

CALL TO ORDER: President Hill called the meeting to order at 4:00pm, Zoom conference on July 20, 2020

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

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

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

TREASURER'S REPORT: The April and May Treasurer's Report was emailed to Board members

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT, ERIC RICHARDSON, SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

BUSINESS:

Pandemic Update: Carrie Herrmann provides an update of BCPL's reopening plan and service efforts during the pandemic. Most people are just coming in for their materials and leaving. We have not yet met our occupancy maximum. We are averaging about 53 people per day using the curbside pickup option. Carrie is monitoring the rising cases closely. She monitors the NKY Health District, Kentucky Cabinet for Health and Family Services, CDC, Johns Hopkins, Harvard University, Georgia Tech, Gradient Metrics (a community of data scientists, analysts, researchers, and technologists), and the New York Times aggregating data from state and federal resources. She also shared the newest phase of the reopening plan. Phase 2.5 allows BCPL to drop back to curbside pickup only using the current reduced hours and 50% staffing. In the first phase of a project to develop science-based information about how materials can be handled to mitigate exposure to staff and visitors, scientists have found that the virus that causes COVID-19 is not detectable on five common library materials after three days. This is a partnership between IMLS and Battelle. This means that the CDC guidelines to quarantine materials for three days was correct. Battaglias Deli, the café at the Main Library will reopen when capacity has increased to 75%.

- ✓ **MOTION TO ALLOW DIRECTOR DISCRETION FOR MOVING THROUGH PHASES OF REOPENING PLAN AS NEEDED DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Branch Update: The courier van was rear-ended at a stoplight on July 2nd. Both rear doors need to be replaced and they will need to be rewrapped. Two fuses on the new Heat Pump at the Main Library are blown. Advanced Mechanical is trying to figure out why this happened. Carrie has been working with a Duke Energy Contractor. Duke is installing a new gas line that will go through the front of the Main Library's property. After review of the drawings we realized that the easement and the construction work would damage our irrigation system. Duke will pay to have the system moved and reinstalled. They are also evaluating the underground electric for the marquee sign. Carrie attended a meeting with the architect, the contractor and the irrigation installer. There are several zones not working. They have two weeks to repair the system and make it operational. We will not accept completion until the system is 100%. New public chairs for the Florence Branch arrived on July 9th. These were ordered and paid for before we closed down for the pandemic. Carrie attended a Planning Commission Meeting regarding a rezoning request for property around the land the Library has purchased at the Walton Towne Center. They want to change from C2 to I1. She is watching this closely and would like to have some conditions placed on this—no smells, noise ordinance, and a green screen between our property and the I1 property. At the Chapin Library, facilities worked with the County to have some overgrown bushes removed from near the doors. There was a homeless man living in them and we considered this a safety

risk for staff at the location. We had to bring in the pest control company as the location was overrun with spiders. Placed a locking cover over an outside outlet. Found two men using the electric.

Storywalk: None of the four story walks BCPL has installed in Boone County show a person of color. Carrie has directed staff to begin research on an appropriate early childhood title. She would like to contact the City of Florence about a partnership to install a Story Walk at one of their parks. We do not have a story walk in the City of Florence. When we have partnered with the Boone County Parks Department, BCPL chooses the book, negotiates the copyright permission, and creates the early childhood activities; the Parks Department creates the signs, installs the signs, and maintains them and the trail.

- ✓ **MOTION TO APPROACH THE CITY OF FLORENCE TO DISCUSS A STORYWALK. CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Auditor Engagement: Van Gorder, Walker & Co., Inc. has sent an updated engagement letter for the audit covering the fiscal year that ended June 30, 2020.

- ✓ **MOTION TO ACCEPT ACCOUNTING FIRM VAN GORDER, WALKER & CO. KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Disclosure/Conflict of Interest Statement: In accordance with Board Conflict of Interest Policy and the Trustee Ethic's Policy, said policies were mailed to Board Members. Receipt of the policies was acknowledged. The Disclosure Statement was mailed to Board Members and must be returned in the accompanying addressed and stamped envelope.

ACCOUNTANT'S REPORT: Stephanie Huhn reported on the April and May financial statements.

ATTORNEY'S REPORT: Monitoring and reviewing Executive Orders that may affect the Library

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

The Kentucky Department of Local Government is running behind. She registered BCPL with the department on May 18th and has not yet received the invoice to complete the registration. DLG website has also been shut down so that it cannot accept any uploads—FY2021 budget, end of year actuals, etc. They will not send me the forms to fill out until we have paid the registration fee. On June 24th she had a conversation with someone at DLG. They will not fine us for missing any due dates. She completed the 2019 Annual Survey of Local Government Finances sent out by the U.S Department of Commerce and the U.S. Census Bureau. The Library was notified that BCPL will receive \$60,300.00 in state funding for FY2021. BCPL has been nominated for a Special District Government Technology Award for response to Covid-19. This award program is designed to recognize innovation and leadership within special district agencies across the country.

The KYVL delivery system restarted the week of July 13th. This was very welcome by our ILL Department and customers. We have now added circulating webcams to our collection. Some members of our community struggled with the online meetings because they did not have webcams during the shutdown. On June 10th we began offering "Book Bundles" to children. Parents/Caregivers complete a form with their child and our staff supplies up to 10 books. This helps those families who do not want to stay and browse in the library for an extended period of time. It is also used by those families who prefer curbside pickup. From June 10 to June 30, staff supplied 42 Book Bundles to children. Summer Reading started on June 1 and will run to July 31. This year had a slow start as we were unable to do our summer reading kickoff program. We have three programs—Preschool, Youth (k-12th grade), and Adult. All in door July, August, and September programs are cancelled. Staff are experimenting currently with outdoor and virtual programs. Due to very low engagement on the BCPL Pinterest page, we have decided to close our account on July 31. The logo has been removed from our website and August

newsletter. We have refocused this page three times in an attempt to gain followers and interest. We continue to add online storytimes to our YouTube channel on Wednesdays and Fridays at 10:30 am. We are working with some of the child care centers to deliver collections to them. The centers are still not ready for us to begin programming. We are taking advantage of the pandemic to reset our Youth Services Outreach efforts. Before the pandemic this outreach department was working beyond its capacity. We are working to develop a scope (Early Childhood), a focus (Kindergarten Readiness), and a priority for service (Child Care Centers, Public Title 1 Preschools, Private Preschools, and Public Preschools not Title 1). Adult Outreach programming is currently on hiatus due to the pandemic. While on hiatus, we have been considering the feasibility of a books by mail program in addition to how to resume services as they become feasible. Even though long term living facilities are allowed visitors as of June 15, the centers have told us they do not want us in the buildings and they do not want collections from us at this time.

We have nominated the African American's in Boone County Omeka-S project for a Special District Government Technology Award. This award program is designed to recognize innovation and leadership within special district agencies across the country. We have received a \$5000 grant to create the African Americans of the Kentucky Borderlands digital exhibit from the 400 Years of African American History Commission. The funds will go towards equipment for a traveling display. Of course we currently have issues with installing touch screens in public spaces, but we can figure it out. Just as a reminder, we submitted this grant proposal March 19th, which was very early in the pandemic. It requires a 100% match, but we already have this in the capital projects budget as Pass It Down Exhibit equipment and software. The African Americans of the Kentucky Borderlands Digital Exhibit Project will integrate Initiative projects on to one cohesive platform and create an interactive online exhibit based on BCPL's extensive African American research. BCPL will create a traveling exhibit of the African Americans of the Kentucky Borderlands, which may be installed at schools, museums, or other education-based facilities. The exhibit may also be viewed from any mobile device for free to ensure equitable access via the BCPL website. We have received a \$10,000 grant from the National Parks Service Network to Freedom. This grant will further research on the legacy of enslaved mothers. This grant will be used in conjunction with the grant mentioned above.

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

NEXT MEETING: Monday, August 17 at 4pm on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

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

NEXT MEETING: Monday, August 17 at 4pm on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

Barbara J. Hill
President

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on August 17, 2020

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

- ✓ **MOTION TO APPROVE THE MINUTES, KATE MCCLAIN. SECOND, DOUG HODNETT.**
APPROVED UNANIMOUSLY.

TREASURER'S REPORT: The June Treasurer's Report was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS AMENDED, KATE MCCLAIN.**
SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Stephanie Huhn reported on the June financial statements. The June statements remain in draft form until the audit is completed.

BUSINESS:

Pandemic Update: Most people are just coming in for their materials and leaving. None of our locations have met our occupancy max. Public health regulation requiring people to wear masks has been extended an additional 30 days. When this expires Carrie recommends we continue to require masks as a BCPL policy. Staff are testing three new types of masks. These are designed to leave the mouth visible so that people who read lips can have better service. BCPL will continue to offer the student cards we created March through May. If a Boone County student does not have a card and a parent/guardian is not with the child, we will allow them to apply for a Student card. A student card does not require a parent/guardian signature. Staff are concerned that locations may be overwhelmed by unattended children dues to schools in Boone County starting as 100% virtual. We will be enforcing our Unattended Child Policy. The Management Team had a brief discussion about changing our hours to 10-7 in September for students. Decided to revisit this idea at the September meeting. We feel we need to wait and see how the start of school goes. We are partnering with RA Jones Middle School and Cooper High School to offer all students at those schools a Student Digital Access Card. This card will allow students to access our Digital Materials and Research Tools. Physical books, movies and video games cannot be checked out with Student Digital Access Library Cards, so parents do not have to accept responsibility for materials, worry about fines or sign an application. This is a pilot program. If all goes well we hope to expand to all schools in Boone County.

Branch Update: MSR continues to work on the Facilities' Master Plan. They have held several virtual meetings. Carrie received a draft of the plan just before the Library Board meeting began and plans to start reviewing the draft. At the Florence Branch lettering for the building and the marquee sign has been installed. This was approved in the capital project budget for this fiscal year. The Petersburg Community Center was vandalized on the evening of August 12th. Most of the damage was contained to the fire station. The Chapin Memorial Library did have one window broken.

Duke Easement: Carrie has been working with a Duke Energy Contractor. Duke is installing a new gas line that will go through the front of the Main Library's property. After review of the drawings we realized that the easement and the construction work would damage our irrigation system. Duke will pay to have the system moved and reinstalled.

- ✓ **MOTION TO ACCEPT DUKE EASEMENT, KATE MCCLAIN. SECOND, DOUG HODNETT APPROVED. ABSTAIN, CHRIS LANGE**

Tax Rate: The tax rates and PVA information have been received from KDLA and were forwarded to the accountant for review. Stephanie Huhn presented budget projections based on the information received and her own analysis. Auto/Watercraft Tax Rate is a separate tax rate from the property tax rates. This rate was established in 1983 and, by statute, may not be increased. The rate is 3 cents per \$100 valuation.

- ✓ **MOTION TO ADOPT THE COMPENSATING TAX RATE OF 4.9% FOR PERSONAL PROPERTY AND REAL PROPERTY AND THE STATUTE DEFINED TAX RATE OF 3.0% FOR AUTO/WATERCRAFT FOR FY2020/2021, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Monitoring and reviewing Executive Orders and administrative regulations related to Covid-19 that may affect the Library


LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: BCPL received a Covid-19 credit from Anthem for \$4,533.81. The Boone County Homeless Task Force provided an update to the Boone County Judge Executive and the Mayors of Florence, Union and Walton. This group was originally tasked with creating an Emergency Cold Shelter plan. The plan was presented and well received by the officials. We are hoping to see this plan on the agendas to be approved by the end of September. The Judge and the Mayors have asked the Task Force to continue meeting and to develop goals and a long term plan to address homelessness in Boone County. Carrie reported she has canceled all in person indoor programs through December 31, 2020. Staff will reevaluate in November for January programs. Virtual programming for adults has begun. BCPL has been selected to host the traveling exhibit, Native Reflections: Visual Art by American Indians of Kentucky. The exhibit is at the Main Library. BCPL is hosting a National Archives pop up display commemorating Women's Suffrage and the 19th Amendment. The display is at the Main Library. BCPL has a working group exploring homeschool services. Staff expect to see a growth in homeschool families in Boone County. There is a working group that is looking at how BCPL can help with providing internet access in communities that are lacking resources. The schools shared with me that about 11% of students do not have internet access. Passport operations are currently suspended as the employees at the State Department Passport Offices catch-up on the back-log of applications that were left when operations were suspended at the beginning of the Pandemic. Krista King-Oaks, Main Library Youth Services Manager, co-authored an article that was published in the *Journal of Librarianship and Information Science*. The article is titled, "What is Storytime good for and what makes Storytime good? A survey of public library directors." Dawna Bach, Scheben Branch Youth Services Manager, represented BCPL on a MORETalk Panel. This is a weekly panel held by Thomas More University. The topic was libraries in NKY and how we are responding to Covid-19. The moderator specifically wanted to know how BCPL was working with local schools to help students.

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

NEXT MEETING: Monday, September 21 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:01 pm, motion, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


~~Secretary~~ Vice-President


President

CALL TO ORDER: President Hill called the meeting to order at 4:00pm, Zoom conference on September 21, 2020 at 4:00pm

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

- ✓ **MOTION TO APPROVE THE MINUTES, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The July Treasurer's Report was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Pandemic Update: The reopening plan has been updated. A section has been added to the introduction on page 1. This replaces the blanket statement about closing for 14 days if someone tests positive for Covid-19. That statement has been removed from the document. Every case or suspected case is unique. When we are made aware of an issue, Carrie or Sherri or both call the Northern Kentucky Health Department for guidance. Carrie has been advised by the Northern Kentucky Health Department that employers do not need to contact employees about possible exposure that this will happen as part of the contact tracing they conduct. She has decided, as an employer, that BCPL should contact staff who may be affected while maintaining the infected person's privacy. Currently we have 17 positions open throughout the system that we are holding. Carrie has cancelled the October Staff Development Day. She plans to offer her Annual State of the Library presentation as a recorded message. The Governor has extended the Mask regulation another 30 days. This will end on October 7th. The Management Team is recommending that BCPL keep this in place even after the regulation ends. Staff tested three new masks. None of the three masks received good reviews. We will continue to look for masks that will help with accessibility issues, especially for those who are deaf or hard of hearing. The Management Team is look at adding additional hours for the community. A small team has been working on student digital access cards. We have worked out an internal procedure for issuing these cards. R.A. Jones, Cooper High School, and the World Language Department at Ryle High School will be testing these cards. All three schools chose to use an opt out letter for the cards. We believe that as word gets out, more schools will request this card for their students.

Facilities Update: MSR has sent a Facilities' Master Plan that is 80% complete. This report will be shared with Board Members. The charging system on the Library Bus is not working correctly. Something is draining the battery. The mechanic is now trying to track the issue. At the Main Library, all needed paperwork is signed, notarized and in the hands of Duke for the easement. At the Hebron Branch facilities installed a fence along a portion of the StoryWalk. We were concerned children would fall down the hill. The Boone Innovation Lab reopened on September 14th. Still working with Brandstetter Carrol, Perkins Carmack, and contractors on the HVAC system and the Irrigation System at the Hebron Branch. We have resurfaced the parking lot at the Florence Branch. We are receiving monthly restitution payments from the individual who damaged the Lents Branch just prior to closing on the sale.

Annual Report : Review and discussion of key data points of the Boone County Public Library District 2020 Kentucky Annual Report of Public Libraries. This report is due to the state library by September 27th. To help put the data into context Carrie included the display of both the previous fiscal year and the current fiscal year data. 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 typically acts as our request for state aid. State Aid has been zeroed out in the budget. KDLA asks that we still submit the paperwork requesting state aid in case it is reinstated in the 2021 budget session.

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

Digital Inclusion: A staff team has been working on digital inclusion in Boone County. We would like to expand the library's network and create a wide area mesh network. Additional access points, both inside the building and outside the building, will be added to each location. This will increase the Wi-Fi reach. As a pilot project to increase Wi-Fi reach, a Wi-Fi bridge antenna would be placed on the roof or on a pole at the Florence Branch Library. Another will be placed at a location in Florence. This will extend our network. On location at the partner agency, a network switch and 1- 3 outdoor Wi-Fi antennas will be placed in strategic locations. This will ensure we get the best coverage. Both the Wi-Fi bridge antenna and the access points will be connected to a switch so they can talk to one another. In order to expand our Wi-Fi network we need: \$1,891 per location (Total for 5 locations \$9,455. Hebron already has this capability.); \$3,000 to upgrade the firewall; and \$3,194 to pilot the wide area mesh network in Florence. The total project cost is \$15,649.

- ✓ **MOTION TO AMMEND THE CAPITAL PROJECT BUDGET TO ADD \$15,649 TO THE DISTRICT LINE ITEM TO FUND THE DIGITAL INCLUSION PROJECT, ERIC RICHARDSON. SECOND, DOUG HODNETT APPROVED.**

Thanksgiving Holiday: For this year only Carrie requested that BCPL close the Friday after Thanksgiving (November 27, 2020).

- ✓ **MOTION TO HAVE THE FRIDAY OFF AFTER THANKSGIVING FOR THIS YEAR ONLY, KATE MCCLAIN. SECOND, ERIC RICHARDSON APPROVED**

ACCOUNTANT'S REPORT: Several CDs have matured and been reinvested. The July Financial Report will be emailed after the Board Meeting.

ATTORNEY'S REPORT: Monitoring pre-filed Kentucky legislative bills for any that may affect BCPL. Monitoring executive orders and regulations related to the pandemic for any that may affect the Library.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: Carrie received notification from the Department of Local Government that BCPL was noncompliant with turning in required reports on August 18th. We are in compliance. She has email acknowledgements of receipt from the DLG for all required reports. The website shows we are noncompliant to the public. They are trying to correct the problem. Carrie has been asked to serve on the Kentucky Public Library Association Advocacy Committee.

On September 8th Carrie presented BCPL's tax rate to the Boone County Fiscal Court. She read the following statement and then answered questions. "In 2019, the Library's tax rate per \$100 of assessed value was 5.1 cents for Real Property and 5.35 cents for Tangible Personal property. The Library Board voted unanimously to lower both rates to 4.9 cents for 2020. This is despite losing all state aid and increased costs of janitorial cleaning, insurance, utilities, and library materials. The last time BCPL had a rate less than 5 cents was in 2000 when the rate was 4.6 cents."

The City of Florence is very interested in partnering with the Library on a storywalk. They are determining which park would be the best for this project. Carrie had a conversation with the City of Florence regarding the Dolly Parton Imagination Library. They have had several inquiries about this service and they did not want to duplicate efforts if we planned to offer this. Jennifer Timmerman, Youth Services & Outreach Coordinator, and Carrie have looked at this program. This fits neatly into the Library's strategic plan, as one of the areas of emphasis is early childhood. Using census data and a cost calculator supplied by the Imagination Library, we estimate that the program will cost between \$30-40 per child per year or \$17,000 per year. The Library cannot sustain that cost over several years alone. Through our research we determined that the model we like involves a partnership with the School Systems in Boone

County. All partners contribute funds to the project to make the largest impact. We have not contacted the schools yet. They have been busy trying to offer NTI to all students and we did not want to place more stress on them. Our hope is to pick this project up later this year as things settle into a more normal status.

Three ballot drop-off boxes will be at BCPL locations. At the moment it looks like they will be located at the Florence, Scheben and Walton Branches. The Boone County Clerk has agreed to write (and update as needed) a BCPL blog post about voting in Boone County.

The FY2020 audit is scheduled to take place October 19-21, 2020. Carrie has been invited to a meeting with the PVA and SPGEs in Boone County. There is a PVA Legislative Task Force looking for possible sources of funding. She wants to have a county-specific discussion on where the money to fund our office should come from and how it could possibly be allocated. The PVA want to take the ideas generated at this meeting to the Task Force.

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

NEXT MEETING: Monday, October 19 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:48 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on October 19, 2020.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services Coordinator; Jeff West, Facilities Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: No report for this month due to prepping for annual audit.

BUSINESS:

Pandemic Update: Currently the Library has 17 positions open throughout the system. Carrie cancelled the October Staff Development Day. Her Annual State of the Library presentation will be a recorded message released later this week. The Governor has extended the Mask regulation another 30 days. This will end on November 6th. Carrie asked for a plan from each public services department for instituting Monday through Thursday 10 am to 7 pm, Fridays 10 am to 6 pm, and Saturdays 1 to 5 pm. After receiving the plan, she decided to phase in the additional hours—Main and Scheben in November, Hebron and Florence in December, and Walton and Chapin in January. Staff are still working on Teams. We work 1 week in the building and 1 week outside. In December this will change so that each team works 3 days per week in the building. Libraries have to follow both the Governmental and the Educational and Cultural Activities Guidelines. It is the Governmental guideline that limits our staffing to no more than 50% of staff in the building at any one time. The Educational and Cultural Activities guideline limits us to 50% max occupancy for customers. We have added 3,569 Student Digital Access Card users between RA Jones, Cooper and Ryle. Overall the actual creation of the cards has gone really well and we haven't had any issues getting the accounts set up and the information sent back to the schools.

Facilities Update: Equipment for the digital inclusion project has been purchased. The County is very excited about this. We are working to make sure the antenna meets the Planning Commission guidelines. We are still working with Brandstetter Carol, Perkins Carmack, and contractors on the HVAC system and the Irrigation System at the Hebron Branch.

Facilities Master Plan: A draft of the plan was shared with Board members. Comments were collected to be shared with MSR. MSR will make a presentation to the Board with recommendations at the November 16th Board meeting. The plan should be completed by the end of the year.

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 SUBMIT INFORMATION ON MATERIAL TO STATE FOR SHREDDING, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn stated that the audit is ongoing. The auditor is on site the week of October 19th. Most of the accountant's work has been in support of the audit.

ATTORNEY'S REPORT: Monitoring pre-filed bills that may impact BCPL.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted BCPL's partnership with the Boone County Clerk to use 3 of the Library's locations for ballot drop boxes was mentioned during the NKY Chamber Government Forum as a creative way to make voting more accessible. The PR Department created a Facebook post on October 6th showing one of the ballot drop-off boxes and letting the community know that these drop-off boxes are located at three BCPL locations. After several negative comments about voting options, the Boone County Clerk stepped in and posted in the comments section.

We have asked for an extension on the Boone County Early Childhood Fund Grant. This grant had two parts—an in house STEM Storytime and an Outreach STEM Storytime at two centers identified as at risk. We have identified and have begun to present the in house STEM Storytime (see my report under Strategic Plan). As yet, we have not identified an alternative for the Outreach portion of the grant.

Staff at the Scheben Branch will begin online Passport Agent recertification. While we have no immediate plans to resume Passport Acceptance we want to be prepared for the time when this is once again being offered. The BIL opened on Sept 15 at the Hebron Branch. We had 15 reservations between the 15th and the 30th. Things seem to be going well - no issues with masks or social distancing.

We have begun to offer some in-person programming using our outside spaces. Yoga and several book discussion groups are meeting this way.

Carrie handed out a report on the summer reading program 2020. This year the program was 100% virtual. While participation numbers are down, the ones who participated were very involved. Participation rates across Northern Kentucky were down.

Carrie shared the first quarter statistical report. September 30th was the end of the first quarter of FY2021. We are down in every category.

The Power of Libraries Award video will debut on October 27th, during the SirsiDynix Connection Summit Virtual Conference. Bridget Striker, Local History Coordinator, will join the summit to watch the video and answer any questions. Local History commemorated the 2020 International Underground Railroad Month in September by compiling 30 of Boone County's escapes into a daily Facebook post. Every day in September, LH posted a different story including a related image (church, river scene) or newspaper clipping (obit, advertisement). Additionally, two videos about UGRR history in Boone County were produced and shared via Facebook during the month. Local History will have the first ever Facebook Live Ghost Walk on Thursday, October 29th starting at 6:30p in Petersburg.

Carrie received notification that the nominating committee has decided to place my name on 2021 ALA Election Slate for Councilor at Large. Pat Yanarella, Information Services Coordinator and Records Retention Officer, will celebrate 40 years of employment at BCPL on November 17th.

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

NEXT MEETING: Monday, November 16 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:48 pm, motion, CHRIS LANGRISH. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Hermann highlighted BCPL's partnership with the Boone County Clerk to use 3 of the Library's locations for ballot drop boxes was mentioned during the NKY Chamber Government Forum as a creative way to make voting more accessible. The PR Department created a Facebook post on October 6th showing one of the ballot drop-off boxes and letting the community know that these drop-off boxes are located at three BCPL locations. After several negative comments about voting options, the Boone County Clerk stepped in and posted in the comments section.

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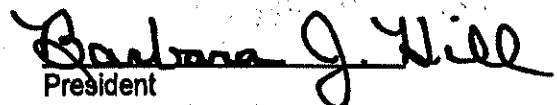
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members

NEXT MEETING: Monday, November 16 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:48 pm, motion, CHRIS LANGUE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary


President

CALL TO ORDER: President Hill called the meeting to order at 4:02pm, Zoom conference on November 16, 2020 at 4:00pm

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

- ✓ **MOTION TO APPROVE THE MINUTES, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

PUBLIC PRESENTATION: Kristilyn Vercruysse, Matthew S. Krontorád, and Simona Fischer from MSR Design presented a draft of recommendations related to the Facilities Master Plan.

TREASURER'S REPORT: The August and September Treasurer's Reports were emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORTS, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Pandemic Update: Carrie Herrmann reported that someone has decided to use BCPL to spread misinformation about Covid-19. Staff have found cards hidden in children's books and the newsletter stands that have misinformation about the pandemic and vaccines. After the Governor released his recommendations for counties that are listed as Red in the state's Covid-19 tracking system, Carrie contacted the NKY Health District. After multiple discussions and answering several questions they determined that what BCPL is doing is the template they will use for all other libraries in NKY. The Library can remain open. Several staff have expressed that they are unhappy with the Library staying open.

Facilities Update: All the equipment for the digital inclusion project has arrived. The installation is complete at the Florence Branch and the Main Library. Michael Savarino, BCPL IT Manager, is working with the Florence City Coordinator and their IT company. Later this week Michael and Spencer (the city of Florence IT person) will be doing a site visit to determine the exact placement of our equipment. The Planning Commission has determined that we do not have to seek approval for the antennas. Carrie will present about the wide area mesh network at the Florence City Council Meeting on November 23. Jeff West, Facilities Manager, and ZH Consulting are working on an ROI to change out all fluorescent lighting at all facilities to LED and submit to the mid-year budget adjustment request. At the Main Library a new heat pump was installed and Jeff is working with Advanced Mechanical to install a 1st floor humidifier. At the Scheben Branch facilities staff transformed the 1st floor staff RR into an infirmary/mother's room and replaced a 3'x5' bladder tank for the boiler. At the Hebron Branch on the evening of October 23rd an Amazon truck ran through the height restrictor gate and through several landscaped areas before leaving the property. We captured it on video. After sharing the video with a logistics manager at Amazon, they are going to pay for repairs. The Library officially gave Perkins Carmack a deadline of November 6th to complete all outstanding items. We are still working on the HVAC system. We are no longer working with Perkins and Carmack on this issue. The engineering firm (Elsivere) is taking the lead. We have determined that the engineers did not calculate the heat load correctly and need to add more heat into the building. The BIL will be sectioned off from the rest of the HVAC system. It will have its own standalone unit. The heat that had been in the BIL will be fed into the main section of the building. The vestibule has too much heat in that area. This will be divided and 50% of the heat will be redirected through new vents that will be added in the front area to add heat. The interior modifications on Friday November 27, early morning Saturday November 28 and Sunday November 29 during closing

hours. This way the contractor can work without customer or staff interference. Jeff has contacted 2 companies regarding installing shade sails at the amphitheater at Hebron. They are both out of town and scheduling a visit.

5/3 Savings Account: The only account BCPL has at 5/3 Bank is a savings account with just under \$21,000 in it. That account was opened to secure the Library's corporate credit cards. Late last year we moved our credit cards from 5/3 to BB&T. Carrie recommends that we close that account and move the money to the Heritage Bank General Fund Money Market account.

- ✓ **MOTION TO APPROVE REMOVING MONEY FROM 5/3 ACCOUNT, KATE MCCLAIN.**
SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT: Stephanie Huhn stated that the audit is ongoing. The auditor will be ready to present the audit at the December meeting. The August Financial Report was emailed to Board members.

ATTORNEY'S REPORT: Monitoring pre-filed bills that may impact BCPL. Reviewing policies that will be brought to the Board at a later date.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she had a meeting with Judge Moore and Judge Frohlich regarding starting a Boone County Historical Archive. Over the years, BCPL has become an accidental archive. The county would like to see an archive center at the Main Library. She has started conversations with Jeff West, Facilities Manager, and Ian Holten, ZH Consulting, about Solar Energy and BCPL. Carrie has been asked to co-facilitate a conversation about Library's and reserve funds with KDLA. Four BCPL locations will be a collection point for the Steinfeld Toy Foundation—Main, Scheben, Hebron, and Florence. Barrels will be delivered to the locations soon. Collection dates are November 23 to December 7.

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

NEXT MEETING: Monday, December 21 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:34 pm, motion, ERIC RICHARDSON. **SECOND, DOUG HODNETT APPROVED UNANIMOUSLY.**

Minutes taken by Shawn Fry

Secretary

President

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Minutes taken by Shawn Fry


Secretary

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NEXT MEETING: Monday, December 21 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:34 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

Barbara J. Hill
President

CALL TO ORDER: President Hill called the meeting to order at 4:02pm, Zoom conference on Dec 21, 2020.

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jeff West, Facilities Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

Director's Evaluation: Barbara Hill reminded board members that it is time to do the director's evaluation. She will send the evaluation questions to board members after the meeting. The completed evaluations need to be returned to her by January 11. After that she will meet with Carrie.

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

- ✓ **MOTION TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

PUBLIC PRESENTATION:

John Chamberlin from Van Gorder, Walker & Company, Inc. presented a draft of the FY2020 audit.

- ✓ **MOTION TO APPROVE AUDIT PRESENTATION, WITH CHANGES TO BE MADE FROM VAN GORDER, WALKER AND COMPANY, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: No report this month.

BUSINESS:

Pandemic Update: The Library moved back to curbside November 23 to December 13. The Library reopened to the public on December 14. The current mask executive order expires January 2. Given the current vaccination timeline, programmers have begun to plan in person programs. Adult in person programming will begin in April with programs of less than 10 people and preferably outside. For example, book groups and yoga could meet in person. In May, adult programs of less than 25 people will return and Teen in person programs will start in late May. In June BCPL will host in person adult programs of less than 50. Youth Services in person programming will begin in June with programs for school ages and storytimes in the parks. In person storytimes in the buildings will return in July. Virtual programming is here to stay in some form. These are subject to change based on local, state, and CDC guidelines, and vaccine distribution. Discussed permanently relaxing the dress Code. It was recommended that the relaxed dress code be extended until March 31. Discussed that currently BCPL is not charging fines for overdue materials. Overdue fines were dropped for an indefinite period of time. The Library does charge fines for lost and damaged items. This practice will continue until March 31. Carrie recommended that BCPL not mandate the Covid-19 vaccine. It should be treated the same way we treat the flu vaccine. It is encouraged, but not required. Carrie reported that staff are still working 1 week in the building and receiving 1 week of Misc. Emergency Closing Pay. Staff who can do some work from home are doing some but not 40 hours. The majority of our staff cannot work from home. The Board is still comfortable with this, but asks that we begin to use less Emergency Closing Pay. Carrie is watching Congress very closely. The Families First Coronavirus Response Act is due to expire on December 31. This is the law that has granted additional paid time for people quarantined because they have been exposed or diagnosed with Covid-19 or for child care issues related to Covid-19. The Library has been using the FFCRA and EFMLA during the pandemic under the guidance that BCPL would receive a credit on the FICA. This has all been coded in our time keeping software and reported quarterly to the IRS. On November 25, the IRS changed/updated its information. Based on what KDLA has shared this sounds like we will not receive credit. Some organizations have decided to extend this themselves until the end of January. Board recommended we extend this until January 31.

Facilities Update: We received the check from the insurance company to repair the delivery van. It was rear ended by someone while stopped at a light. At the Main Library we removed the balloon, clouds and letters from the walls. Painting in the Youth Services area started on December 16. The YS Department is closed to the public for this project. At the Scheben Branch we are waiting on a quote for new counter-tops in the bathrooms. The Board reviewed the Scheben Carpet RFP. The RFP will be posted on January 4. Opening is scheduled for February 4 at 2:00 pm via Zoom. We do not need to do an RFP for moving the shelving. This will fall below the \$30,000 threshold. At the Hebron Branch the majority of the HVAC work was completed on November 27-29. The Board reviewed the Amphitheater shade sail quote. We have forwarded the repair bill for the height restrictor, the landscaping, and the irrigation system to Amazon. One of Amazons semi-trucks drove through these. Carrie received a request from Warm Realty Development for surveys, land use plans, etc. for the excess land the Library owns in Hebron. They would like to put together a proposal about purchasing the land. This would be for industrial development. The Board is not interested in selling property at this time. Discussed the proposed 20 year Hebron development project in front of the Boone County Planning Commission and the impact this will have on the Hebron Branch. This information has been forwarded to MSR to be included in the Facilities Master Plan. Given the timeline of the project, this development should impact the next 20 year plan, not the current one MSR is working on. Discussed the approved apartment complex in Florence on Turfway. This will impact the Main Library more than the Florence Branch. The Walton Branch needs new windows. Some are rotting. Working on getting a quote for this repair.

Board Recruitment: Two Trustee appointment expires June 30, 2021—Eric Richardson and Doug Hodnett. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each position. Applications will be placed on the library website on December 28 and available to be picked up at locations. PR will begin January 4 and will include social media channels, blog post, and a *Boone County Recorder* notice. There will be an informational session on February 1, 2021 at 4:00 pm via Zoom. Applications are due on February 12, 2021. The Board will review the application at the February 15 meeting.

Policy Review: A review of the "Taxing Authority and Rates Policy." Small changes were suggested to bring the Library in line with state law that will go into effect January 1, 2021.

- ✓ **MOTION TO MODIFY THE TAXING AUTHORITY AND RATES POLICY EFFECT JANUARY 1, 2021, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Discussed CDs that have matured or will mature before the next Board meeting at BB&T. Stephanie Huhn is researching the FFCRA and whether or not the Library is eligible for the tax credits on FICA.

ATTORNEY'S REPORT: Reviewed the Taxing Authority and Rates Policy. Debra Pleatman is researching the FFCRA and whether or not the Library is eligible for the tax credits on FICA.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she will be on vacation December 27 to January 3. She is working on an update of the Emergency Manual and the Operations Manual. These will be brought to the Board for approval by March 2021. For the last year, she has been part of a Boone County task force on homelessness. That work resulted in the document shared with the Board as part of the December packet. The first recommendation the task force made was the need for an Emergency Cold Shelter in Boone County. That recommendation was approved by the Boone County Fiscal Court and the Cities of Florence, Union, and Walton. This is not a permanent shelter. It is activated by emergency declaration.

On Sunday, December 6th, the Main Library hosted a visit with Santa. This was the first in person children's program the Library has hosted since March 12. The Library rented a life-size snow globe. Mr. and Mrs. Claus are a husband and wife. Mrs. Claus works for the Library. Families registered for a time,

drove up to the snow globe, children could get out and talk to Santa and have pictures taken, and then drive away.

In late January 2021 BCPL will launch "1,000 Books Before Kindergarten." This program will promote reading to newborns, infants and toddlers; encourage family engagement; and lead to academic success. We will use our summer reading tracking software.

We became aware in the fall of a new database created by Michigan State University <https://en-slaved.org/>. They have been quietly acquiring other enslaved databases and adding them to their work. We were approached in December about allowing BCPL's African American's in Boone County History database to be added. We declined. If they want to link to our database, we would approve that, however, they want our research.

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

NEXT MEETING: Monday, January 18 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:28 pm, motion, CHRIS LANGE. SECOND, ERIC RICHARDSON APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

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Minutes taken by Shawn Fry


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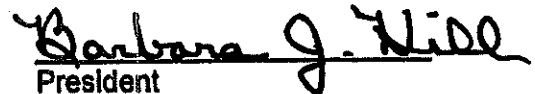
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members

NEXT MEETING: Monday, January 18 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:28 pm, motion, CHRIS LANGE. SECOND, ERIC RICHARDSON APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary


President

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on January 18, 2021.

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jeff West, Facilities Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES WITH AMENDMENTS, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: Treasurer's reports for October and November were emailed to Board members.

- ✓ **MOTION TO APPROVE THE OCTOBER TREASURER'S REPORT, ERIC RICHARDSON SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**
- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURER'S REPORT, KATE MCCLAIN. SECOND, ERIC RICHARDSON**

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial reports for September, October and November.

BUSINESS:

Pandemic Update: Carrie Herrmann provided an update of BCPL's reopening plan and service efforts during the pandemic. Managers worked on plans that have no more than 50% of staff in the building at a time, and will have staff using less MISC/emergency Closing Pay. This will look different depending on Branch/Department, physical space, staffing, and needs. This started on January 18th. Carrie is watching the numbers closely and is starting to develop a plan to return to normal hours. The KPLA Advocacy Committee is working to having frontline library staff listed as part of the essential workers category that will receive the Covid-19 vaccine as part of the 1c state guideline.

Facilities Update: At the Main Library Facilities and the Branch Manager are working on setting up a time to paint the first floor and a plan for how to do this while remaining open. Main Youth Services was closed to the public during the majority of December; following curbside only service, the department floors were steam cleaned and walls and trim redone with a fresh coat of paint. Extra displays were added to second floor lobby to increase accessibility during department closure. The Scheben Branch carpet RFP was posted on December 22nd. PR began pushing the RFP out on January 4th. The opening is scheduled for February 4th at 2:00 pm. At the Hebron Branch we finally had two days at the low temperatures we need to test the newly installed HVAC equipment. Those two days were Christmas Eve and Christmas Day so no one was in the building. The temperature readings we received seem to indicate that the fix works, but unfortunately, we need more than two days to be sure this worked. Over the Christmas Holiday a Rumke truck drove through the height restrictor at the Hebron Branch. We will be presenting them with a bill for the repair. Someone is cutting down trees near the retention pond at the Hebron Branch and putting up small growing cages in the area. There are 40-50 of these cages. We do not have cameras around the retention pond. We have removed the cages and are looking at possibly installing a camera in that area.

2nd Quarter Statistics: Carrie Herrmann shared second quarter statistics with the Library Board.

Mid-year Capital Budget Adjustments: Carrie Herrmann presented midyear capital budget adjustments for an increase of \$52,985.

- ✓ **MOTION TO APPROVE THE MID-YEAR CAPITAL BUDGET AS PRESENTED, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Midyear Operation Budget Adjustments: Carrie Herrmann presented midyear operating adjustments. There was no change to the bottom line of the budget. All new expenses are reallocated.

- ✓ **MOTION TO APPROVE THE MID-YEAR OPERATION BUDGET AS AMENDED, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman reported that she is monitoring the legislative session for any bills that may affect libraries.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that in December BCPL issued 2,835 new library cards. 73 cards were the temporary cards that expire after 3 months and are filled out online. 2,540 were Student Digital Access Cards. Staff have decided to move the Early Childhood Fair online. Staff decided to forgo a comprehensive virtual version, but will create a presentation/exhibit of vendors for the community. We are beginning to reach out to past vendors to see who is still in business and interested in participating this year. PR is helping with the platform presentation. 1,000 books before Kindergarten launches on January 20th. Staff submitted three requests to publishers for a StoryWalk and were very surprised to have all three approved. We typically have to move pretty far through a list before we receive permission for one title. I have been working with the City of Florence to choose the appropriate park. Currently, we plan to install *What If...* by Samantha Berger at the Nature Park. Staff are meeting with Boone County Parks to place the other two titles, *Saturday* by Oge Mora, and *I Believe I Can* by Grace Byers. Bridget Striker, Local History Coordinator, and I met with Judge Tony Frohlich and staff from KDLA regarding the possible consolidation of all Boone County historical records into one repository. Bridget will coordinate with KDLA to secure grant funding for archive projects. KDLA is very excited about this project. They view this project as a model that can be shared statewide.

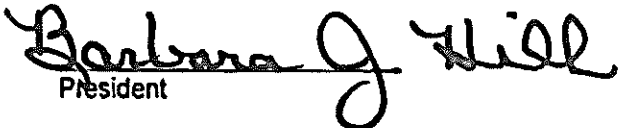
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

NEXT MEETING: Monday, February 15 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:18 pm, motion, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary


President

- ✓ **MOTION TO APPROVE THE MID-YEAR CAPITAL BUDGET AS PRESENTED, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Midyear Operation Budget Adjustments: Carrie Hermann presented midyear operating adjustments. There was not change to the bottom line of the budget. All new expenses are reallocated.

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Minutes taken by Shawn Fry


Secretary

President

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on March 15, 2021.

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

- ✓ **MOTION TO APPROVE THE MINUTES, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

PUBLIC PRESENTATIONS: Boone County Judge Executive Gary Moore and County Administrator Jeff Earlywine presented about broadband in the county.

- ✓ **MOTION TO ENDORSE COUNTY WIDE BROADBAND NETWORK PROJECT, WITH INVESTMENT OF \$300,000, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

TREASURER'S REPORT: Treasurer's report for January was emailed to Board members.

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

BUSINESS:

Pandemic Update: The Book Cellar at the Main Library is reopening on March 16th. BCPL will return to mostly normal hours May 2, 2021. The Café at the Main Library will reopen in September. Carrie provided an overview of what stage of opening libraries across Kentucky are at. Based on current research showing that there is a low probability of transmission through touching items, we will discontinue quarantining items on April 1. Staff and Maximum Occupancy is now at 60%. Carrie is updating the Reopening Plan. She made an assumption on the numbers and only did the math for 25, 50, 75, and 100%. New CDC guidelines were released for people who have been vaccinated. This does not change anything at the Library. Healthy at Work still requires all staff to wear a mask. The Mask Administrative Regulation still requires customers to wear a mask inside the Library. KCPL & CCPL dropped fines. We are scheduled to begin charging fines again on April 1, 2021. On April 2020, BCPL dropped charging fines for overdue items for an indefinite time. Brief discussion of going fines free for children's items

- ✓ **MOTION TO BEGIN CHARGING FINES WHEN THE GOVERNOR'S EVICTION MORATORIUM EXPIRES, CHRIS LANGE. SECOND, ERIC RICHARDSON APPROVED UNANIMOUSLY**

Facilities Update: Carrie has received the final draft of the Facilities Master Plan. The Board will discuss at the April meeting. Duke Energy will begin work on the gas pipeline in March. The work will continue through December. At some point during that time the work will happen on the easement at the Main Library. At the Hebron Branch we have attached solar powered yellow lights that flash to the height restrictors. Another semi drove through the height restrictor at 3:29 pm on 03/08/2021. This one in broad daylight. Carrie has contacted Brandstetter Carroll for help in finding a solution to this issue. The amphitheater solar shade has been staked out. The company that installed the irrigation system has approved the placement of the poles. The materials have been ordered and we are waiting for permits from the county. The camera system has been glitching and not recording 24/7 as designed. The company that installed the system says that everything is working as designed. The next move is to have the manufacturer's technical support team dial in, troubleshoot & hopefully rectify the issue. We are

changing propane providers in the late spring at the Chapin Memorial Library. This is a cost savings measure

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial report for January.

ATTORNEY'S REPORT: Debra Pleatman provided an update on bills currently before the Kentucky legislature that may affect libraries.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted the following items. On March 2nd, the Dr. Seuss Enterprise announced that it would stop publication of 6 titles because they "portray people in ways that are hurtful and wrong." This was Dr. Seuss' birthday and usually celebrated across the nation. On the same day, a report was published that listed 65 problematic Dr. Seuss titles. In response Jennifer Timmerman, Youth Services & Outreach Coordinator, pulled a diverse group of staff together to formulate a BCPL response.

The American Rescue Plan Act of 2021 included funding for libraries. \$178 million went to IMLS to distribute to state libraries based on a population formula. This will be passed on to local libraries in the form of grants. \$7.172 billion was earmarked for the Emergency Connectivity Fund through the FCC's E-rate program.

The Department of Local Government issued a warning that BCPL is not in compliance. According to DLG I have not turned in BCPL's FY2021 Budget Estimates. The form was turned in on July 15, 2020 and receipt by DLG was acknowledged that same day via email. I am trying to get this updated. DLG is threatening to withhold all state funds including but not limited to taxes and state aid and to dissolve the Library District.

In January, BCPL submitted a letter of intent to the Horizon Community Funds of Northern Kentucky to apply for a \$50,000 Community Impact Grant to grow the Wide Area Mesh Network. We have been notified that our project was one chosen to move forward to submit a full grant proposal. The application is due April 30, 2021.

BCPL has been recognized by Cincy Magazine as the Best Early Childhood Development Program in the Greater Cincinnati area.

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

NEXT MEETING: Monday, April 19 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:55 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary

President

changing propane providers in the late spring at the Chapin Memorial Library. This is a cost savings measure

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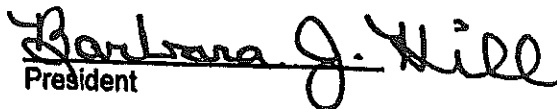
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ADJOURNMENT: There being no further business, the meeting was adjourned at 5:55 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary


President

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on April 19, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: Treasurer's report for February was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial report for February. She planned to send the UFIR to Carrie to file with the Department of Local Government. She is preparing a draft of the RFP asking for audit services. She will send the draft to Carrie.

ATTORNEY'S REPORT: Debra Pleatman reported that she had reviewed several policy updates.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she will be presenting to the Florence City Council giving them an update on the Wi-Fi Wide Area Mesh Network, StoryWalks, and the Facilities Master Plan on April 27th. We are tentatively planning to hold an in person Staff Development Day on October 21, 2021. This will be a full day. The Library will be closed.

We have begun to advertise to replace some of the positions vacated and not filled during the pandemic. Staff are needed to cover the additional hours and the in person programming that is slowly returning.

We are working to have at least one notary at each location starting in the fall.

Kentucky extended the eviction moratorium to June 30th. This means that BCPL will begin charging fines on July 1.

Carrie shared an article about the City of Florence annexing 270+ acres for a mixed use development that they hope to create as a TIF. Debra Pleatman offered to do a presentation explaining TIF's at the May Board Meeting

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

BUSINESS:

Facilities Master Plan: The final draft of the Facilities Master Plan was shared with Board Members. Discussion of the shared information.

- ✓ **MOTION TO ACCEPT THE FACILITIES MASTER PLAN AS A LONG-TERM GUIDELINE. CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

FY2022 Operating Budget Draft: A presentation of three versions of the FY202s Draft Operating Budget. Board discussed which emphasis they wanted to see in fiscal year 2022. Carrie Herrmann will continue to fine tune version C of the budget to present to the Board at the May meeting.

FY2022 Capital Budget Draft: A presentation of the FY2022 Draft Capital Project Budget. Carrie mentioned that she is still waiting on quotes for a project.

Policy Review: A review of the "Staff Development and Training Policy" and the "Display & Distribution of Materials by Outside Groups Policy". Small changes are recommended to each policy. The policies will be discussed more at the May meeting.

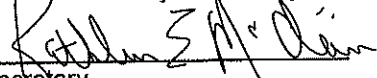
Trustee Appointment: The Kentucky Department of Libraries and Archives has requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each position. Review of names sent to KDLA.

✓ **MOTION** FOR TO SUBMIT CANDIDATES F AND G AS POSSIBLE REPLACEMENT FOR DOUG HODNETT, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

NEXT MEETING: Monday, May 17 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:26 pm, motion, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary

President

FY2022 Operating Budget Draft: A presentation of three versions of the FY2022s Draft Operating Budget. Board discussed which emphasis they wanted to see in fiscal year 2022. Carrie Herrmann will continue to fine tune version C of the budget to present to the Board at the May meeting.

FY2022 Capital Budget Draft: A presentation of the FY2022 Draft Capital Project Budget. Carrie mentioned that she is still waiting on quotes for a project.

Policy Review: A review of the "Staff Development and Training Policy" and the "Display & Distribution of Materials by Outside Groups Policy". Small changes are recommended to each policy. The policies will be discussed more at the May meeting.

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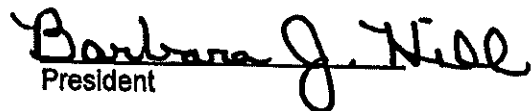
✓**MOTION FOR TO SUBMIT CANDIDATES F AND G AS POSSIBLE REPLACEMENT FOR DOUG HODNETT, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

NEXT MEETING: Monday, May 17 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:26 pm, motion, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary


President

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on May 17, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: Treasurer's report for March was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial report for March. Two CDs matured at Chase and Heritage Bank at the beginning of May. One CD was renewed for a year. One CD was moved to the General Fund Money Market. This repays almost half of the funds owed from the Capital Projects Account to the Operating Account. The rest of the funds will be moved to the Operating Account by June 30th.

BUSINESS:

Policy Review: A review of the "Staff Development and Training Policy" and the "Display & Distribution of Materials by Outside Groups Policy". Small changes were recommended to each policy.

- ✓ **MOTION TO ACCEPT THE RECOMMENDED CHANGES TO THE STAFF DEVELOPMENT AND TRAINING POLICY, ERIC RICHARDSON. SECOND, KATE MCCLAIN APPROVED UNANIMOUSLY**
- ✓ **MOTION TO ACCEPT THE RECOMMENDED CHANGES TO THE DISPLAY AND DISTRIBUTION OF MATERIALS BY OUTSIDE GROUPS POLICY, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

FY2022 Operating Budget Draft: Carrie Herrmann presented a draft of the fiscal year operating budget. The revenue portion of the budget does not have State Aid Funds, reflects an increase in Real Property Taxes, and includes the grants we have applied for. On the expense side, the budget supports spaces, collections, and then programming in that order; it includes a 4% raise for staff who are eligible for a raise; materials line item increase of 4%; and CERS contributions increase of 12%. The budget continues to fund a Covid-19 line item and a district wide budget line item has been added—Services. This line item will help track Passport and Notary Services.

- ✓ **MOTION TO APPROVE 2022 OPERATING BUDGET, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

FY2022 Capital Budget Draft: Includes starting some of the projects listed in the Facilities Master Plan at the Main Library in FY2022. This budget is \$248,819 less than FY2021

- ✓ **MOTION TO APPROVE 2022 CAPITAL BUDGET, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman reported that she had reviewed several policy updates. Explained TIFs to the Library Board.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she presented to the Florence City Council giving them an update on the Wi-Fi Wide Area Mesh Network, the Nature Park StoryWalk, the AARP grant to install a history storywalk at the Florence Senior Center, and the Facilities Master Plan on April 27th. On the same night the Boone County Fiscal Court adopted a resolution forming the Boone County Archive Commission. This is the first step towards the creation of a Boone County Archive that will be housed at the Main Library. In addition this is the first step towards rebranding the Local History Department to the Boone County Borderlands Archive and History Center. KDLA is very excited about this project and hopes to use this project as a model for the rest of the state. Currently doing a collection assessment for the Clerk and the Circuit Court. We plan to merge records by the end of fiscal year 2023.

Several grants were completed and turned in this month. Carrie completed and turned in a \$200,000 Ebsco Solar Grant application to install roof top solar panels at the Florence Branch. The grant will be awarded in June 2021. Michael Savarino, IT Manager, completed and turned in a \$50,000 Horizon Fund Community Impact Grant application to continue to grow our Wide Area Mesh Network in the City of Florence area and to install a new network in the City of Walton. Bridget Striker, Local History Coordinator, completed the 2021 AARP Communities Challenge Grant proposal with a request of \$4000 to create a History of Florence Storywalk situated at the Florence Senior Center adjacent to the Florence Branch. Bridget also completed the 2021 CLIR Digitizing Hidden Collections Grant initial application with a request of \$198,740. Boone County Public Library's *Voices Silenced No More: Digitizing the African Americans of the Kentucky Borderlands Collections* two-year project seeks to digitize primary resource materials related to enslaved persons and their descendants who lived in the Northern Kentucky region.

BCPL has been notified that we may be eligible to claim funds set aside in A Blue Cross/Blue Shield settlement. We have filed the necessary paperwork. Final determination of eligibility and check disbursement will not occur until early 2022.

The American Rescue Plan Act had \$1.9 billion allocated to libraries. KDLA has received \$2.9 million dollars of that money. \$2.8 million will go directly to public libraries using the state aid formula. BCPL should receive about \$20,000. The application process will open in June. Staff are brainstorming ideas to apply for the funds. The FCC Emergency Connectivity Fund may provide money to the Library for connectivity for the public. These funds are first come first serve. The application process will open in June. Staff are brainstorming ideas to apply for the funds.

During the next school year, BCPL will host 5 interns from the Ignite Institute—2 in Local History, 2 in IT, and 1 in the BIL.

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

NEXT MEETING: Monday, June 21 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:12 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary

President

ATTORNEY'S REPORT: Debra Pleatman reported that she had reviewed several policy updates. Explained TIFs to the Library Board.

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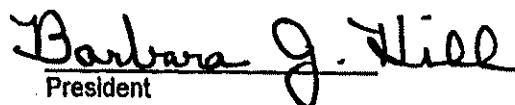
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members

NEXT MEETING: Monday, June 21 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:12 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary



President

CALL TO ORDER: President Hill called the meeting to order at 4:04pm, Zoom conference on June 21, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Carlyle Ackley, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator; Don Trame; Eric Jackson

APPROVAL OF AGENDA: The agenda was emailed to Board members

- ✓ **MOTION TO APPROVE THE AGENDA, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

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

TREASURER'S REPORT: Treasurer's report for April was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

BUSINESS:

Emergency Manual Review: A review of the "Emergency Manual." This has been extensively rewritten over the last year.

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. Most of these items are outdated or broken and will be disposed of in the trash. Any items that cannot be donated will be sold on GovDeals

- ✓ **MOTION TO APPROVE SELLING OF SURPLUS ITEMS, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Marketing Plan: A presentation of the Marketing Plan for FY2022.

- ✓ **MOTION TO APPROVE MARKETING PLAN, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

FY2022 Meeting Dates : The Board discussed meeting dates and times for FY2022.

- ✓ **MOTION TO APPROVE 2022 MEETING SCHEDULE AS AMENDED, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Boone County Broadband Project Invoice: An invoice from the Boone County Fiscal Court for the Boone County Broadband Project in the amount of \$300,000 was presented to the Board. Given the amount of revenue projected to be in excess of expenditures in FY2021, Carrie recommended that the Library pay the full amount earmarked for the project this fiscal year.

- ✓ **MOTION TO PAY THE FULL INVOICE OF, \$300,000 FOR BOONE COUNTY BROADBAND PROJECT, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Policy Review: Carrie presented suggested changes to the "Membership Policy."

- ✓ **MOTION TO APPROVE THE CHANGES TO THE MEMBERSHIP POLICY, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

ATTORNEY'S REPORT: Debra Pleatman reported that she had reviewed several contracts for BCPL.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she filmed a video for the county about how the Boone County Broadband project is good for the Library and the community. On May 25th the Boone County Fiscal Court appointed Eric Jackson and Donald Trame to the Library Board. Their term begins on July 1, 2021. She received an Open Records Request for the current HVAC contract from Air Force One. This is a competitor to the company BCPL uses, Advanced Mechanical. We are waiting to see the results of two IT grants we have out before we choose a project for the FCC Emergency Connectivity Fund. One of the requirements is that we cannot combine grant funds with the ECF. The ARPA funds application has not been released yet, however, given the released guidance, Carrie is leaning towards using the funds for outdoor program spaces at all locations. One other possible use is funding a traveling exhibit. Several architectural firms have contacted me regarding when an RFP or RFQ for the new Walton Branch will be released. This is in response to the completion of the Facilities Master Plan and the articles in the *Cincinnati Enquirer*, *The Boone County Recorder*, *The Kenton County Recorder*, *The Campbell County Recorder*, and *Cincinnati.com*. The article was also the topic of discussion on WVXU on June 11th.

Some of the meeting rooms will be available to the public starting on July 15th. At this moment the Main Library and the Hebron Branch will open for community members to book on July 15th. The Scheben Branch will open after their carpeting project is completed. We need the space to store furniture while the project is happening. The Florence and Walton Branches are still evaluating the furniture that is currently stored in the meeting rooms at those locations. Once we have a decision on what to do with that furniture we will have an opening date for their meeting rooms. On July 1st One on one appointments will begin again and toys will return to the children's areas. The Scheben Branch will be closed August 15 to September 11 to allow for carpeting and painting. BCPL will serve as an AR testing site for the Boone County School System June 1-July 23. This allows students to practice reading and comprehension assessment somewhere other than at their school which has more limited hours. Concerts are returning to the Library this summer. There are two outdoor summer concerts at Hebron this year: Buzz Bin-Thursday, 7/22 at 7 pm. and The Sweet Beats-Thursday, 8/26 at 7 pm.

We are offering in person Storytimes at Boone Woods Park, Central Park & Arboretum, England-Idlewild Park, Walton Community Park, Kentaboo Park, Boone County Nature Center and the Hebron Branch Amphitheatre. *1,000 Books Before Kindergarten* continues to go well: 285 active readers; 416 registered readers; and 36,046 books read: 36,046. This program began in January.

Bridget Striker, Local History Coordinator, spent an evening in the Florence Cemetery sharing the history of who is buried in the cemetery and the symbolism of their tombstones during a Facebook Live event. 144 people joined us on the platform and we received quite a few questions, both during the event and as follow up. BCPL partnered with the Boone Conservancy on a grant application to the National Park Service (NPS) for the Rivers, Trails and Conservation Assistance program. This technical grant gives us the knowledge and expertise of the National Park Service to develop our conservation and passive recreation plan. The coordinator said our application was the number one application in the southeast region of the US because of its conservation focus. The project's award will be officially announced sometime in June with project start of July 2021. BCPL has committed resources towards developing heritage tourism along Boone's 39 miles of riverfront. Heritage tourism will consist of a mix of virtual and physical signage and exhibits.

Carrie reported that BCPL did not receive the AARP grant to install a history walking path at the Florence Senior Center. We hope to receive feedback to be able to write a stronger application for the next round.

Carrie recommended that the Library Board have a hybrid meeting in July. Those who want to attend via Zoom can continue to do this and there will be an in person option. The virtual attendees can be shown on the large screen in Meeting Room A at the Main Library. Judge Moore and the City of Florence have asked to speak to the Board at the July meeting.

Carrie asked for Board input on whether the new Federal Holiday, Juneteenth, should be a designated closed holiday or a floating holiday. This will be discussed at a later meeting.

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

NEXT MEETING: Monday, July 19 at 4pm Hybrid, at the Main Library and Virtual.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:31pm, motion, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary

President

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Secretary

Barbara J. Hill

President