

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on July 17, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Cheek PT & Marketing 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: Three community members spoke about the change in leadership of the Florence Branch Book Discussion group. A community member asked if the annual report and Strategic Plan are on the website.

PUBLIC PRESENTATION: No presentation.

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 May treasurers report.

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

BUSINESS:

Branch Update: An update on all locations. At the Scheben Branch we are updating ~~updating~~ the AV in meeting rooms A and B. At the Hebron Branch 2 benches were installed on the storywalk as part of an Eagle Scout project. The Walton Building project is still ahead of schedule. Over the last month, the Foundation has been poured, steel is being installed, and the roof decking is being installed. Framing for walls should be completed in two weeks. The contractor believes the building will be under roof by September 25th. The next site meeting is Thursday, June 27th, 10:00-11:30 am. There is a furniture meeting on June 27th at Noon to 1:30 pm at the current Walton Branch.

Policy Review: A review of the "Credit Card Policy." Small changes were recommended.

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

Open Records and Management of Records: All Board members received a copy of the Attorney Generals "Open Records and Management of Records" document. Those present signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

Disclosure/Conflict of Interest Statement: The "Conflict of Interest Policy," the "Trustee Ethics Policy," and the Disclosure Statement were distributed to the Board and receipt acknowledged. Those present signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

Contact List: Carrie distributed a contact list for FY2024 and asked Board members to update information.

Accountant Letter of Engagement: Bramel & Ackley presented an updated engagement letter for fiscal year 2024.

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

Attorney Letter of Engagement: Ziegler & Schneider presented an updated engagement letter for fiscal year 2024.

- ✓ **MOTION TO ACCEPT THE ATTORNEY LETTER OF ENGAGEMENT AS PRESENTED WITH SECRETARY SIGNING THE DOCUMENT, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Café RFP: Carrie shared a copy of the Café RFP for the Main Library. The contract with the current operator has expired and we must take it out to bid.

ACCOUNTANT'S REPORT: Stephanie Huhn presented financial reports for May 2023. She also presented the Kentucky Tax Registration Application. With Kentucky's tax changes, BCPL needs to pay taxes on services that are paid for by library users. The Board Officers are required to be listed on the application with personal information. Stephanie reported that she will have a Letter of Engagement for the Auditor at the August meeting. Before the August meeting Carrie and Stephanie will meet with representatives of the banks BCPL invests with to make recommendations moving forward.

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: No report.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that the FY2024 budget has been added to the Department of Local Government dashboard. She has completed and submitted the June Construction Progress Reporting Survey to the US. Census Bureau. She has a meeting with Representative Banta in Frankfort on July 19th to discuss an eMaterials bill being filed in the House of Representatives for the 2024 Legislative session. Senator Schickel has agreed to introduce the same bill to the Senate for the 2024 session. We have completed an agreement with the Administrative Office of the Courts and the Kentucky Court of Justice to take position of some early Boone County court cases. The Kentucky Libraries Unbound (KLU) shared collection received a Request for Reconsideration for *This Book is Gay* by Juno Dawson and David Levithan. KLU Member libraries voted to retain the title in the collection in all of its forms. This requires a 2/3 majority vote (66%) to remove an item. The consortium members voted to retain the title by 91%. We continue to monitor the possible UPS strike. Baker & Taylor, one of our major collection vendors, has notified us that they are working on a contingency plan, but that there will be interruptions in service if the strike takes place.

She included a mid-Summer reading report in the packet. As of June 30, we have 1,853 registered readers in the 1000 Books Before Kindergarten Program. And 3,273 children registered in the Boone County Dolly Parton's Imagination Library. Mobile BIL staff members are finishing lesson plans that they can present to area teachers. Teachers can choose activities that support their curriculum in anticipation of a Mobile BIL visit to their school. Additionally, staff members have been introducing the community at large to the Mobile BIL vehicle with community and school stops. Dawna Bach has taken lead on a Library of Things project. She is looking at building a curated collection of items for checkout. Currently looking at housing this within the Florence Branch given Florence's population and its lack of a flagship service.

The Sensory Room was used by 126 people for a total of 33.25 hours in June. The BILs at Main and Hebron were booked 178 times (M 106; H 72) for 300 hours (M 167; H 133). At the Main Library more people have been showing interest in the 3D printer, citing that they saw the Mobile BIL and wanted to

make something like what they were displaying. And, at the Main Library, customers seem excited for the button maker.

The current staff mini-grant ~~grant~~ cycle has ended. All grantees submitted their evaluations. All projects were completed or started within the grant cycle and all spent their available funds. All projects report positive impacts on the community as a result of their projects and plan or hope to continue/extend their projects. Impacts mentioned include a personal sense of accomplishment and fulfillment, staff learned new skills, fostered teamwork, developed interdepartmental relationships, gained a greater understanding of community needs, built community excitement and positive feelings towards the library. In June, we said goodbye to Susan Kandt, a Youth Services Librarian at the Main Library, after a full career of working in Libraries in Lexington, Pittsburgh and finally at BCPL where she retired. Gina Groeschen, Public Services Associate at the Florence Branch left us for a Librarian position in Collection Services. She had earned her MLS in December. Bridget Striker, Local History Director, has resigned effective 22 July 2023. The position has been posted. She will be working for the Boone County Planning Commission tasked with Historic Preservation in the County.

The Kentucky Library Association Annual Conference is October 4-6, 2023, in Florence. We have reached out to the Conference Planning Committee offering to host a reception and tours at the Main Library. The Main Library has a Makerspace (Boone Innovation Lab), multiple outreach vehicles (Mobile Makerspace, Bookmobile, and Outreach Vehicle), a Sensory Room, an Art Gallery, a GED Testing Room, a Booksale Room, and an updated Teen area. KET, an exhibitor, at the conference has offered to sponsor the event. They are giving \$1,000 for refreshments. The reception will be October 5th, 5:00-6:30 pm.

Staff Development Day is October 25th. All library locations will be closed that day.

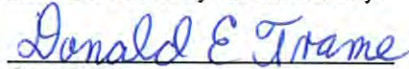
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.


NEXT MEETING: Monday, August 21st, 2023, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:03 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 4:06 pm, at the Main Library on August 21, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Don Trame, Secretary; Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Cheek PR & Marketing 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, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: A community member spoke about changes to the Adult Programming model, including the number of programs offered, the change in leadership of the Florence Branch Book Discussion group, and the cancellation of Mahjongg at the Scheben Branch. A community member spoke about the Chapin Memorial Library's change to an Express location from a staffed location.

PUBLIC PRESENTATION: Hillary Delaney, Local History Associate, and Liza Pruiksma, Local History Associate, gave a short presentation about their staff mini-grant project: Boone Backstory Podcast.

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 June treasurers report.

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

BUSINESS:

Walton Construction Project Update: An update of the Walton Branch construction project, including a change order that results in a reduction of contract costs with Graybach in the amount of \$803,625.12.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER FOR THE WALTON BRANCH CONSTRUCTION PROJECT AS PRESENTED, EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Auditor Letter of Engagement: An updated engagement letter was presented from Kelley, Galloway, Smith, Goolsby, PSC. for the audit covering the fiscal year that ended June 30, 2023.

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

Policy Review: A review of the "Paid Leave for Part Time Employees Policy." ADP is unable to accrue this time off monthly. It must be accrued on a pay period basis.

- ✓ **MOTION TO APPROVE THE PAID LEAVE FOR PART TIME EMPLOYEES POLICY AS PRESENTED, DR. ERIC JACKSON. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

Café RFP: The contract with the Café operator at the Main Library has expired. The bid opening was August 10, 2023. The Library received 0 bids. A discussion about options for this space.

- ✓ **MOTION TO AUTHORIZE THE LIBRARY EXECUTIVE DIRECTOR TO CONTACT INDIVIDUAL OPERATORS FOR THE CAFÉ SPACE AT THE MAIN LIBRARY, DON TRAME. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

Annual Report: Review and discussion of key data points of the Boone County Public Library District 2023 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27th. To help put the data into context the display of both the previous fiscal year and the current fiscal year data

was included. 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 DR. ERIC JACKSON. 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 RATE OF 4.4% FOR BOTH PERSONAL PROPERTY FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR 2023/2024 FISCAL YEAR, EMILY MYERS. SECOND DON TRAME. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the draft financial reports for June 2023. This report will remain draft until after the audit. Carrie and Stephanie met with representatives of the banks BCPL invests with. The accountant recommended that the Library move funds from the Heritage Capital Projects Money Market and the Heritage General Fund Money Market to the Business Now account at Heritage. Ms. Huhn recommended closing the Money Market account at First Financial and the savings account at Truist and moving those funds to the Heritage Business Now account. This will cover planned Walton building project expenses as well as operating costs until tax revenue is received.

- ✓ **MOTION TO CLOSE THE FIRST FINANCIAL ACCOUNT ENDING IN 3448 AND MOVE THOSE FUNDS TO THE HERITAGE BUSINESS ACCOUNT, DON TRAME. SECOND EMILY MYERS. APPROVED UNANIMOUSLY**
- ✓ **MOTION TO CLOSE THE TRUIST ACCOUNT ENDING IN 9364 AND MOVE THOSE FUNDS TO THE HERITAGE BUSINESS ACCOUNT, DON TRAME. SECOND DR. ERIC JACKSON. 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. He estimates that a final contract will be ready for Board review by the end of October 2023.

FOUNDATION REPORT: August is a PR & Marketing push for the Foundation. The Foundation will be highlighted on the front page of the Library Newsletter is an article about the Foundation, the front page of the website has a graphic about the Foundation and links to the Foundation webpage on our site (<https://www.bcpl.org/foundation/>), and there is an article in "What's Happening" about the Foundation. PR has created a flyer about the Foundation that will be available at the Senior Picnic in September. The Foundation currently has \$17,858.15 between a checking account and the Horizon Fund.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that Boone, Campbell, Kenton and Cincinnati Public Libraries have worked with CVG to create a library at the airport. It has comfortable seating, places to plug in laptops and other devices, a small children's area, and a banner with QR code links to all of our online collections. The airport paid for all of this. It is simply branded "airport library." There are also a few shelves with discarded library books that we are all supplying.

The Boone County Broadband Project update: As of July 27, 2024, 23,571 single family homes in Boone County have 1 gigabyte of fiber to the door. This completes the single home phase of the project. 7,270 multifamily units have fiber to the door. This phase will continue for another year. From now to December, work be happening to add free Wi-Fi to 7 parks in Boone County (Central Park, Boone Woods Park, Petersburg Community Center, Giles Conrad Park, Walton Community Park, Florence Nature Park, and South Fork Park). Boone County is the first county in the United States to offer 1 gigabyte of fiber to the door of all single-family homes.

BCPL has received a Request for Reconsideration for the board book *See-Saw: First Book of Nursery Songs* illustrated by Ailie Busby. A committee has been convened to evaluate the title. BCPL has received a Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. A

committee will be convened to evaluate this title after the See-Saw committee has completed its work. BCPL handles Requests for Reconsideration consecutively, not concurrently.

BCPL is working with 5 interns from the Ignite Institute this school year.

The Network to Freedom African American history panels have been delivered to Dinsmore. We are coordinating installation with Mike Delaney from Delco Construction for later in August. Liza Pruiksma, Local History Associate, Holly Hall, Local History Digital Librarian, and intern Alisha attended CCDI Summer Fuse at the Library of Congress. The grant project awardees provided a presentation on the "African Americans of the Kentucky Borderlands: Utilizing Library of Congress Collections" project. Summer Fuse also gave awardees an opportunity to learn about other initiatives focusing on one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islander, and other communities of color from any of the 50 U.S. states, the District of Columbia, and its territories and commonwealths (Puerto Rico, Northern Mariana Islands, Guam, American Samoa, U.S. Virgin Islands). Just after the trip the intern quit. We are currently looking for a replacement. Archive and History Center Staff are working with the City of Walton to set up a Ghost Walk at Gaines Tavern for Oct 19th.

In July, the Sensory Room was used for 44.25 hours by an estimate 177 people. Staff members continued to introduce the community at large to the Mobile BIL during regularly scheduled community stops with the Library Bus. In July, the Mobile BIL also attended Touch a Truck at England Idlewild Park, a special event at R.A. Jones Middle School, and an introductory visit for the staff at our Walton Branch Library. The Mobile BIL team has begun to reach out to members of the school community to begin planning activities for the school year. It has also been pointed out to us that many people who are visiting the BIL in our Main Library say that they learned about the BILs in our Hebron and Main Libraries during a visit to an event attended by the Mobile BIL.


Carrie spent quite a bit of time reviewing applications, creating questions for and interviewing candidates for the Local History Director position. We have received applications from all over the United States. Staff Development Day is October 25th. All library locations will be closed that day.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. The Kentucky Library Association Conference is October 4-6, 2023, in Florence. KET is funding a reception at the Main Library on October 5th.

NEXT MEETING: Monday, September 18th, 2023, at 4:00pm at the Hebron Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:13 pm,
✓ **MOTION TO ADJOURN DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary
Treasurer


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Hebron Branch on September 18, 2023

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

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

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

PUBLIC COMMENT: A community member presented a letter to the Library Board asking about BCPL's involvement with the American Library Association (ALA) and asking the Board to denounce the ALA President.

PUBLIC PRESENTATION: Kaitlin Barber, Outreach Librarian, gave a short presentation about her staff mini-grant project: Brighton Women's Recovery Center Deposit Collection. Gelene Morales, Circulation Assistant at the Hebron Branch, gave a short presentation about her staff mini-grant project: Recycled Decorations.

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

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

TREASURERS REPORT: Stephanie Huhn presented the July treasurers report.

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

BUSINESS:

Walton Construction Project Update: Carrie shared the Color Boards for the new building and pictures from the site. As of August 31, 2023, BCPL has saved \$49,360.14. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. The EV Charging stations in the plans are now obsolete. A solution is being researched. The first layer of the parking lot will be poured the week of September 18th. Staff are refining our plans for preparing the collection for the move to the new building. Instead of a massive effort just before the physical move, we will work in small batches to re-jacket, relabel and generally spiff up the books. BCPL will need to release RFPs for furniture, shelving, and AV/Security in early January. Carrie will begin working on these soon. Next meetings: September 28th 9:00 am—Roof preinstallation meeting; September 28th 10:00 am—Progress Meeting; and October 12th 10:00 am--Site walk.

Policy Review: A review of the "Circulation Policy." Several changes are recommended. Items being removed are struck through. Added items are in red ink.

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

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

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. He estimates that a final contract will be ready for Board review by the end of October 2023.

FOUNDATION REPORT: No report. The Foundation Board meets next on September 21st. The artist exhibiting in the Art Gallery in August has donated a percentage of her sales to the Foundation.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted the Request for Reconsideration outcome for the board book *See-Saw: First Book of Nursery Songs* illustrated by Ailie Busby. The customer specifically requested that BCPL "remove the page in question or remove the entire book," because of an objection to the first page of *See Saw* which contains an "overtly racist nursery rhyme. [The] picture is a white and black child on a see-saw with the white child higher." While researching, the committee discovered the publisher issued an updated version of the book not long after it was originally published. The updated version of *See Saw* is called, *Row, Row, Row Your Boat: First Book of Nursery Songs* and contains neither the rhyme nor the illustration in question. BCPL has withdrawn all copies of *See Saw* and purchased multiple copies of *Row, Row, Row Your Boat* as replacements. She has received a Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. A committee has been convened to evaluate this title. A resolution will be reached by November 15, 2023.

The Scheben Branch is experiencing issues with homeless. We have learned that the City of Florence, at the request of Florence business owners, has begun cracking down on the homeless population. The Sheriff's Department believes that these individuals were moving South to Union. We will need to train staff at that location in working with homeless population.

Carrie is working on two new policies to present to the Board—Video Surveillance Cameras and First Amendment Audits. Once she has the policies drafted, she will share them with the attorney for review, and then will present them to the Library Board. Dawna Bach, Public Service Director, is working on a Study Room Policy. This policy will be shared with the attorney for review, and then will be presented to the Library Board.

The Boone County Fiscal Court voted to drop the real tax rate from 9.8 to 9.6 cents. They also voted to drop the personal tax rate from 12.6 to 10.1 cents. There was a community member who complained about the Library tax rate as part of the discussion. Carrie will be presenting a short "State of the Library" to the Fiscal Court on September 19th at 8:30 am.

She has received three complaints about KLA and their involvement in ALA, and by extensions BCPL's involvement with ALA. The KLA Annual Conference is being held in Florence October 4-6, 2023. The ALA President, Emily Drabinski, is speaking at the conference. Several states have withdrawn from ALA due to her political beliefs. She has answered all three complaints.

We have hired and trained a replacement intern to work on our Library of Congress grant. On September 16th, the Dinsmore panels regarding enslaved people, created as part of a Network to Freedom Grant, were unveiled.

The Library's new website went live in September 13th. You can see the website at <https://www.bcpl.org/>

Jeff West, Facilities Director, has accepted a position elsewhere. The position is posted.

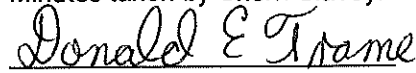
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.


NEXT MEETING: Monday, October 16th, 2023, at 4:00pm at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:13 pm,

✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on October 16, 2023

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, 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 AS AMENDED, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: Community members spoke about Chapin Memorial Library and the need for a staffed library location in Petersburg.

PUBLIC PRESENTATION: Deanna "D" Pina, Teen Librarian at the Scheben Branch, gave a short presentation about her staff mini-grant project: Tiny Town. Ed McLaughlin, Public Service Associate at the Florence Branch, gave a short presentation about his staff mini-grant project: Bus Passes.

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

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

TREASURERS REPORT: Stephanie Huhn presented the August treasurers report.

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

BUSINESS:

Walton Construction Project Update: Carrie shared an update on the building project. As of September 30, 2023, BCPL has saved \$55,689.88. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Change Order #2 was presented to the Board. This change order is an increase in the project of \$39,292.94.

- ✓ **MOTION TO APPROVE CHANGE ORDER #2 AS PRESENTED, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Sale of Hebron Land: A purchase contract for 2.296 acres of land in Hebron across from the Hebron Branch has been received. This Board has already approved the sale of the land. The documents required signatures.

Director Evaluation: Barbara Hill discussed with board members that it is time to do the director's evaluation. She will send out the evaluation form. They are due to her by November 20th.

Policy Review: The "Study Room Policy" was presented to the Board for review. This is a new policy for BCPL.

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

A review of the "Unattended Child Policy." Several changes are recommended, including raising the age of an unattended child in the Library from 10 to 13 years. Discussion about this policy and a request for additional information. Table until the November 2023 meeting.

A conversation about the "Tuition Reimbursement Assistance Policy." The IRS has issued guidance that employers who have educational assistance programs can use them to help pay student loan obligations for their employees. This opportunity is for student loans acquired between March 2020 and Dec. 31,

2025. Tuition Assistance programs can now also be used to pay principal and interest on an employee's qualified education loans. Payments can be made directly to the lender. This is subject to the same tax-free limit of \$5,250 per employee per year. Assistance provided above that level is taxable as wages. Board requested information about the impact and liability to BCPL. Tabled until the November 2023 meeting.

MOU Between BCPL and Boone County Fiscal Court: Carrie shared a quick overview of the 3 MOUs in place around library service in Petersburg. The County Administrator and Carrie met to discuss the MOU between BCPL and the County as it relates to the new operational model. A letter has been issued that the county does not need an updated MOU.

- ✓ **MOTION TO APPROVE THE LETTER AS AN ADDENDA TO THE MOU BETWEEN BOONE COUNTY PUBLIC LIBRARY AND BOONE COUNTY FISCAL COURT, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Archive & History Center: Dr. Eric Jackson proposed the creation of an ad hoc committee made up of 2 Board Members and 2 community members to focus on this topic with more intentionality and report back to the Board recommendations.

- ✓ **MOTION TO CREATE THE AD HOC ARCHIVE & HISTORY CENTER COMMITTEE LED BY DR. JACKSON AND CHRIS LANGE TO MAKE RECOMMENDATIONS TO THE BOARD BY JUNE 1, 2024, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial reports for August 2023. She also reported that the auditors will be at the Main Library the week of November 5th.

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. He has heard from the Walton Verona Independent School District attorney that the Kentucky Department of Education has approved the purchase of the old Walton location for use as a Board of Education building by the school district.

FOUNDATION REPORT: The Foundation will meet on October 26th. A policy is being developed around Succession Planning for the Board. The Foundation is working on a Trivia Night as a Fundraiser for the Foundation. This will be in late February or Early March. As of the end of August the Foundation had a total of \$14,284.78 in the bank and investment account. The Foundation received a \$350 check from one of the artists in the Library's art Gallery. This was a percentage of her profits. The Foundation Board elected new officers for the next year:

- Chair: Pat Raverty
- Vice-Chair: Pam Goetting
- Treasurer: Jim Henning
- Secretary: Eric Richardson
- Member at Large: Lawrence Rosenthal

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that staff continue to work on the Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. A committee has been convened to evaluate this title. A resolution will be reached by November 15, 2023.

The Kentucky Libraries Unbound shared collection has received twelve Requests for Reconsideration. Because these titles are part of the consortium the challenge will be considered by the consortium as a whole, with one month allowed for discussion and voting. A two-thirds majority among the respondents shall be required to remove a challenged book from the collection.

The Annular Eclipse will occur on October 14, 2023 and the Total Eclipse will occur on April 8, 2024. BCPL will not be giving out solar eclipse glasses. We will be offering some space or planetary programs

around the April eclipse. BCPL gave out free glasses in 2017. The demand for the glasses was much higher than anticipated and customers were frustrated. In several instances we had to involve police.

GED Testing will have a soft launch the week of October 23, 2023 through November 2023. PR will begin in December 2023. Customers will see the information about BCPL on the Pearson site and on BCPL's website. Three staff members are trained to offer the GED tests. Testing will be available on Tuesdays and Wednesdays from 4:00 to 8:00 pm by appointment. Main Library staff hope to do some programming (practice GED tests) around this service.

The State Law Library delivered several boxes of books to the Archive & History Center as part of our agreement with them. Some of the law books covered cases in Boone County when Kentucky was still part of Virginia.

Staff Development Day is October 25, 2023. The Library will be closed that day. Author Loren Long is scheduled for a virtual visit. Thomas More University will present a session on Workplace Stress and Burnout. The breakout sessions will be on Digital Services, Circulation, Readers Advisory, and a Core Values Focus Group. Winners of the mini-grants will present about their projects. Carrie will present the state of the library and staff awards. The program committee has received approval from KDLA for contact hours.

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

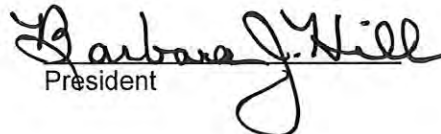
NEXT MEETING: Monday, November 20th, 2023, at 4:00pm at the ~~Main Library~~ ^{Scheben Branch}.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:31 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 4:02 pm, at the Scheben Branch on November 20, 2023.

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

PUBLIC COMMENT: 7 Community members spoke about Chapin Memorial Library, issues they have with the Express Location, and the need for a staffed library location in Petersburg. 1 community member asked about donating books on behalf of a group.

PUBLIC PRESENTATION: Dawna Bach, Public Service Director, gave a short presentation about her department's projects.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, DR. EMILY MYERS. SECOND, DR. ERIC JACKSON. 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:

Tax refund: Taxpayer refunds in excess of \$1,000 are approved by the Board. The following companies have requested tax refunds:

1. Halperns Steak & Seafood Company requested a refund of \$3,039.39 for the 2022 tax year;
 2. Lucky OpCo LLC requested a refund of \$3,444.43 for the 2021 tax year; and
 3. Lucky OpCo LLC requested a refund of \$7,218.23 for the 2022 tax year;
- ✓ **MOTION TO APPROVE HALPERNS STEAK & SEAFOOD COMPANY REFUND REQUEST OF \$3,039.39 FOR THE 2022 TAX YEAR, LUCKY OPCO LLC REFUND REQUEST OF \$3,444.43 FOR THE 2021 TAX YEAR, AND LUCKY OPCO LLC REQUEST OF \$7,218.23 FOR THE 2022 TAX YEAR, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Walton Construction Project Update: As of October 31, 2023, BCPL has saved \$58,518.50. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax.

Graybach has made considerable progress over the last month. A team of staff evaluated open hours for the Walton location. Recommended hours for the new Walton location match the Hebron Branch hours-- Monday through Thursday 9:00 am to 8:00 pm; Friday 9:00 am to 6:00 pm; Saturday 9:00 am to 5:00 pm; and Sunday 1:00 to 5:00 pm.

- ✓ **MOTION TO APPROVE THE RECOMMENDED NEW WALTON HOURS OF MONDAY THROUGH THURSDAY 9:00 AM TO 8:00 PM; FRIDAY 9:00 AM TO 6:00 PM; SATURDAY 9:00 AM TO 5:00 PM; AND SUNDAY 1:00 TO 5:00 PM, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Chapin Memorial Library: Carrie shared a presentation about the MOUS, timeline, and statistics of Chapin Memorial Library.

Surplus Items: A list of furniture that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Items that are outdated or broken will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment. Any items that cannot be donated will be sold on GovDeals.

- ✓ **MOTION TO SURPLUSS THE ITEMS PRESENTED TO THE BOARD, CHRIS LANGE.**
SECOND, DR ERIC JACKSON. APPROVED UNANIMOUSLY.

Policy Review: Two policies were presented to the Board for discussion. Carrie requested that the Board not vote on the policies. The "Unattended Child Policy" was presented to the Board for updating. Several changes are recommended. Carrie recommended that the age to be in the Library without a guardian or responsible person be raised from 10 to 12. Discussion about this policy. Tabled until the December 2023 meeting.

A conversation about the "Tuition Reimbursement Assistance Policy." The IRS has issued guidance that employers who have educational assistance programs can use them to help pay student loan obligations for their employees. This opportunity is for student loans acquired between March 2020 and Dec. 31, 2025. Tuition Assistance programs can now also be used to pay principal and interest on an employee's qualified education loans. Payments can be made directly to the lender This is subject to the same tax-free limit of \$5,250 per employee per year. Assistance provided above that level is taxable as wages. Carrie included a staff survey about student loans. From the survey she has identified a need for training on the Public Service Loan Forgiveness Program. She will bring a speaker to BCPL to speak to staff about this program. From the survey response this could have an impact of around \$48,000. Tabled until the December 2023 meeting.

Archive & History Center Committee: Dr. Eric Jackson and Chris Lange provided an update on the work of the Archive & History Center Committee.

Open Records and Management of Records: All Board members received a copy of the Attorney Generals "Open Records and Management of Records" document. This document was updated in September 2023. Those present signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

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

ATTORNEY'S REPORT: Rob Ziegler reported that we would be able to close on the sale of the 3 acres in Hebron by December 21, 2023.

FOUNDATION REPORT: The Foundation is working on a Trivia Night as a Fundraiser for the Foundation. This will take place on March 12th from 6:00 to 8:00 pm at the Main Library. Funds raised are earmarked for Early Childhood Literacy/Boone County Dolly Parton's Imagination Library. The foundation is seeking sponsors and teams to compete. As of the end of September the Foundation had a total of \$16,569.91 in the bank and investment account.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she had received 3 Open Records Requests: (1) From a Petersburg Community Member: Requested a copy of the MOU between BCPL and Chapin Memorial Library; (2) From a reporter at the *Lexington Herald Leader*: Access to and copies of records reflecting: Materials challenged at the Boone County Public Library for the fiscal years 2021 and 2022; and The library's response to the challenges. I was unable to supply the requested records. State Records Retention schedules call for these records to be kept 1 year from date of filing and then destroyed; and (3) From a Petersburg Community Member: All receipts, work orders or other documents stating on what date items and work were ordered for the Petersburg/Chapin Memorial library, as well as the amount of the expense. If there were any delays, and documentation to explain the delays would be appreciated. These should

be from December 2021 until present day. Documentation showing when and where and how long the open positions at Petersburg/Chapin Memorial Library were listed, as well as the position description and qualifications advertised. If there were any changes made to the position, please include, as well as when, where and for how long the updated position description was advertised. This is for all positions open for application beginning December 2021. All applications received from above posted open positions. You may redact names/address or identifiable information. I am interested in number of applicants and their qualifications. All emails written and received by Carrie Herrmann, beginning February 2020, that include any information, or relevance to the Petersburg/Chapin Memorial library- if not mentioned by name than by implication. Including correspondence received by Petersburg citizens. Including an email with other board members. Including emails to colleagues and staff. ALL emails that speak about the people of Petersburg as well. After meeting to inspect the invoices, the community member cancelled the request for my emails.

Holly Hall, the Archive and History Center's Digital Librarian, has stepped into the role of Interim Local History Director. Jeff Ahrens has accepted the position of Facilities Director. He will start work on December 4th. Sam Sizemore, Business Services Director, is on an extended leave of absence from work. We do not know when or if she will return to work.

The Auditors were on site November 6-8, 2024. I want to thank Bramel & Ackley for sending Amanda Youngman to be on site the first day of the audit.

Boone County Parks nominated the Library for an award as a partner agency for the state Parks conference. BC Parks and BCPL won the award. The Parks Department will accept the award on our behalf at the conference. There will be a presentation at the November 28th Boone County Fiscal Court meeting recognizing the award, the Parks Department, and the Library.

Staff completed the review on the Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. The committee determined that because the age of two of the main characters, Meg, 16, and Jo, 15, reflect middle/high school ages, the book has been moved to the middle/high school collection of the library.

The Kentucky Libraries Unbound shared collection had received twelve Requests for Reconsideration. The consortium members voted to retain all 12 titles in the collection.

GED testing at BCPL went live on October 23rd. October and November will be a soft launch. We will start the PR in December. You can see information on our website at <https://www.bcpl.org/ged-testing>

October 25 was the one-year anniversary of Boone County Dolly Parton's Imagination Library. It was a great first year! Feedback from the public continues to be very positive. As of October 31, 2023, we have 3,639 active registrations and 638 graduates. The target for the first year was 2,783 children (30% of eligible children in Boone County).

BCPL received 2 boxes of donations from Kentucky Transportation Cabinet District 6 of photos, appraisal sheets, and property descriptions related to state road projects in Boone County from 1950s and 1960s.

BCPL Archive & History Center and the City of Walton partnered to offer a "Ghost Walk" program at the Gaines Tavern. 160 people attended the event.

We hired a roofer to clean the gutters at the Walton Branch. He sent me pictures and informed me that we need a new roof. The roof is about 30 years old. He believes this is storm and wind damage and that insurance should cover some of the cost to replace the roof. I will be contacting another company to provide a 2nd opinion. If necessary, I will contact BCPL's insurance carrier after I receive the 2nd opinion.

Staff Development Day was October 25, 2023. The Library was closed that day. 125 staff attended the day and 78 turned in the Evaluation Form, a 62.4% response rate. Results of the evaluation:

- 88% learned something that was helpful (average score 4.1 out of 5)
- 77% felt more confident about what they learned (average score 3.9 out of 5)
- 87% intended to apply what they learned (average score 4.0 out of 5)
- 72% were more aware of resources and services provided by the Library (average score 3.9 out of 5)

We are still evaluating the open responses.

The Mini Grant applications opened on October 25, 2023, and will close on November 22, 2023.

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

NEXT MEETING: Monday, December 18, 2023, at 4:00pm at the Main Library.

Barbara Hill reminded board members that it is time to do the director's evaluation. She needs the evaluation forms returned to her as soon as possible.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:46 pm,
 ✓ **MOTION TO ADJOURN DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

Donald E Tramo
 Secretary

Barbara J. Hill
 President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on December 18, 2023.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; 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, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: 5 Community members spoke about Chapin Memorial Library, issues they have with the Express Location, and the need for a staffed library location in Petersburg.

PUBLIC PRESENTATION: Cara Franks, Early Literacy Specialist, gave an update on the 1000 Books Before Kindergarten program.

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

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

TREASURERS REPORT: Carlyle Ackley presented the October treasurers report.

- ✓ **MOTION TO APPROVE THE ~~SEPTEMBER~~ ^{October} TREASURERS REPORT, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley presented the financial report for October 2023.

ATTORNEY'S REPORT: Rob Ziegler reported that we closed on the sale of the 3 acres in Hebron.

FOUNDATION REPORT: The Foundation Board meets next on December 21st. A policy is being developed around Succession Planning for the Board. The Foundation is working on a Trivia Night as a Fundraiser for the Foundation. This will take place on March 12th from 6:00 to 8:00 pm at the Main Library. Funds raised are earmarked for Early Childhood Literacy/Boone County Dolly Parton's Imagination Library. The foundation is seeking sponsors and teams to compete. As of the end of November the Foundation had a total of \$14,935.76 in the bank and investment account. In December the Foundation received two large donations totaling \$1,500 that will show on the December statements

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted a meeting with Florence Mayor Aubuchon and Florence City Administrator Josh Hunt. At the December 5th Fiscal Court meeting, she accepted an award on behalf of BCPL from the Kentucky Parks and Recreation Association. The Boone County Parks nominated us a best partner.

She had a first meeting with the PR & Marketing Department about the grand opening of the Walton Branch and the 50th Anniversary of BCPL. Currently, the grand opening is scheduled for September 2024 and the Anniversary is October 2024. Carrie spent quite a bit of time this month training the two new Director staff, Holly Hall and Jeff Ahrens.

A check intended for a presenter was stolen from the Hebron Branch. We issued a stop payment, but the perpetrator had already cashed the check. The crime was reported to the Boone County Sheriff's Department and the Elsmere Police. Because the check was stolen in Boone County and cashed in Elsmere, it crossed jurisdictions and both law enforcement agencies are investigating.

The partnership between Boone County Public Library, Kenton County Public Library, Campbell County Public Library, Cincinnati Public Library and CVG has received quite a bit of positive press across the

country. BCPL will contribute books to the airport library on a quarterly basis, with the first shipment due in December. These are mostly culled from the book sale inventory.

The Walton Branch needs a new roof. Carrie hired a company to clean the gutters and the contractor informed her the roof had storm damage. BCPL's insurance company reviewed the roof and has agreed. They estimate that the roof should cost \$35,420.60 to replace. BCPL has a \$2,500 deductible. State Auto will issue a check in the amount of \$23,695.75, retaining \$9,224.85 until the work is completed. This project will require a bid process. If the bids are in excess of the \$35,420.60, BCPL may need to work with the insurance company for additional funding.

In November the Sensory Room at the Main Library saw 118 visitors for a total of 26.75 hours. The room has been in use for 8 months. We are starting to evaluate the approved policy against usage and requests from the community. This policy will need to be updated in 2024. The Mini Grant applications opened on October 25, 2023, and closed on November 30th.

Carrie will be on vacation December 21, 2023, to January 2, 2024.

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

NEXT MEETING: Tuesday, January 16, 2024, at 4:00pm at the Florence Branch.

BUSINESS:

Chapin Memorial Library: Carrie highlighted. November statistics: (1) Visitors: 65; (2) Computer Usage: 25; (3) WIFI Usage: 102; and (4) Circulation: 75 items. The digital signage display system was installed at the Chapin Memorial Library on December 6th.

Follow up to the HIPPY question at the November meeting. When we receive a request from an outside group to do a storytime, staff have been trained to explain that only BCPL staff conduct storytimes and to assist in reserving a meeting room for their use. In this instance, because we do not own or operate the Community Center Room, BCPL staff supplied the person with contact information to book the Community Center. Staff did exactly what they were supposed to do. I did work with a community member to keep the Library portion of the building open later on the day of the HIPPY Program so that people attending the HIPPY program could access the Express Location.

BCPL uses a vendor to manage magazine subscriptions. The vendor has been notified to add subscriptions for Chapin. We are just waiting for the subscriptions to arrive. BCPL did cancel the December 6th Outreach visit due to illness in the department. We posted information by 11 am on all social media and placed the information on the digital sign at Chapin. In the last month, three Outreach visits have been cancelled throughout Boone County due to cold temperatures and illness.

Carrie had previously shared an article about community concern over R-Rated DVDs. BCPL does not operate in loco parentis. Responsibility for monitoring the use of the Library's collection and services by minors' rests with their parent/legal guardian. Four locations (Main, Scheben, Florence and Hebron) have self-check machines. If a minor has an older sibling's library card or a parent's card and uses the self-check machines, we would never know if the minor had checked out an R-Rated DVD.


I am working through a large Open Records Request regarding Chapin Memorial Library. It is taking time to review each request. I should have everything pulled together by the beginning of the week of December 18th and will set a time for inspection of records. Many of the requested signs have been installed.

Walton Construction Project Update: As of October 31, 2023, BCPL has saved \$61,546.19. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Graybach has made considerable progress over the last month. They have updated the schedule so that the substantial

completion date is now 05/15/2024. The original date was 06/10/2024. The next meetings are December 28th 10:00 am (Progress Meeting) and January 11th 10:00 am (Site walk).

HSA Banking Documents: Currently, Truist holds staff HSA accounts that BCPL and BCPL staff pay into. Truist began charging fees in 2023. After reviewing and speaking to several banks, we have identified that Key Bank will not charge staff fees for their HSA accounts. Carrie presented documents to the Board for signatures to move the Library's HAS accounts from Truist to Key Bank.

Policy Review: The "Unattended Child Policy" was presented to the Board for review. The Library Executive Director recommended that the age of an unattended child in the library be raised from 10 to 12 years of age.

- ✓ **MOTION TO APPROVE THE UNATTENDED CHILD POLICY AS PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.** 4 to 1 

A conversation about the "Staff Development and Training Policy." The IRS has issued guidance that employers who have educational assistance programs can use them to help pay student loan obligations for their employees. This opportunity is for student loans acquired between March 2020 and Dec. 31, 2025. Tuition Assistance programs can now also be used to pay principal and interest on an employee's qualified education loans. Payments can be made directly to the lender This is subject to the same tax-free limit of \$5,250 per employee per year. Assistance provided above that level is taxable as wages. Carrie included an example form in the Board packet staff could fill out to request Student Loan Assistance. The Board asked that Carrie update the policy to include a section about the Student Loan Assistance program and present it to the Board in January.

Trustee Recruitment: Two Trustee appointment expire June 30, 2024—Barbara Hill and Chris Lange. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each open position. Barbara Hill is eligible to be reappointed. Chris Lange is not eligible to be reappointed. Carrie presented a copy of the application and a timeline. The application will be released on December 20, 2023. The Informational Session will take place on February 5, 2024, at 4:00 pm at the Main Library. The Application is due February 8, 2024. The Board will review the applications at the February 19, 2024, Library Board Meeting. Information about trustee recruitment will appear on the Library website, social media channels, and BCPL's blog.

Director Evaluation:

- ✓ **I MOVE THAT THE BOARD GO INTO CLOSED SESSION UNDER KRS 61.810, SECTION ONE, SUBSECTION F FOR THE PURPOSE DISCUSSIONS OR HEARINGS WHICH MIGHT LEAD TO THE APPOINTMENT, DISCIPLINE, OR DISMISSAL ON AN INDIVIDUAL EMPLOYEE, BARBARA HILL. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

The Board of Trustees entered closed session at 5:28 pm.

- ✓ **MOTION TO EXIT CLOSED SESION DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

The Board of Trustees exited closed session at 5:50 pm.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:03 pm,

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

Minutes taken by Sherri Slavey.

Donald E Trame
Secretary

Barbara J. Hill
President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:01 pm, at the Florence Branch on January 16, 2024.

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

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

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

PUBLIC PRESENTATION: Anthony Workman from Kelley, Galloway, Smith, Goolsby, PSC presented the FY2023 audit.

Erin Rhoades, Florence Branch Manager, gave an update on the Florence Branch projects and services.

PUBLIC COMMENT:

2 Community members spoke about Chapin Memorial Library issues they have with the Express Location and the need for a staffed library location in Petersburg.

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

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

TREASURERS REPORT: Carlyle Ackley presented the November treasurers report.

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

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for November 2023.

BUSINESS:

Chapin Memorial Library: Carrie highlighted December statistics. Carrie also cleared up a misunderstanding that she has heard at several meetings. She does not have access to the Petersburg Facebook Community Page. Management of the locker system has been transferred from the Main Library to the Hebron Branch. The staff at the Hebron Branch have day-to-day experience with the lockers and are better trained to assist customers with questions. In February, the Outreach Department has been visiting Petersburg for 1 year. The department has begun to evaluate the community stop using our normal procedure. Outreach monitors every stop and is constantly evaluating outreach visits. This department has a waiting list for stops. The Petersburg community stop has been removed from the newsletter and will no longer receive Facebook ads. Information about this community stop is available on the Library's Outreach calendar, a sign on the Community Center property, and the digital sign at the Chapin Memorial Library. Carrie provided a list of magazines and newspapers that will be available at the Chapin Memorial Library beginning in February: LINK; People; Petersen's Hunting; Pioneer Woman; Ranger Rick; and Taste of Home. She also reviewed the metrics that will be used to measure success of the location. Carrie was asked to define the levels of each location and to have a plan to put staff at the Chapin Memorial library a few times to help people learn how to use the location. *Magazines, Job Descriptions*

Walton Construction Project Update: As of December 31, 2023, BCPL has saved \$62,074.67. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Graybach has made considerable progress over the last month. They have updated the schedule so that the substantial completion date is now 05/15/2024. The original date was 06/10/2024. The next meetings are January 25th at 10:00 am (Progress Meeting) and February 8th at 10:00 am (Site walk). Carrie presented change order # 3 to the board for approval that results in a reduction of contract costs with Graybach in the amount of \$100,880.84. This is an actual reduction in the project of \$3,275.59.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER AS PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Audit Acceptance: The Board must vote to accept the audit.

- ✓ **MOTION TO ACCEPT THE AUDIT AS PRESENTED TO THE BOARD, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Destruction Certificate: Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was supplied to the Board for approval.

- ✓ **MOTION TO APPROVE THE DESTRUCTION CERTIFICATE FOR THE IDENTIFIED RECORDS, DR. ERIC JACKSON. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Mid-Year Budget Update: Carrie presented draft copies of an update to the FY2024 capital and operating budget.

- ✓ **MOTION TO APPROVE THE UPDATED FY2024 CAPITAL AND OPERATING BUDGET AS PRESENTED DR. EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Policy Review: The "Staff Development and Training Policy" was presented to the Board for updating. Several changes were recommended by the Director. Other changes were recommended during discussion. The policy will be updated and presented to the Board at the February meeting.

ATTORNEY'S REPORT: No report.

FOUNDATION REPORT: The Foundation Board meets on January 16th. The Foundation is working on a Trivia Night as a Fundraiser for the Foundation. This will take place on March 12th from 6:00 to 8:00 pm at the Main Library. Funds raised are earmarked for Early Childhood Literacy/Boone County Dolly Parton's Imagination Library. The foundation is seeking sponsors and teams to compete.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted the 2024 Kentucky Legislation being tracked. February 15th is Library Legislative Day in Frankfort. Please let Carrie know if you would like to attend. She will be at the Library Learning Experience (LibLearnX) Conference January 18 to January 22, 2024. On December 28, 2023, a compressor unit on the fire suppression system at the Scheben Branch failed. This sent water into the system, fooling it into believing that one of the sprinkler heads had detected a fire. Because of this issue the mechanical room and the carpet just outside this area flooded. A temporary compressor was installed while we wait for a new one to be delivered. This is the fourth time since the building opened in 2000, that the fire suppression system has failed. All four times were in December. Holly Hall has accepted the position of Local History Director. She was previously the interim Director. We have posted her old position of Local History Digital Librarian to bring that department to full strength.


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

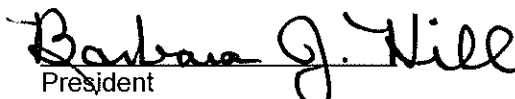
NEXT MEETING: Monday, February 19, 2024, at 4:00pm at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:23 pm,

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

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:03 pm, at the Main Library on February 19, 2024.

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

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

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

PUBLIC COMMENT:

3 Community members spoke about Chapin Memorial Library issues they have with the Express Location and the need for a staffed library location in Petersburg. One community member presented 3 resumes for people interested in working at Chapin Memorial Library.

PUBLIC PRESENTATION: Carrie Herrmann presented information about the Chapin Memorial Library asked the Library Board for a motion to staff the Chapin Memorial Library.

Gary Moore, Boone County Fiscal Court Judge, introduced Matthew Webster, Boone County Administrator. Judge Moore thanked the Board for their service. Judge Moore stated that the pilot project is not well received by the community and asked if it could be a hybrid location with staff and lockers with different hours. He asked community members for help in tracking down members of the Chapin Memorial Library Board and the bank account. Judge Moore will direct the county attorney to work with the library attorney to end this MOU. Matthew Webster stated he appreciated the library has been creative in trying to solve the problem.

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

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

TREASURERS REPORT: Stephanie Huhn presented the December treasurers report.

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

BUSINESS:

Chapin Memorial Library: Carrie highlighted that additional posters were installed after feedback at last board meeting. The Hebron Branch took over management of the Holds Lockers in January. Two issues have been identified with the lockers:

- Customers do not understand holds expire in 5 days.
- Multiple holds that come in at different times, which means different expiration dates. Even though there are items not expired, the locker just knows something expired for a customer so the system will not open the locker. To help with this issue, Hebron staff are fixing all holds for a person to expire on the same date of the new hold.

A line has been added to the stats sheet specifically for Chapin calls. The Hebron Branch, which is where all Chapin calls are routed, tracked 6 calls in January.

- Two of these calls were about retrieving holds from the locker.
- The rest were from one person.
 - This individual called and asked for the remote to the tv; to say the tv was off; To ask us to change the channel on the tv; and to have colored pencils, a stapler and pencil sharpener at the location. (Pencils, a stapler, a pencil sharpener, and a tape dispenser were added to the desk at Chapin.)

Discussion of Carrie's request for a motion. The Board would like to see surveys of the community about collection, hours, and days of week. Requested the Library mail out a postcard with the survey and hold a community meeting.

- ✓ **MOTION TO STAFF THE CHAPIN MEMORIAL LIBRARY WITH PART-TIME EMPLOYEES FOR 16 HOURS PER WEEK, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Walton Construction Project Update: As of January 31, 2024, BCPL has saved \$75,232.91. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. If the schedule holds, there are only 3 progress meetings left before substantial completion of the building. Carrie has identified that BCPL may need screens (green or built) to shield the library from construction equipment and tanks on the neighbor's property. We have some trees in the project, but it is not enough to hide the neighbor's property. We may need to add additional vegetation or some other screen to the project. Board asked Carrie to work with Omni on identifying the best option for this issue. Carrie presented Change Order #4 which results in a \$32,923.81 savings for the project.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER AS PRESENTED TO THE BOARD, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Policy Review: The "Staff Development and Training Policy" was presented to the Board for updating. Several changes were recommended by the Director.

- ✓ **MOTION TO APPROVE THE STAFF DEVELOPMENT AND TRAINING POLICY AS PRESENTED TO THE BOARD, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Board of Trustees: Two Trustee appointments expire June 30, 2024—Chris Lange and Barbara Hill. The Kentucky Department of Libraries and Archives has requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each position. Review of applications received. Barbara Hill recused herself as she has applied.

- ✓ **I MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810, SECTION ONE, SUBSECTION F TO DISCUSS A PERSONNEL MATTER WHICH MIGHT LEAD TO APPOINTMENT, DISCIPLINE, OR DISMISSAL OF AN INDIVIDUAL, DR. EMILY MYERS. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library went into closed session at 6:12 p.m.

The Board of Trustees of the Boone County Public Library returned to regular session at 6:40 p.m.

- ✓ **MOTION TO SUBMIT CANDIDATES A AND D AS POSSIBLE REPLACEMENT FOR BARBARA HILL AND CANDIDATES E AND F AS POSSIBLE REPLACEMENT FOR CHRIS LANGE, WITH CANDIDATES B AND C AS ALTERNATES, CHRIS LANGE. SECOND DR. EMILY MYERS. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for December 2023. The Foundation has been added to the statement. Stephanie and Carrie met with Truist regarding investments.

ATTORNEY'S REPORT: Rob reported that he will be reviewing the MOUs around Chapin Memorial Library. He has also reviewed an MOU between BCPL, BCPL Foundation, and the Boone County Archive Commission for fundraising for the Archive and History Center.

FOUNDATION REPORT: The Foundation Board report was emailed to Board members. The bulk of the work has been around the Trivia Night Fundraiser for the Foundation. This will take place on March 12th from 6:00 to 8:00 pm at the Main Library. Funds raised are earmarked for Early Childhood Literacy/Boone County Dolly Parton's Imagination Library. The foundation is seeking sponsors and teams to compete.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted Library Legislative Day in Frankfort where they were able to talk to Senators Schickel and Williams, and Representatives Banta, Rawlings, and Doan.

Boone County Schools has informed BCPL they intend to pull out of the Boone County Dolly Parton's Imagination Library partnership. They have been funding their portion through a grant that ends in May. I am working with the Administration to try to convince them that this program should continue.

Liza and Hillary attended the NAACP 21st Annual Reverend, Dr. Martin Luther King, Jr., Community Outreach Luncheon yesterday. Hillary accepted the Game Changer Award at the luncheon for the monument that was placed in the Florence Cemetery in November. We had no communication that the library would be receiving the award.

BCPL has a generous vacation leave policy that allows staff to carry 240 vacation hours from June 30th to July 1st. Due to the amount of vacation time Carrie has accrued, in an effort not to lose time, she needs to take a minimum of 7 days during February, March, April, May, and June.

The State Librarian asked Carrie to be one of four people to represent Kentucky at the national legislative day in Washington DC.


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

NEXT MEETING: Monday, March ~~February~~ 18, 2024, at 4:00pm at the Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:48 pm,

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

Minutes taken by Sherri Slavey.


Secretary


~~President~~ Treasurer

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:01 pm, at the Main Library on March 18, 2024.

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

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

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

PUBLIC PRESENTATION: Melissa Fulton, Main Library Branch Manager, gave an update on her location's projects and services.

Mark Linger, Drees Development, presented a housing development opportunity on the western portion of the current Hebron Library property. He presented a development plan, along with the elevations of the buildings.

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

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

TREASURERS REPORT: Stephanie Huhn presented the January treasurers report.

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

BUSINESS:

Chapin Memorial Library: Carrie presented statistics for usage at the Chapin Memorial Library in February. She also presented preliminary results of the survey. From February 19 to March 15, the BCPL team developed a 6 questions survey, created a dissemination plan, and held a community meeting to gather survey responses. 80 responses were received. The next month the BCPL team will analyze the survey and develop a plan for staffing the Chapin Memorial Library. There will be another community meeting. This plan will be presented to the Library Board in April.

Walton Construction Project Update: As of February 29, 2024, BCPL has saved \$91,770.99. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Staff met with Omni and Graybach on February 22nd for a progress meeting and on March 14th for a site walk. The spray test took place on February 22nd. This is to test the seal on the windows before construction moves forward. The tested windows passed the test. The General Contractor has moved the substantial completion date to June 2, 2024, and the final completion date has moved to July 2, 2024. Based on these dates, I recommend that the old Walton location be closed at end of business on May 31, 2024, and the new location open September 3, 2024. This will give staff the month of June to pack up the old location. July and August will be used to set up the new location. Delivery of the lighting for 90% of the building has been pushed to mid-April. It will take a minimum of two weeks to install. The GC is worried that this may be pushed to an even later date. The curtain wall should be fully installed by April 12th. HVAC full start up is scheduled for April 15th. The fiber cement panels are scheduled to be delivered the last week of March and installation should be complete by the end of April.

Carrie presented Change Order #5 which results in a \$8,901.00 savings for the project.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER AS PRESENTED TO THE BOARD, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Carrie presented Change Order #6 which results in a \$346,730.87 increase for the project.

- ✓ **MOTION TO NOT ACCEPT CHANGE ORDER #6, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Surplus Items: A list of furniture that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Items that are outdated or broken will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment. Any items that cannot be donated will be sold on GovDeals.

- ✓ **MOTION TO SURPLUSS THE ITEMS PRESENTED TO THE BOARD, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Boone Archive Commission: The Archive Commission has requested that the BCPL Foundation be the fiscal agent of funds collected through the Boone County 225th anniversary and the US 250th anniversary. They would like to designate the BCPL Archive & History Center as the recipient of those funds. The Foundation agreed to the contract as long as the BCPL Board agreed. A memorandum of understanding was presented for your review.

- ✓ **MOTION TO ENTER INTO AN AGREEMENT WITH THE BOONE COUNTY ARCHIVE COMMISSION AND THE BOONE COUNTY PUBLIC LIBRARY FOUNDATION, DR. ERIC JACKSON. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for January 2024. The Foundation has been added to the statement.

ATTORNEY'S REPORT: Rob reported that he is working with the Boone County attorney regarding the Chapin Memorial Library MOUs.

FOUNDATION REPORT: The Foundation Board report was emailed to Board members. The bulk of the work has been around the Trivia Night Fundraiser for the Foundation. ~~The bulk of the work was around the Trivia Night Fundraiser for the Foundation.~~ This took place on March 12th from 6:00 to 8:00 pm at the Main Library. The fundraiser event had 8 sponsors, 10 teams competed, and 80 people attended. After paying for food, drinks, the trivia software, and the trophy, the foundation raised \$10,966.82. The next meeting is scheduled for March 21st.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted at approximately 8:30 pm on March 12, 2024, following the BCPL Foundation fundraiser event there was an altercation in the parking lot of the Main Library. This resulted in a stabbing and several shots being fired. One of the individuals involved in the altercation was shot once. When she realized shots had been fired she immediately placed the building on lockdown/shelter in place. It remained that way until the sheriff's department completed interviewing witnesses.

Carrie received an Open Records Request for "a copy of all room reservation forms or event reservation forms for Christopher Pavese for the Town Hall event on February 27, 2024 from 5:00 pm to 7:00 pm located at the Scheben Branch Library in Union Kentucky." That information was supplied. Carrie also received an Open Records Request from Channel 12 for the security camera footage of the shooting in the Main Library parking lot. That information was supplied.

Kentucky Libraries Unbound completed the vote on the Request for Reconsideration for *The Girl From the Sea* by Molly Knox Ostertag. 100% of the consortium voted to retain the title in the collection. Kentucky Libraries Unbound received a Request for Reconsideration for *Loveless* by Alice Oseman. The vote by consortium members will close on April 1, 2024.

The Archive & History Center department has hired a digital librarian, Lindy Edmondson, who will begin in April.

Walton's roof was replaced the week of March 11th. The Boone Florence Water Conservancy contacted me about next steps in purchasing the 3 acres at the back of the Hebron property. They plan to send me a resume of an appraiser they would like to use to appraise the property to offer a fair market value to the Library. The Scheben Branch art project, which was approved in the mid-year budget has been installed.

CVG added shelving to the airport library.

The new Tales mascot has arrived.

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

PUBLIC COMMENT:

3 Community members spoke about Chapin Memorial Library issues they have with the Express Location and the need for a staffed library location in Petersburg. One community member spoke in opposition to the Drees presentation.

NEXT MEETING: Monday, April 15, 2024, at 4:00pm at the Walton Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:01 pm,

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

Minutes taken by Sherri Slavey.

Donald E. Tramo
Secretary

Barbara J. Wild
President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:09 pm, at the Walton Branch on April 15, 2024.

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

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

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

PUBLIC PRESENTATION: Sharon Franklin, Walton Branch Manager, gave an update on her location's projects and services. Carrie Herrmann, Library Executive Director, recognized Sharon for 24 years of service to Boone County Public Library. Sharon is retiring on June 30, 2024.

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

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

TREASURERS REPORT: Stephanie Huhn presented the February treasurers report.

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

BUSINESS:

Chapin Memorial Library: Carrie presented statistics for usage at the Chapin Memorial Library covering November 2023 to March 2024. She presented the plan to staff the Chapin Memorial Library based on the 80 responses received and community input. CML will move to a Hybrid model. The location will be open 47 hours per week with access by scanning the library card. The locker system and computers will remain in place, and the collection will be an honor collection. Sixteen of those hours will be staffed by two part time positions. The Hebron Branch Manager will be the supervisor of CML and staff.

Walton Construction Project Update: As of March 31, 2024, BCPL has saved \$102,030.12. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Staff met with Omni and Graybach on March 28th for a progress meeting and on April 11th for a site walk. The General Contractor moved the substantial completion date to July 2, 2024. The current Walton Branch will close on May 31, 2024. This will give staff the month of June and part of July to pack up the old location. July, August, and part of September will be used to set up the new building.

Surplus Items: A list of furniture that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Items that are outdated or broken will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment. Any items that cannot be donated will be sold on GovDeals.

- ✓ **MOTION TO SURPLUSS THE ITEMS PRESENTED TO THE BOARD, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

FY2025 Budget Draft: Carrie presented the FY2025 Draft Operating and Capital Project Budgets. A discussion about priorities for the budget identified services, spaces, and staff as the order of priorities. A request for a cost ratio of adding the new Walton location was made.

Hebron Land Use: Carrie shared the Hebron Land Use Study conducted in 2011. A discussion of the Drees presentation and the Boone Florence Water Commission land purchase. Decided to table until the May meeting.

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for February 2024.

ATTORNEY'S REPORT: Rob reported that he is working with the Boone County attorney regarding the Chapin Memorial Library MOUs.

FOUNDATION REPORT: The Foundation Board report was emailed to Board members. The Foundation met on March 21st. After paying for food, drinks, the trivia software, and the trophy, the foundation raised \$11,075. The March meeting was a debrief on the Trivia Fundraising event. They have decided to do the trivia fundraiser annually to raise funds for early childhood initiatives in March. This coincides with the BCPL Early Childhood Festival. Funds related to the fundraising agreement between Boone County Public Library, Boone County Public Library Foundation, and the Boone County Archive Commission have started to be received. To date, we have received \$5,500. The Foundation Board has moved to meeting every other month. The next meeting is scheduled for May 16th.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted she will be on vacation the week of April 29th. Summer Reading runs June 1 to July 31, 2024. You can see our PR video at <https://www.youtube.com/watch?v=BXWlutXC4IE>. Two of the three projects funded for FY2024 have spent all or almost all of their funds for the current cycle. The new "spring" cycle has been announced to managers. During the calendar year of 2024, we are highlighting a health issue each month. April's awareness campaign is Colorectal Cancer.

The Main Library is seeing a lot of customers where staff have to ask a bilingual staff member (in another department) for assistance or use a translation device. The need is frequently regarding computers or the notary service. Holly Hall, Local History Director, has been working with Keeneland to bring in a traveling exhibit called "The Heart of the Turf: Racing's Black Pioneers." The exhibit will be at the Main Library April 1- April 30, 2025. You can see information about this exhibit at <https://www.keeneland.com/keeneland-library/heart-turf-racings-black-pioneers> Staff are already brainstorming programming and collection ideas. The Art Company used for the Scheben Branch project assessed our Caroline Williams pieces that originally hung in the Florence Branch. They recommend that we photograph and reproduce the pieces at an appropriate size for our space on stretched canvas rather than trying to reframe the originals. We are waiting to hear back from a potential photographer. Dawna Bach has been working with the Local History department to identify the buildings in the murals and get more information on how they were created and selected for the library. The Main Library and Hebron Branch BIL murals are ready for installation (to be complete by June). The Walton Branch mural is still in the works (to be complete by August).

Carrie shared key metrics for March 2024.

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

PUBLIC COMMENT:

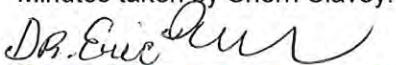
3 Community members spoke. One spoke about Chapin Memorial Library. One spoke about keeping green space at the Hebron Branch and asking who to contact to add a newspaper to the collection. One spoke about keeping green space at the Hebron Branch.

NEXT MEETING: Monday, May 20, 2024, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:38 pm,

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

Minutes taken by Sherri Slavey.


Secretary ~~Eric~~ Vice-Chair


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on May 20, 2024.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn & Amanda Youngman, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Sherri Slavey, HR Director; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, Public Relations & Marketing Director.

Not Present: Don Trame
APPROVAL OF AGENDA: The agenda was emailed to Board members.

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

PUBLIC PRESENTATION: Boone County Commissioner Jesse Brewer presented a draft of a pilot program. He is seeking a partnership with BCPL around a Boone County Public Employee Housing Down Payment Pilot program.

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

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

TREASURERS REPORT: Stephanie Huhn introduced Amanda Youngman, who assists Stephanie on BCPL financials. Stephanie presented the March treasurers report.

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

BUSINESS:

Chapin Memorial Library: Carrie presented statistics for usage at the Chapin Memorial Library covering November 2023 to April 2024. The two positions have been posted. Still waiting to have a candidate pool to interview.

Walton Construction Project Update: Staff met with Omni and Graybach on April 25th for a progress meeting and on May 9th for a site walk. As of April 30, 2024, BCPL has saved \$114,487.02. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Next meetings are May 23rd at 10:00 am (Progress Meeting) and June 13th at 10:00 am (Site walk). The General Contractor has moved the substantial completion date to July 4, 2024, and the final completion date has moved to August 3, 2024. The GC has been notified that if they do not meet these dates, they will incur penalties as outlined in the contract. The contractor trailer and the fence around the property have been removed. The fiber cement panels have arrived and installation has begun. The curtain wall is in the process of being installed. The lights have been installed, connected to the electrical panel, and are working. They have begun to plant the landscaping on site. A cable tray has been installed out of alignment with the plans. The tray was supposed to be hidden by the cloud ceiling. Where it was installed the tray is visible. It is too late to move the cable tray. We are working on a solution to this issue. From Sharon Franklin, Branch Manager, "As we move closer to May 31 the emphasis has narrowed to cleaning up, clearing out, and just generally getting ready to close. Our collection preparation continues as the first priority. We are now up to the Patterson shelves in Adult Fiction. We have scheduled a work afternoon for the basement to clean out the Walton programming supplies that are not nice enough to be used in the new building." The Walton Branch has all positions filled except Public Services Assistants 2 and Pages. Those are posted. RFPs for Furniture & Shelving, AV & Security, and Electronic Message Center are outstanding. We will have a Special Meeting on May 31st to award the contracts for these RFPs. This will keep the project moving forward. Carrie presented Change Order #7.

- ✓ **MOTION TO APPROVE CHANGE ORDER #7, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Surplus Items: A list of furniture that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Items that are outdated or broken will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment. Any items that cannot be donated will be sold on GovDeals.

- ✓ **MOTION TO SURPLUSS THE ITEMS PRESENTED TO THE BOARD, CHRIS LANGE.**
SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.

Destruction Certificate: Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was presented to the Board for approval.

- ✓ **MOTION TO DESTROY THE IDENTIFIED ITEMS PRESENTED TO THE BOARD, CHRIS LANGE.** SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.

FY2025 Budget Draft: Carrie presented the FY2025 Draft Operating and Capital Project Budgets.

- ✓ **MOTION TO APPROVE THE FY2025 OPERATING AND CAPITAL PROJECT BUDGETS AS PRESENTED, DR. ERIC JACKSON.** SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Hebron Land Use: Carrie shared the Hebron Land Use Study conducted in 2011. A discussion of the Drees presentation and the Boone Florence Water Commission land purchase. Board chose to take no action at this time.

Revolutionary War Monument: The Boone County Chapter of the Daughters of the American Revolution is seeking a site in Boone County to locate a Revolutionary War Monument as part of the 250th Anniversary of the United States. This monument will recognize Boone Countians who participated in the Revolutionary War. Carrie presented a plan to locate the monument at the Main Library.

- ✓ **MOTION TO APPROVE THE PLACEMENT OF THE REVOLUTIONARY WAR MONUMENT AT THE MAIN LIBRARY, CHRIS LANGE.** SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.

Board Recruitment: The Boone County Judge Executive rejected both candidates offered for Barbara Hill's position. Under Senate Bill 167, BCPL has 30 days to send two new names to KDLA and for KDLA to send the names to Judge Moore.

- ✓ **I MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810, SECTION ONE, SUBSECTION F TO DISCUSS A PERSONNEL MATTER WHICH MIGHT LEAD TO APPOINTMENT, DISCIPLINE, OR DISMISSAL OF AN INDIVIDUAL, DR. EMILY MYERS.** SECOND CHRIS LANGE. APPROVED UNANIMOUSLY.

The Board of Trustees of the Boone County Public Library went into closed session at 5:25 p.m.

The Board of Trustees of the Boone County Public Library returned to regular session at 5:38 p.m.

- ✓ **MOTION TO SUBMIT CANDIDATES A AND C, DR. EMILY MYERS.** SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for March 2024.

ATTORNEY'S REPORT: Rob reported that he is working with the Boone County attorney regarding the Chapin Memorial Library MOUs. He is reviewing the Hebron land appraisal.

FOUNDATION REPORT: The Foundation Board report was emailed to Board members. The Foundation met on May 16th. Funds related to the fundraising agreement between Boone County Public Library, Boone County Public Library Foundation, and the Boone County Archive Commission have started to be received. To date, we have received \$8,000. More information about this will be placed on the Foundation page on the website and will be available at the Library Table at the 225th Celebration on June 1st. Boone, Campbell, and Kenton County Public Library Foundations received an anonymous

\$100,000 donation to help pay for Dolly Parton's Imagination Library. Most of the donation will be divided among the three counties based on percentage of participation in the program to help pay the monthly invoice. A small portion of the donation will be used for TANK bus ads about Dolly Parton's Imagination Library. We have set a date for the 2025 Trivia Fundraising event—March 27th at 6:00 pm. Two Board members terms would have ended on June 30th, however, the Board voted to appoint those members for another 4-year term. The next meeting is scheduled for July 18h.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that on May 1, 2024, the Main Library had a PC stolen. A report was filed with the Boone County Sheriff's Department. Pictures of the two individuals involved were shared with law enforcement and all staff. She banned one customer from all BCPL properties for six months. This individual has become aggressive towards staff and customers at the Florence Branch. The police have been called several times about this individual. She banned one customer from all BCPL properties for three months. This individual is sleeping and panhandling at the Main Library. He was told several times and had several conversations with the Sheriff's Department that he cannot sleep on library property after hours and that panhandling is in violation of the Library's Code of Conduct. As of April 30, 2024, Dolly Parton's Imagination Library has 4,031 active registrations and 1,034 graduates. This means that the DPI Library has touched the lives of 5,065 children in Boone County. BCPL's Sensory Room was cited in a study conducted by professors from the University of Kentucky, University of Missouri, Emporia State University, and State College of Florida. The study, "Libraries: Spaces for Belonging, Support, and Partnerships," was published in *Young Exceptional Children*. Two images of our space and a link to the "Social Narrative" were included in the article. In addition, during a webinar explaining the results of the study, BCPL's sensory room was pointed to as an example of how libraries are designing spaces specifically for children with disabilities. She included the article in the Board packet. Due to the construction next door to the Scheben Branch and the removal of the fence and growth from the property line, we have experienced issues with runoff and flooding during rain storms. There was significant flooding outside the staff entrance on May 6th. In addition, water had entered both the employee entrance and the emergency door at the bottom of the back stairs. The parking lot was also flooded. We have met with two of the construction managers from the Braxton/Dewey's Pizza project. Facilities cleaned up the water in the building and cleaned up the mud on the sidewalk outside the door. Facilities purchased sandbags to create a barrier to hopefully stop further flooding of the area. We posted the Business Services Director position the week of May 13th. Sam Sizemore has advised us that she cannot return to work. Liza Vance, Local History Associate, will be receiving a Kentucky Historical Society Award for her work on the grant funded "Road to Freedom" project at the Dinsmore Homestead. Carrie shared key metrics for April 2024.

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

PUBLIC COMMENT:


4 Community members spoke. Three spoke about Chapin Memorial Library, requesting programs, updated computers, 3D printer, continuation of visits by the Mobile BIL, asking what staff will do in the building, and about the amount of taxes paid by Petersburg residents. One spoke about the refusal of the Library to add The Epoch Times to the newspaper collection, even as a donation.

NEXT MEETING: Monday, June 17, 2024, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:38 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 2:02 pm, at the Main Library on May 31, 2024.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Don Trame, Secretary; Chris Lange, Treasurer; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Anastasia Perez, Walton Branch Manager, Mark Manczyk, Omni Architects.

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

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

BUSINESS:

Walton Electronic Sign Bid: No bids were received for this RFP. When zero bids are received, BCPL can enter into a contract with an entity of our choosing. Carrie presented a quote and recommend contracting with Quality Signs for this work.

- ✓ **MOTION TO AWARD THE CONTRACT TO QUALITY SIGNS NOT TO EXCEED \$19,879.00, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Walton Furniture & Shelving Bid: Discussion of bids received from vendors for the new Walton Branch furniture and shelving. KPC was the only company to submit a bid for shelving. Carrie recommended contracting with KPC for the shelving.

- ✓ **MOTION TO AWARD THE CONTRACT FOR SHELIVING TO KPC NOT TO EXCEED \$379,025.67, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Bids were received from four companies for furniture—APG, RCF, KPC, and ID&A. The bids from APG and RCF did not have all items required for a full bid. APG appeared to be the low bidder. Discussion of the required missing items. It was determined that in previous bids, BCPL has been very strict with requiring all pieces of the bid to be considered. The Board chose to continue this requirement.

- ✓ **MOTION TO AWARD THE CONTRACT FOR FURNITURE TO ID&A NOT TO EXCEED \$282,049.05, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

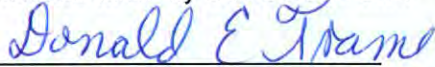
Walton AV & Security Bid: No bids were received for this RFP. When zero bids are received, BCPL can enter into a contract with an entity of our choosing. Carrie reported that Michael Savarino, IT Director, is seeking quotes and will make a recommendation at the June Board meeting

NEXT MEETING: Monday, June 17, 2024, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 2:52 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Minutes taken by Carrie Herrmann.


Secretary


President

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on June 17, 2024.

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

NOT PRESENT: Dr. Emily Myers, Board Member

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

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

PUBLIC PRESENTATION: Dawna Bach, Public Service Director, and Erin Rhoades, Florence Branch Manager, led a staff team to update BCPL's core values. They presented the updated core values to the Board.

A presentation of the Ad hoc committee report about the Archive & History Center. Dr. Eric Jackson and Chris Lange represented the Board along with community members.

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

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

Minutes of the May Special meeting were emailed to Board members.

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

TREASURERS REPORT: Carlyle Ackley presented the April treasurers report.

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

BUSINESS:

Core Values: The Core Values were presented to the Board for approval.

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

Archive & History Center Ad Hoc Committee Report: The Report is presented to the Board for acceptance. Discussion of the report.

- ✓ **MOTION TO ACCEPT THE ARCHIVE AND HISTORY CENTER AD HOC COMMITTEE REPORT AND TO EXTEND THE WORK OF THE AD HOC COMMITTEE FOR 6 MONTHS, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Chapin Memorial Library Update: An update of the Chapin Memorial Library. Still searching for candidates for the two part-time positions. A review of key metrics October 2023 to May 2024.

Walton Construction Project Update: Staff met with Omni and Graybach on May 23rd for a progress meeting and on June 13th a site walk. As of May 31, 2024, BCPL has saved \$139,260.89. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. There have been many furniture meetings, internally, with Omni and with ID+A. The shelving has been ordered. The electronic sign has been ordered. The Walton Branch has all positions filled except one Youth Services Associate 2 position and Pages. The YSA2 position is posted. The Pages will be posted in July. It is looking like we will have

a mid-September opening. Next meetings will be a Progress meeting on June 27th at 10 am and a site walk on July 11th at 10 am.

Carrie presented a recommendation on awarding the contract for the AV & Security Bid to Structured Technology.

- ✓ **MOTION TO AWARD THE CONTRACT FOR AV & SECURITY TO STRUCTURED TECHNOLOGY NOT TO EXCEED \$151,637.10, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Surplus Items: A list of furniture that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Items that are outdated or broken will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment. Any items that cannot be donated will be sold on GovDeals. Carrie withdrew one surplus form from consideration. She wants to present this form with the Appraisal of Hebron property, which has not arrived as of the time of the meeting.

- ✓ **MOTION TO SURPLUSS THE ITEMS PRESENTED TO THE BOARD, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Audit Engagement: An updated engagement letter was presented from Kelley, Galloway, Smith, Goolsby, PSC. for the audit covering the fiscal year that ended June 30, 2024.

- ✓ **MOTION TO ACCEPT THE AUDITOR LETTER OF ENGAGEMENT AS PRESENTED, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Meeting Dates: Carrie presented the FY2025 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.

- ✓ **MOTION TO APPROVE THE FY2025 MEETING DATES, DON TRAME. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

Policy Review: The "Boone County Public Library District By-Laws" was presented to the Board for updating. One small change is recommended. Discussion regarding the changes. Attorney requested that it be tabled until the July meeting for more legal review.

Amend FY2024 Capital Projects Budget: The Department of Homeland Security has recommended that BCPL add an additional layer of protection to our cybersecurity. This is in addition to the monitoring by BCPL's IT Department and the DHS. Michael Savarino, IT Director, recommends Bitdefender at a cost of \$23,030 for 4 years plus \$1,050 for set up. This is total request of \$24,080.

- ✓ **MOTION TO AMEND THE FY2024 CAPITAL PROJECTS BUDGET AS RECOMMENDED NOT TO EXCEED \$24,080, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Director Time Off: BCPL allows full-time employees to carry over 240 vacation hours from June 30 to July 1. As of June 30th, Carrie Herrmann will have accumulated 287 hours of vacation time. She requested approval from the Board to extend the deadline to use these additional hours until December 31, 2024. FY2024 has been particularly challenging for her to take time off. During this year, she served as the head of the Archive & History Center for six months and as the head of the Facilities Department for four months. Since October 29, 2023, she has also been fulfilling the role of Business Services Director. Furthermore, the Walton Building Project and Chapin Memorial Library have demanded significant time and effort, preventing her from taking scheduled vacation days. Compounding this issue, whenever she scheduled vacation time, she had to prioritize using accrued comp time before vacation time.

- ✓ **MOTION TO EXTEND THE DEADLINE FOR THE EXECUTIVE DIRECTOR TO USE ACCRUED VACATION TIME IN EXCESS OF 240 HOURS ON JUNE 30, 2024, TO DECEMBER 31, 2024, DON TRAME. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley presented the financial report for April 2024.

ATTORNEY'S REPORT: No report.

DIRECTOR'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that in May's Director's Report she mentioned that I had banned 2 people. One of those bans occurred at the Main Library and Board members may hear something in the community about this. A homeless individual, who uses a wheelchair, was dropped off at the Main Library by the Sheriff's Department after release from jail. He was welcome to come into the Library, hang out all day, but could not sleep on library property overnight. Despite numerous conversations he continued to do this. He also started pan handling and, again, after numerous conversations continued to do this. Staff also had to have conversations with this individual about using the restroom inappropriately. We brought in staff from Welcome House, Brighton Center, and Sheriff's Deputies to try to help him. We brought Ed McLaughlin, Public Service Associate, from the Florence Branch to talk with him to offer some resources and to offer bus passes to help get him anywhere he needed to go for services. He refused all help. Carrie spoke with the Director of the Emergency Shelter of Northern Kentucky to see if there was a service we had missed or if she had any suggestions to help. After repeatedly talking to him about violating our code of conduct, she had to ban him from all BCPL property. He is currently set up on the public sidewalk near the Main Library. Welcome House continues to reach out to him to help. Carrie spoke with the Laura Pleiman, Director of Boone County Community Services. Once Boone County's Social Worker program is up and running, he is on the list for them to reach out to. The only other option is that he may be a candidate for guardianship through the Cabinet. Speaking of banning customers, the Boone County Sheriff's Department, not BCPL, trespassed a homeless individual from the Library due to "problems he's caused around Burlington." I am watching a federal bill (H.R. 7525) that defines a special district so that libraries and other similar districts are eligible for more federal funding. The bill passed the house on May 6th and is now in the Senate. Carrie will be at the American Library Association Conference June 26 to July 2, 2024. This is my last conference as an ALA Councilor. I term off the Board at the end of the conference. The Public Library Association has asked me to be on the Data and Measurement Committee. The Summer Reading Kickoff on May 31s had 823 attendees. This happened in partnership with Boone County Parks at Boone Woods Park. The Archive & History Center staff participated in the Underground Railroad (UGRR) Bus Tour with the Boone County Senior Center. On May 29th, a child pulled a fire alarm resulting in a full evacuation. We had a preschool graduation happening at the same time, so the building had a large number of people in it. Staff responded wonderfully and the evacuation was very organized. Carrie reported that she was contacted by the owner of the house behind the Florence Branch. They asked if BCPL would be interested in purchasing the house. After a brief discussion, Board directed Carrie to gather more information. Carrie shared key metrics from May 2024.

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

PUBLIC COMMENT:


5 Community members spoke. Three spoke about Chapin Memorial Library. One community member handed Board members a list of items wanted at Chapin Memorial Library. One community member spoke about wanting a job at BCPL and asked the Board to have the director interview him.

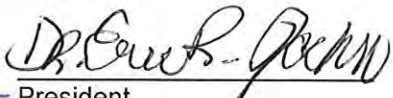
NEXT MEETING: Monday, July 15, 2024, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:51 pm,

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

Minutes taken by Sherri Slavey.


Secretary


Vice-President