordination for the Spark! Exhibit grant project. She was asked to take responsibility for this project during a PR staffing transition. Liza is in the process of planning programs to go along with the Spark! Exhibit in June 2023.

The Library now offers digital access to ~~an~~^{the} Wall Street Journal and has added Weiss Financial Ratings to our database offerings.

Staff has completed our review of the 2022 Summer Reading program and have begun to work on Summer Reading 2023. Information about the 2022 Summer Reading Program can be found at the end of my report.

Dawna Bach, Public Service Director, is leading the mini-grant team. This supports the Staff Strategic Direction under our new plan. A mini-grant is a small allotment of library funds awarded to BCPL staff to carry out a project within our library system. This year, \$1500 has been reserved to fund the chosen 2023 mini-grant projects. A maximum of \$750 can be awarded to a mini-grant project, allowing for a minimum of two mini-grant projects. Mini-grant project submissions will be generated, chosen, and carried out by non-management staff. BCPL has amazingly talented staff at every level, and mini-grants celebrate their ideas and contributions. Mini-grants provide an opportunity for non-management staff at any level to propose original ideas while their peers determine which projects are implemented and funded. Six staff submitted mini grants and the evaluation committee funded 5 of the 6. Most of the grants did not receive the full requested funding. Next steps are to notify the applicants and the full staff.

As of November 30, the 1000 Books Before Kindergarten program has 1372 registered readers. 1024 have logged at least one book. 54 kids have completed the program and read 1,000 books before kindergarten. 175,798 books have been logged, total, since the program began.

Children who were registered for Dolly Parton's Imagination Library by October 31 should begin receiving their books in December. Over 1900 children were registered by October 31. 2401 children were registered by November 30.

The Local History team continues work at the BC Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 4000 documents have been processed so far. The team finished adding Recorded Deeds and Roads into ArchivesSpace.

Carrie shared a flyer about the Winter Reading Challenge.

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

NEXT MEETING: Monday, January 16th at 4pm at the Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:04 pm,

✓ **MOTION TO ADJOURN DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

Donald E Trame
Secretary

Barbara J. Weil
President

CALL TO ORDER: President Hill called the meeting to order at 4:04 pm, at the Florence Branch on January 16, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Dawna Bach, Public Service Director; Sherri Slavey HR Director; Jennifer Cheek, PR & Marketing Director, Jennifer Timmerman, Youth Services & Outreach Director; Erin Rhoades, Florence Branch Manager.

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

- ✓ **MOTION TO ACCEPT THE AGENDA, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: No public comment

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

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

TREASURERS REPORT: Stephanie Huhn presented the November treasurers report.

- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURERS REPORT, EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

BUSINESS:

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

- ✓ **MOTION TO DECLARE THE PRESENTED ITEMS AS SURPLUS, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

Branch Update: At the Main Library the LED lighting conversion project continues. The Garden Level is completed. Started on converting the lights in the Meeting Rooms.

At the Scheben Branch repairs were made to the dry fire suppression system again. At the end of December, the cold weather led to a burst pipe. The Scheben Branch was closed for a day and a half for repairs. It has been recommended that we replace this 23-year-old system with a nitrogen system. We are waiting for a quote from the company that repaired the system. This will probably have to go out to bid.

At the Hebron Branch Carrie is meeting with an appraiser to discuss the cost of an appraisal for the land the Library owns across the street from the Hebron Branch. The Boone-Water Group touched base to let BCPL know that they are still interested in the land at the back of the property. They are waiting for the state to approve the location.

Beginning in February 2023 the Chapin Community Stops with the Library Bus will be the first Wednesdays of each month. Visit times: (1) October thru March 4:30-5:30 p.m. and (2) April thru September 5-6 p.m. The Library Bus will be located in the parking lot. During these community stops, visitors can apply for a library card, check out material that is on the bus, place holds, and browse the Library Bus collection.

The contract with Graybach for the Walton Building Project was signed and executed on December 30, 2022. Omni has informed Carrie that they are seeing an increase in change orders due to cost escalation. Bidders are doing their best to estimate, but costs are increasing faster than expected. Expect to see a lot of change orders for this project. These will need to be evaluated very closely. There

was a virtual Pre-Construction meeting with Graybach, Omni and BCPL's team on January 12th. After this meeting we will have twice monthly meetings on the second and fourth Thursdays at 10 am. These meetings will be onsite in Walton. The Boone County Planning has approved the building plan with three changes Omni has already made: (1) The FAC will require a second door due to square footage of the room; (2) The Staff Parking area/Drive through area required a raised sidewalk along the building, bollards, and a marked crosswalk from the staff parking area to the staff entrance. They also requested that the staff parking area be redesigned to be future ADA spaces; and (3) Add braille to all exterior Exit signs. Given the cost of the contract, Omni has asked if we want to add anything else at this time rather than doing a change order in the middle of the project. Their recommendations include: (1) Complete the future parking and landscaping area at this time; (2) Battery Storage for solar energy; (3) Casework/Built in Furniture in the New Material area; (4) Rough in for 2 additional electric vehicle charging station; and (5) Place one stand-alone exterior solar canopy over the charging stations as an education component for the project. Carrie recommended that we do not accept #3. She recommends that we accept #1, #4 and #5. She is waiting for more information from Omni and the Library's Commissioning Agent before she makes a recommendation about #2.

- ✓ **MOTION TO ACCEPT THE RECOMMENDED CHANGES OF #4 AND #5, TO REJECT # 1 AND #3; AND TO TABLE # 2 EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The Mobile BIL build should be completed the end of January or beginning of February. The timeline has the positions posting at the end of January, interviews in February, training and schedule set up in March, and launch in April.

Mid-Year Budget Update: Carrie presented draft copies of an update to the FY2023 capital and operating budget.

- ✓ **MOTION TO APPROVE THE UPDATED FY2023 CAPITAL AND OPERATING BUDGET AS PRESENTED CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented financial reports for June, July, August, September, October, and November 2022.

ATTORNEY'S REPORT: Rob Ziegler reported on his work with Walton Verona Independent Schools attorney to negotiate to purchase the Walton Branch. He also reported on research in possible federal grants for electric vehicle charging stations.

FOUNDATION REPORT: The Foundation Board did not meet in December. The Foundation is now a member of PayPal Nonprofit. The Digital Branch Manager is working on a page on our website that will have information about the Foundation and links to PayPal, Amazon, and Kroger rewards to donate to the Foundation. Carrie has had several conversations with a long-time library supporter and advocate who plans to leave her estate to the Foundation. The Foundation Board meets next on January 19th.

reported LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann that the payroll tax in the City of Union was supposed to go into effect on January the city. The Union City Council recently passed legislation to delay the payroll tax. As of now, it will not go into effect until July 1st. The Kentucky Public Library Association's annual Library Legislative Day is Thursday, February 9th. She is in the process of setting up appointments to meet with Boone County's 8 legislators. Please let Carrie know if you are interested in attending this day.

On January 12th, BCPL had a data breach. No personal identifiable information for customer, staff, vendors, or presenters was compromised. Financial information was not compromised. The individual gained access to a shared staff public drive within our network. Specifically, this individual modified and/or deleted information in a Summer Reading file (statistics), Dolly Parton's Imagination Library file (statistics, copies of invoices, how-to calculate the invoices), and a Homeless File (information on resources for the public).

Staff teams are working on the activities and measurements for the plan. Allowing staff to wear jeans and eliminating fines has had a huge impact on morale.

Going forward, it will be optional for staff to add pronouns to their business cards. This will be for new cards only; we will not be ordering cards just to add this. In addition, an optional line to the auto-signature template has been added. Here are the pronouns we will be using--She/Her/Hers; He/Him/His; or They/Them/Theirs. The Mini-Grant Applicants have been notified of their project's funding status. Staff are very excited to see staff initiated and led projects taking place. Sherri Slavey, HR Director, and I are working on updating our Tuition Reimbursement Policy and the Salary Schedule.

The ematerial bill Carrie has been working on with Senator Schickel has moved from a pre-filed bill to a committee and has been given the designation of SB35. She will be meeting with Boone County Commissioner Chet Hand on January 17th. Commissioner Hand is new to the Boone County Fiscal Court. Carrie will be presenting the "State of the Library" to the Rotary Club of Florence on January 23rd. This presentation is at the Hebron Branch at noon.

As of the end of December, we have 2,591 Boone County Children signed up to receive books through the Boone County Dolly Parton's Imagination Library. The program's first year goal was to serve 30% of the eligible aged children in Boone County. We are 193 children short of reaching that goal after only 3 1/2 months.

The team continues work at the Boone County Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Four reports were sent to the Boone County Archives Commission to request transfer. These will be used as the basis for the record transfer documentation between the Boone County Clerk's Office and the Borderlands Archive and History Center.

Boone County High School athletic director, Lance Melching, contacted Hillary Delaney, Local History Associate, with a request for photos of Strawn Nutter, a BCHS star wrestler who went on to a career as a firefighter in Louisville. He died in the line of duty and the high school photos Hillary provided will accompany a special memorial for him.

As a result of her African American Genealogy Group of Kentucky presentation in November, Bridget Striker, Local History Director, was contacted by two researchers asking follow up questions.

In 2015, Kentucky created a READ license plate. \$10 of the fee for the plate goes to the Kentucky Library Association to fund the Linda Kompanik Memorial Scholarship. The scholarship is offered to graduate students entering or continuing their library education in an American Library Association (ALA) or National Council for Teacher Education (NCATE)-accredited library school.

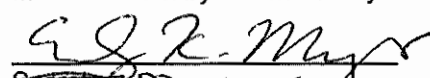
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

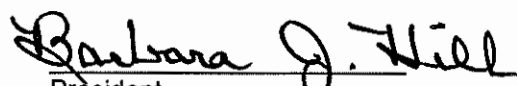
NEXT MEETING: Monday, February 20th at 4pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:37 pm,

✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary member


President

CALL TO ORDER: President Hill called the meeting to order at 4:01 pm, at the Main Library on February 20, 2023

PRESENT: Barbara Hill, President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Dawna Bach, Public Service Director; Sherri Slavey HR Director; Jennifer Cheek, PR & Marketing Director; Jennifer Timmerman, Youth Services & Outreach Director;

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

- ✓ **MOTION TO ACCEPT THE AGENDA, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: No public comment

PUBLIC PRESENTATION: Michael Savarino, IT Director, gave a presentation about IT initiatives.

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

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

TREASURERS REPORT: Stephanie Huhn presented the December treasurers report.

- ✓ **MOTION TO APPROVE THE DECEMBER TREASURERS REPORT, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Branch Update: Facilities has inspected the emergency lighting and exit signs throughout the system and has completed any needed repairs. Jeff West, the Facilities Director, is in the process of creating a monthly safety and facility inspection checklist for all facilities. At the Main Library work on moving the Archive and History Center to its new location on the first floor has started.

At the Scheben Branch, Jeff is getting quotes to update the parking lot lighting. The staff have brought forward some safety concern. After a review, the Facilities Director and Carrie agree that the parking lot should have better lighting. At the Florence Branch several outdoor lighting fixtures have been repaired and updated.

The Library Bus began visiting Petersburg in February. Not many people visited the Bus. The next visit is scheduled for March 1. Still waiting for the County to install the sidewalk at the Chapin Memorial Library. The updated camera system has been installed. Two public computers have been installed for customers to use. The barcode reader for entry into the building has been scheduled for installation. We are installing an alarm on the door into the community center just to be safe. This will be monitored by our alarm company

At the Walton Branch the water heater is leaking. We are waiting to see if it can be repaired or if we need to replace the water heater.

We have increased the insurance on all vehicles to include the wrap

Carrie let Omni know that BCPL accepted their recommendations for the rough in for 2 additional electric vehicle charging stations and the placement of one stand-alone exterior solar canopy over the charging station. Omni provided the additional requested information on the battery storage for solar energy. After consulting with ZH Commissioning we do not recommend this option. The cost is too high for the return on investment. Carrie presented a contract for geotechnical special inspections for the Boards review.

- ✓ **MOTION TO APPROVE THE CONTRACT WITH GEOTECHNOLOGY EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Intellectual Freedom: Carrie presented the ALA Freedom to Read Statement and Library Bill of Rights. BCPL has never adopted the documents as part of Library policy. Board discussed the two documents and chose to not accept the statements.

Policy Review: A review of the "Collection Development Policy." Small changes to this policy are recommended.

- ✓ **MOTION ACCEPT THE SUGGESTED CHANGES TO THE COLLECTION DEVELOPMENT POLICY** EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Executive Session: Entered closed session at 4:38 pm.

- ✓ **MOTION TO MEET IN CLOSED EXECUTIVE SESSION FOR THE PURPOSES OF DISCUSSING POSSIBLE LITIGATION AND PERSONNEL MATTERS PURSUANT TO KRS 61.810 (1)(C) AND (F)** CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

The Board reconvened the open meeting at 5:03 pm

ACCOUNTANT'S REPORT: Stephanie Huhn presented financial reports for December 2022.

ATTORNEY'S REPORT: Rob Ziegler reported on his work reviewing policies and contracts for the Library.

FOUNDATION REPORT: The Foundation Board met in January and in February. Rich Webster, Digital Branch Manager is working on a page on our website that will have information about the Foundation and links to PayPal and Kroger rewards to donate to the Foundation. The Foundation now has \$15,954.19 in the bank. They have voted to use the Horizon Community Fund for investments and management. The Board adopted a Privacy Policy. The BCPL Foundation is in the running for a Mayerson Philanthropy Project grant of \$2,000. The Foundation Board meets next on March 16th.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she received an Open Records Request from an organization called American Transparency. They requested a list of all employees for the year of 2022 that included the year of compensation, first name, middle initial, last name, hire date, base salary amount, bonus amount, overtime amount, gross annual wages and position title. We supplied this information. For minor employees we supplied last name and first initial of the first name. This request was received on January 16th and fulfilled on January 18th.

A new state sales tax law that went into effect January 1 will have implications for the Library. While we are tax exempt, services we charge our customers are not tax exempt. We are working through some internal changes now.

I was asked to be a presenter at an advocacy training for new Kentucky Public Library Directors ahead of Library Legislative Day on February 9th.

I met with 7 of the 8 Boone County Legislators on February 9th to talk about BCPL and Senate Bill 35. (Senators Schickel and Williams, and Representatives Banta, Doan, Proctor, Rawlings, and Hart) All 7 had a favorable reaction to Senate Bill 35. Other Library Directors reported a lot of support with legislators they spoke with. To be honest I do not expect this bill to pass this session. This year it is about getting the bill in front of the legislators and talking about it. Next year, we will make a big push to pass the bill. Senator Schickel has offered to put it forward again.

Tracking several bills for the Library

- Senate Bill 5: Aimed at schools and access to materials "harmful to minors." (Assigned to the Education Committee)

- Senate Bill 17: Required Open Records training (Not yet assigned a committee)
- Senate Bill 35: eMaterials bill (Assigned to the Economic Development, Tourism, and Labor Committee)
- Senate Bill 115: Aimed at adult-oriented businesses, but mentions libraries in the text of the bill (Assigned to the Veterans, Military Affairs & Public Protection Committee)
- House Bill 88: Most of this bill is about raises for teacher salaries, however, there is a paragraph that allocates funds for universal preschool for 4-year-olds. (Not yet assigned a committee)
- House Bill 132: Eliminating the motor vehicle tax. (Not yet assigned a committee)

Work continued on programming for the Spark! exhibit. Two in-person programs and 3 take-and-makes, all geared towards Adults will be part of this grant exhibit.

Meetings continued for the Boone CLG grant project to revise Dinsmore's National Register of Historic Places form to include African American heritage. The project, including match is \$12,500 and is due August 2023. The first draft of the document was submitted to the Kentucky Heritage Council on February 1st. Drafts will be edited and a final version will be submitted to KHC by April 1st. Planning meetings continued for the NPS Network to Freedom grant for an African American exhibit at the Dinsmore Homestead took place in December. The project will include several exhibit panels to be install on site at Dinsmore. The project is due by September 2023, but final exhibit installation is scheduled for June 2023. Liza is finishing up the panels for review in February.

She is working on two grant applications currently: (1) a solar grant through Ebsco to help pay for the solar panels at the new Walton Branch; and (2) an NEH Infrastructure Capacity grant to provide funds for the Archive and History Center Space upgrades.

For the first time, BCPL offered a Winter Reading Challenge. This program took place January 1-31, 2023. 1,215 people of all ages enrolled in the challenge and 439 (36.13%) completed the challenge.

We had our first School Field Trip to the Main Boone Innovation Lab. Boone County High School visited BCPL. The Boone County High School Employment Specialist (all Boone County Schools have one) contacted us about creating a program to build skills for students that do not plan on going to college. They made boxes on the glow forge. Each student completed the task from start to finish. These students have not had much opportunity to do skilled projects. It allowed the students to create something and see the results, that took home. If this goes well, the other Employment Specialists will set up appointments to run similar programs.

Emily Sexton, Public Relations Specialist has created the 2023 Summer Reading logo.

The Mobile BIL positions have been posted.

Dolly Parton's Imagination Library: As of 1/31/2023, we have 2821 children registered for DPI and 107 graduates (reached 5th birthday). You can see an article written by the NKY Grow Consultant for the Northern Kentucky Area Development District about Boone County's Dolly Parton's Imagination Library.

BCPL received a donation of materials from Matt Becher and the Boone County Planning Commission prior to Matt's January 2023 retirement. This donation included the personal papers of Frank S. Milburn, a Northern Kentucky and Boone County inventor and photographer, as well as materials relating to the activities of the BC Planning Commission over several decades, such as photographs, negatives, documents, artifacts, correspondence and administrative documents – approx. 10 linear feet of material. Liza Vance and Hillary Delaney, Local History Associates, are working diligently on the *Boone Backstory* podcast series. The Local History team continues work at the BC Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Four reports were sent to the Boone County Archives Commission to request transfer in December and additional reports will be sent to the Commission in March. Remember, this is only the first phase of the project.

Loose records from 1870 through 1920 and bound materials still need to be processed and inventoried after we complete the original 1799-1869 set of loose documents. The Archive Commission has formed a Policies and Procedures Committee to determine public archive collections access. Bridget Striker is serving as Chair, Carrie Herrmann, Library Trustees Dr. Eric Jackson and Mr. Don Trame, Circuit Clerk David Martin, County Clerk Justin Crigler, and Kentucky State Law Librarian Jennifer Frazier will serve as committee members. First meeting will occur in March. The first and second phase of the Garden Level Compact Shelving Project have been completed. We are waiting on KDLA to send us their facilities approval checklist. Bridget will complete the checklist report and send it back to KDLA. Once that is completed, we will be able to start transferring county records to the facility.

The Sensory Room is tentatively scheduled to open April 10th. We have already started the advance marketing and have received some positive feedback from the community.

The salary schedule review is ongoing.

The Boone County Early Childhood Fund has released an RFP for a strategic planning consultant.

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

NEXT MEETING: Monday, March 20th at 4pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:37 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

Donald E Trame
Secretary

Dr. Eric R. Jackson
Vice-President

CALL TO ORDER: Vice-President Dr. Eric Jackson called the meeting to order at 4:01 pm, at the Main Library on March 20, 2023

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

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

- ✓ **MOTION TO ACCEPT THE AGENDA, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: No public comment

PUBLIC PRESENTATION: Bridget Striker, Archive & History Center Director, gave a presentation about her department's initiatives.

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

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

TREASURERS REPORT: Stephanie Huhn presented the January treasurers report.

- ✓ **MOTION TO APPROVE THE JANUARY TREASURERS REPORT, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

BUSINESS:

Branch Update: During a strong rain and wind event on March 3rd the Main Library had several leaks around windows. Staff are working with Jacks Glass to caulk around the windows. Moving the Archive and History Center to its new location on the first floor has started. The collection has moved. We are waiting for the delivery of the desk and the computer stations.

At the Scheben Branch the light bright has been installed. Sprint continues to work on removing the cell phone tower. Work has begun on the new study rooms. Once it is completed work will begin on the passport room. The new outdoor lighting for the parking lot has been ordered. The front patio and landscaping have been completed and we are waiting on furniture for the right side of the building.

During a strong rain and wind event on March 3rd the Hebron Branch had a leak around the window in the staff lounge. We will be working with a local Boy Scout on his Eagle Scout project. He will be installing benches along the storywalk trail. The Kentucky's Office of the State Entomologist contacted me to request permission to set a trap on the Hebron Branch property. They are conducting a survey across the state of invasive new pest introductions across the state. Many of the insects they are targeting are introduced to areas through pallets and wooden crates. They believe the warehouses in Hebron are a prime site for introducing invasive insects. Once the trap is set, someone from the Entomologist office will check them once a once May through September. Carrie presented an appraisal of the 3 acres across the road from the Library. This will be brought to the next Board meeting. Carrie presented a request to amend the budget to replace dead trees that are outside the warranty period.

- ✓ **MOTION TO APPROVE THE AMENDED BUDGET REQUEST WITH RECOMMENDED TREES APPROVED BY THE BOONE COUNTY EXTENSION DISTRICT, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The Library Bus went to Petersburg on March 1st. The two-way security cameras have been installed in the Chapin Memorial Library. We are waiting for Boone County to install the sidewalk.

We had to replace the water heater at the Walton Branch. The leak could not be repaired. The Walton Building Project is moving forward. The Building pad is within 9 inches of completion. There is one

section of rock that will have to be removed. Some materials have started to arrive. Staff and architects had the first meeting to discuss furniture concepts. Next construction meeting is March 22nd at 10:00 am

The Mobile BIL has been completed. The staff have been hired. The goal is to have the staff trained and the vehicle on the road in May.

Policy Review: A review of the "Sensory Room Policy." This is a new policy for BCPL.

- ✓ **MOTION APPROVE THE SENSORY ROOM POLICY AS AMENDED EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Executive Session: Entered closed session at 4:53 pm.

- ✓ **MOTION TO MEET IN CLOSED EXECUTIVE SESSION FOR THE PURPOSES OF DISCUSSING POSSIBLE LITIGATION PURSUANT TO KRS 61.810 (1)(C) DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The Board reconvened the open meeting at 4:56 pm

ACCOUNTANT'S REPORT: Stephanie Huhn presented financial reports for January 2023.

ATTORNEY'S REPORT: Mike Duncan reported that the firm had reviewed the Sensory Room Policy.

FOUNDATION REPORT: The Foundation Board met on March 16th. The Board has completed the paperwork to use the Horizon Community Fund for investments and management. They are looking at the possibility of selling Summer Reading Program t-shirts as a fund raiser. The Foundation Board meets next on April 20th.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she received an Open Records Request from the Florence Police for security camera footage of a theft that occurred at the Library. She also received a Request for Reconsideration for *A Hero for WondLa* by Tony DiTerlizzi. A staff committee has been formed to begin the review process of the title.

She is researching a provision of the Inflation Reduction Act that allows for up to 30% of a renewable energy project at governmental agencies to be refunded to the entity. The Walton Construction project may be eligible. She is specifically looking at the solar array on the roof, the EV charging stations, and the solar canopy over the EV charging stations. Carrie is also working on two grant applications currently: (1) a solar grant through Ebsco to help pay for the solar panels at the new Walton Branch; and (2) An NEH Infrastructure Capacity grant to provide funds for the Archive and History Center Space upgrades. The Federal Government has released a grant for EV charging stations. She is reviewing that grant to determine if BCPL should apply.

BCPL will be hosting the April 7th North Region Directors meeting at the Hebron Branch. During the 2023/2024 school year, BCPL will host 5 interns from the Ignite Academy. Students will work in IT, the Archive & History Center, and the BILs at Main and Hebron. This is the fourth year we have worked with student interns.

Sherri Slavey, HR Director, and I are reviewing the salary schedule update supplied by the consultant. Work continues on a part time employee vacation policy and an update to the tuition reimbursement policy.

Carrie is tracking several bills for the Library: Senate Bill 5; Senate Bill 17; Senate Bill 35; and Senate Bill 115.

The Main Library has been approved as a GED testing site. We are waiting for our location ID number and then can begin offering this as a service.

Carrie report^{ed} that she received a program request from a local church to offer a Pastors Story Hour at the Library as a storytime. Her response was "BCPL does not use volunteers as presenters at storytimes. Boone County Public Library Youth Services Staff are trained in the use of research-based practices for supporting early literacy and the development of the whole child. Every Child Ready to Read framework guides the design of all of our storytimes. As such, storytimes meet the early literacy needs of children and educate caregivers in ways to foster literacy development. The Youth Services team shares new and favorite books to read, songs to sing, things to talk about, as well as ideas for fun ways to play and write. Our aim is two-fold: (1) to engage children in high-quality language and learning experiences, and (2) arm caregivers and teachers with developmentally appropriate learning tools through modeling and information sharing."

Boone County will celebrate 225 years as a county on June 1, 2024. Bridget Striker, Local History Librarian, is the chair of this committee. On April 24, 2023, there will be a Boone County Bus Tour led by the Library for the committee members and elected officials to kick off the planning. Library Board members are invited to attend.

The Sensory Room is set to open on April 10th. All staff at the Main Library will be trained on this room. All Managers will receive a shorter training so that they are informed about the room.

BCPL has signed a contract with Thomas More University to supply training to Managers. They will offer Effective Conflict Management; Leading Change Initiatives and Harassment and Hostile Work Environment. Thomas More University will also offer a Workplace Stress & Burnout training at Staff Development Day.

Holly Hall, Local History Digital Librarian, has been selected as one of 8 Kentucky Public Library Association Fresh Faces. She has received a complimentary registration to the KPLA Conference and will be working with the KPLA Executive Committee to participate in committees and leadership opportunities.

Carrie presented key metrics for February 2023.

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

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:21 pm,

- ✓ **MOTION TO ADJOURN EMILY MYERS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

Donald E Trame
Secretary

Barbara J. Hiep
President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:03 pm, at the Main Library on April 17, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Cheek, PR & Marketing Director, Jennifer Timmerman, Youth Services & Outreach Director

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

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

PUBLIC COMMENT: No public comment

TREASURERS REPORT: Stephanie Huhn presented the February treasurers report.

- ✓ **MOTION TO APPROVE THE FEBRUARY TREASURERS REPORT, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented financial reports for February 2023.

PUBLIC PRESENTATION: Jennifer Timmerman, Youth Services & Outreach Director, gave a presentation about her department's initiatives.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, EMILY MYERS. SECOND, DR. ERI JACKSON. APPROVED UNANIMOUSLY.**

BUSINESS:

Branch Update: An update on all locations. The shared community space in Florence may not happen. Boone County Schools are looking at a different property. At the Main Library the Sensory Room opened April 10th.

At the Scheben Branch the Youth Services Mural will be installed on April 19th. The study room walls have been installed. They have been painted. We are waiting for the installation of the glass walls and doors.

A follow up to the budget request for 16 trees at the Hebron Branch. Carrie spoke with the Extension District Horticulture specialists. All but one tree on the list is native to Kentucky. They recommended a replacement and the work will start soon. The Boone Florence Water Conservancy is still interested in 3 acres of land at the Hebron Branch. They are still working on the needed easements to build an access road. The appraisal of 3 acres of land across the street from the Hebron Branch was discussed.

- ✓ **MOTION TO ACCEPT THE APPRAISAL OF \$77,500 AND TO DECLARE AS SURPLUS THE 3 ACRES. THE BOARD AUTHORIZES THE DIRECTOR TO CONTACT THE INTERESTED PARTY REGARDING THE PRICE AND IF NECESSARY TO ENGAGE THE SERVICES OF A REALTOR TO SELL THE PROPERTY, EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

At the Chapin Memorial Library, the county has now requested that before they pour the needed sidewalk BCPL do the following: (1) Add sensors to doors to prevent them from being propped open; (2) The intrusion alarm should be remote activated and tied to the access control timer; (3) The cameras should have a 2-way sound capability and remote access; (4) Modify the MOU outlining the responsible party for any damages in the building through access through the library; (5) Locking cover on the thermostat; and (6) Panic button must be installed.

The Walton Building Project is currently ahead of schedule. The next construction meetings are April 27th and May 11th at 10:00 am. A trench has been dug to show the outline of the building. Work is ongoing to pour concrete footers in the trench. The geothermal wells will be dug starting the week of April 17th.

Carrie presented a proposal for an Administration Building. After much discussion the Board declined to purchase the property and asked Carrie to create a capital expense plan for the Walton Building Project, the Florence Branch expansion, and an Administration Building.

Carrie recommended approaching the Boone County Parks Department about a possible partnership at the Hebron Branch for walking/hiking trails. The Board authorized Carrie to begin discussions with the Parks Department.

Strategic Plan: At the December meeting the Board requested that target markets and measurements be added to the plan. This month Carrie brought before the Board the target markets/emphasis: Early Childhood; Local History; and Culture & Life Experience. Measures will be presented to the Board in June.

- ✓ **MOTION APPROVE THE TARGET MARKETS/EMPHASIS FOR THE STRATEGIC PLAN AS PRESENTED, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Policy Review: A review of the "Staff Development and Training Policy." The Tuition Reimbursement section of the policy was updated. This portion of the policy had not been updated in at least 23 years. The current reimbursement rate is up to \$500 per class up to 2 classes per year. Carrie proposed increasing the maximum amount to \$1550 per class up to 2 classes per year. Discussion around the IRS maximum for tuition reimbursement programs. The Board asked Carrie to update the policy to match the maximum allowable amount and to change the number of classes. The policy will be brought before the Board with the changes at the May meeting.

Executive Session: The attorney advised the Board they did not have to enter executive session. Carrie reported that the possible litigation had been resolved.

ATTORNEY'S REPORT: Mike Duncan reported that the firm had reviewed the Sensory Room Policy.

FOUNDATION REPORT: The Foundation Board meets next on April 20th. In February Carrie reported that she was contacted by a student in an NKU Education in a Multicultural Society class. They were looking for a nonprofit organization that is focused on building literacy to grant \$2,000. The funds are provided by the Scripps Howard Foundation. Students were tasked with recommending a nonprofit that helps children develop literacy and language skills. The students in the class voted for a winner--Boone County Public Library Foundation is the winner.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann reported that she received a request for an IMLS site visit at the end of April to conduct a review of IMLS funded projects. They want to talk with me about LSTA/IMLS funded projects such as the Mobile BIL grant and the ARPA funds. They are also interested in seeing what BCPL is doing in general with programs and services that aren't funded by grants.

The committee has completed their review of *A Hero for WondLa* by Tony DiTerlizzi. The committee found that the title fits BCPL's Collection Development Policy and should be retained in the collection. A letter has been mailed to the community member explaining this decision.

The 2023 Legislative session is over. Most of the bills Carrie was tracking died in committee. House Bill 5, which exempts the property tax on bourbon barrels while the bourbon is aging passed and was signed into law by the Governor. This may affect BCPL. The Boone County Distillery ages their bourbon onsite in barrels.

BCPL has received a \$12,000 grant from the Library of Congress for a project to use Library of Congress Collections in the Library's "African Americans of the Kentucky Borderlands." Carrie has submitted the Ebsco grant to help pay for the solar panels at the new Walton Branch
I am working on an NEH Infrastructure Capacity grant to provide funds for the Archive and History Center Space upgrades.

Carrie is working through my annual review of programming. This allows her to identify programs that need additional support (staffing, PR, etc....), have reached the end of their life, and are still going well. This is always a difficult time as she cancels programs.

The Lite Bright at the Scheben Branch has been a huge success. Many families have complimented it and we notice it being played with a lot—the adults even join in on the fun.

The Main Library has received our site ID for the GED testing and have begun to install the software on the two computers designated for the testing.

Over the course of 4 hours the Florence Branch had 582 people show up and participate in the health fair. We had roughly 30 businesses set up to hand out information, including the mammogram bus, and the Giant Inflatable Colon and the Colon King who helped give out information on how colon screening can save lives.

The transfer of records from the Boone County Clerk's Office to the Main Library has approved by KDLA. The Archive & History Center has been nominated as a top finalist in the Museum category for NKY Magazine's 2023 Best of NKY. Now that the nomination period is over, and the top finalists have been determined - these top businesses will be voted on to determine one WINNER in each category. Voting will open May 8th. All finalists and winners will be featured in an upcoming issue of *NKY Magazine* to be released soon after voting is done.

Carrie started a new monthly program for staff called Conversations with Carrie. This is a virtual meeting where staff can ask me anything. There is also an anonymous form where staff can ask questions ahead of the meeting. Carrie reported she won the election to be a Councilor at Large on the American Library Association Board. The Board determines all policies of the association, elects the ALA Executive Board Members, develops and acts on resolutions and proposed amendments, and establishes or discontinues divisions, round tables, and committees. The appointment was supposed to be July 1, 2023, to June 30, 2024. However, I have been asked to start immediately to fill a vacated seat.

Carrie presented key metrics for March 2023 and the third quarter of FY2023.

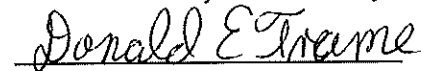
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

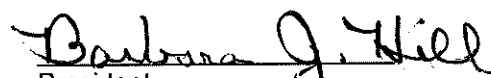
NEXT MEETING: Monday, May 15th at 4pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:54 pm,

✓ **MOTION TO ADJOURN DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:01 pm, at the Main Library on May 15, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Cheek, PR & Marketing Director, Jennifer Timmerman, Youth Services & Outreach Director

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

- ✓ **MOTION TO ACCEPT THE AGENDA, DON TRAME. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: No public comment

PUBLIC PRESENTATION: Jeff West, Facilities Director, gave a presentation about his department's initiatives

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

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

TREASURERS REPORT: Stephanie Huhn presented the March treasurers report.

- ✓ **MOTION TO APPROVE THE MARCH TREASURERS REPORT, DON TRAME. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

BUSINESS:

Branch Update: An update on all locations. At the Main Library, the Sensory Room has been well received. The Art Gallery and the two additional study rooms are almost completed. The study rooms are waiting for the storefronts and emergency strobe lights. The Art Gallery is waiting for the installation of the flowing, storefront, and emergency strobe lights. At the Scheben Branch, the study rooms are completed except for the storefronts. Work on the Passport Room has begun. At the Hebron Branch the replacement trees have been ordered.

The Walton Building Project has seen a total tax savings as of May 3, 2023, of \$7,149.45 due to using direct purchase orders. The Library has an official address. The project is currently ahead of schedule. It looks like it will be under roof in September 2023. There has been a larger than anticipated amount of plastic clay and shale on the site. We are working with Geotechnology to determine what, if anything, needs to be done.

Policy Review: A review of the "Staff Development and Training Policy." The Tuition Reimbursement section of the policy was updated to reflect the discussion at the April meeting. The IRS amount for tuition assistance in calendar year 2023 is \$5,240.

- ✓ **MOTION TO APPROVE THE STAFF DEVELOPMENT AND TRAINING POLICY EFFECTIVE JULY 1, 2023, AS PRESENTED, CHRIS LANGE. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

A presentation of a "Part Time Off Policy." This is a new policy for the Library. The Board asked Carrie to update the policy per the discussion and to provide a fiscal analysis of the policy. The policy will be brought before the Board with the changes and analysis at the June meeting.

A presentation of the "Archive Public Access Policy." This is a new policy for the Library.

- ✓ **MOTION TO APPROVE THE ARCHIVE PUBLIC ACCESS POLICY AS PRESENTED, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

A review of the "Purchasing Policy." BCPL has not adopted the state's Model Procurement Law, but has instead chosen to create a local policy. The Library has, in the past, matched the amount required for a bid to the state law. During the last session, the legislature increased that amount from \$30,000 to \$40,000.

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

FY2024 Marketing Plan: A presentation of the fiscal year 2024 Marketing Plan. Board asked that items the Library does be included in the plan, not just the new items. The Board requested that more measurements be added to the plan. The Marketing Plan will be presented at the June 2023 Board meeting.

Salary Schedule Update: A presentation of the suggested salary schedule update as prepared by the consultant. The Board reviewed the data and tabled the discussion as this is tied to the FY2024 budget discussion.

FY2024 Budget: A presentation of the FY2024 Capital and Operating Budgets. The budget will be brought before the Board at the June meeting with suggested changes.

ACCOUNTANT'S REPORT: Stephanie Huhn presented financial reports for March 2023.

ATTORNEY'S REPORT: Rob Ziegler reported that he had reviewed several policies for this month. He is working with the individual and their attorney who is interested in purchasing the 3 acres of land in Hebron that was surplus by the Board in April.

FOUNDATION REPORT: The Foundation Board meets next on May 18th. Carrie reported that the Mayerson Award was actually \$4,000, not the \$2,000 she had previously reported. The Foundation now has a page on the Library's website. The Horizon Fund has been set up for the Foundation and is active. A press release will be sent out at the end of May.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Barb Hill asked if there were any questions for Carrie Herrmann. No questions were asked

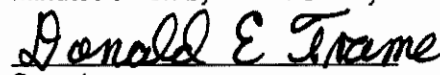
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

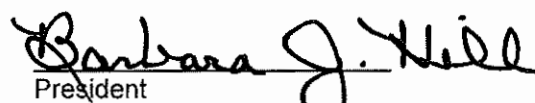
NEXT MEETING: Monday, June 17th, 2023, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:08 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:01 pm, at the Main Library on June 19, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Emily Myers; Rob Ziegler, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Timmerman, Youth Services & Outreach Director, Sherri Slavey, HR Director

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

- ✓ **MOTION TO ACCEPT THE AGENDA, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: No public comment

PUBLIC PRESENTATION: Samantha Sizemoore, Business Services Director, gave a presentation about her department's work and initiatives

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

- ✓ **MOTION TO APPROVE THE MINUTES, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Carlyle Ackley presented the April treasurers report.

- ✓ **MOTION TO APPROVE THE APRIL TREASURERS REPORT, DON TRAME. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley presented financial reports for April 2023.

BUSINESS:

Branch Update: An update on all locations. At the Main Library, the two new study rooms opened on June 14th. They were in use within an hour of opening the rooms. The Art Gallery is on schedule to re-open in its new location in July. The Sensory Room at the Main Library is seeing quite a bit of use. The busiest day is Sunday. Surveys are being turned in and the results are positive. BCPL has been tagged several times on social media with positive comments about the Sensory Room. In May, the room was used for 26.75 hours by an estimated 106 people. At the Scheben Branch the four new study rooms have opened. We tried repurposing existing tables into the rooms. However, in two of the new rooms the tables are too large. We have ordered new tables. We had the budget for this. The Passport Room is almost complete. We are waiting for a more secure door, and tinting for the windows for privacy. At the Hebron Branch the replacement trees have been planted. The Walton Building Project is currently ahead of schedule. The total project tax savings as of 06/15/2023 by using Direct Purchase Orders is \$12,804.95. As an update to last month's report that the Walton site has larger amounts of plastic clay and shale than expected, Geotechnology has determined we are able to proceed as we have been. The Geothermal well installation is in process. The plumbing and electrical items have been installed below the slab. The vapor barrier has been installed. The rebar has been installed for the concrete slab. The concrete slab is expected to be poured and set by 06/19. Steel is expected to arrive on 06/19 and to begin set up on 06/22

FY2024 Meeting Dates: Carrie presented the FY2024 Boone County Public Library Board of Trustees Meeting Dates. The Board will continue to meet on the 3rd Monday of every month at 4:00 pm. The January meeting was moved to Tuesday, January 16, 2024 due to a conflict on Monday with Martin Luther King Jr. Day.

- ✓ **MOTION TO APPROVE THE FY 2024 MEETING DATES AS AMENDED, CHRIS LANGE. SECOND EMILY MYERS. APPROVED UNANIMOUSLY**

Policy Review: A review of the "Part Time Off Policy" presented to the Board at the May 2023 meeting that included requested changes.

- ✓ **MOTION TO APPROVE THE PART TIME OFF POLICY EFFECTIVE JULY 1, 2023, AS PRESENTED, EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Carrie requested that the Board recognize part time employees who have been on staff for 4 or more years by awarding 20 hours of time on the effective date of the Part Time Off Policy.

- ✓ **MOTION TO AWARD 20 HOURS OF TIME TO PART TIME EMPLOYEES WHO HAVE WORKED AT BCPL FOR FOUR OR MORE YEARS CONSECUTIVELY, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Strategic Plan: A presentation of the outcomes and measures associated with the Strategic Plan. Based on the activities and the outcomes developed, Carrie recommended that the goals and objectives be updated and that the plan cover FY2024 to FY2027.

- ✓ **MOTION TO APPROVE THE STRATEGIC PLAN GOALS, OBJECTIVES, AND MEASUREMENTS AS AMENDED, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

FY2024 Marketing Plan: A review of the Marketing Plan for FY2024 with the requested additions.

- ✓ **MOTION TO APPROVE THE MARKETING PLAN AS PRESENTED, EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Salary Schedule Update: A presentation of the suggested salary schedule update as prepared by the consultant. Discussion followed about the budgetary implications.

- ✓ **MOTION TO APPROVE THE SALARY SCHEDULE UPDATE AS PRESENTED, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

FY2024 Budget: A presentation of the FY2024 Capital and Operating Budgets with suggested changes.

- ✓ **MOTION TO APPROVE THE FY2024 CAPITAL AND OPERATING BUDGETS AS PRESENTED, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Rob Ziegler reported that he is working with the individual and their attorney who is interested in purchasing the 3 acres of land in Hebron that was surplus by the Board in April.

FOUNDATION REPORT: The Foundation Board meets next on July 20th. The Foundation now has a page on the Library website. The Horizon Fund account has been set up for the Library Foundation. The Foundation Board is currently reviewing a Records Retention and Destruction Policy and a Fundraising Policy. We are planning a PR/Marketing Campaign about the Foundation for August

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Barb Hill asked if there were any questions for Carrie Herrmann. No questions were asked. The Board discussed a letter of complaint from a community member. President Hill will respond with a letter.


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

NEXT MEETING: Monday, July 17th, 2023, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:37 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President Treasurer