

CALL TO ORDER: Vice-President Dr. Eric Jackson called the meeting to order at 4:42 pm, at the Main Library on ~~June 17~~^{July 15}, 2024.

PRESENT: Dr. Eric Jackson, Vice-President; Don Trame, Secretary; Dr. Emily Myers; Patty Reisz; Deborah Dutton-Lambert; 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.

OATH OF OFFICE: Rob Ziegler administered the Oath of Office to Patty Reisz and Deborah Dutton-Lambert

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: Removed from the Agenda.

INTRODUCTIONS: Introductions of Board Members, Staff, Attorney, and Accountant.

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

- ✓ **MOTION TO APPROVE THE MAY MINUTES AS RECEIVED, DON TRAME. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Stephanie Huhn presented the May treasurers report. New Board members requested that the general ledger also be included in the Treasurer's Report moving forward.

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

BUSINESS:

Role of Board Members and Director: Carrie presented a review of the role of Board Members and Director.

Election of Officers: Per Library Board bylaws, Officers of the Board of Trustees shall be elected from among the appointed trustees at the regular annual meeting. July is considered the regular annual meeting. These elections happen in even numbered years. Positions of the Board are President, Vice-President, Treasurer, Secretary. A slate of candidates was proposed: President—Dr. Eric Jackson; Vice-President—Dr. Emily Myers; Treasurer—Don Trame; Secretary—Deborah Dutton-Lambert.

- ✓ **MOTION TO APPROVE THE SLATE OF CANDIDATES, PATTY REISZ. 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. Board members signed proof of receipt.

Disclosure/Conflict of Interest Statement: The "Conflict of Interest Policy," the "Trustee Ethic's Policy," and the Disclosure Statement were distributed to the Board and receipt acknowledged. Board members 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 2025.

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

Attorney Letter of Engagement: Ziegler & Schneider presented an updated engagement letter for fiscal year 2025.

- ✓ **MOTION TO ACCEPT THE ATTORNEY LETTER OF ENGAGEMENT AS PRESENTED, PATTY REISZ. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Chapin Memorial Library Update: Carrie provided an update on Chapin Memorial Library, including history for the new Library Board members. The Board closed the Express Location evaluation period as of July 31st. A new Hybrid Location evaluation period will start September 1st. A brief discussion of an Ad Hoc Committee.

Walton Construction Project Update: As of June 30, 2024, BCPL has saved \$143,737.71. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Furniture color and fabric meetings continued with Omni and ID&A. All furniture finishes have been chosen. We had some finishes that would not meet the delivery deadline so we had to change some colors and finishes. In some instances, we made the decision to wait for the preferred color and finish. The shelving has been ordered and is on schedule to be installed the week of July 25th. The Walton BIL mural is still in the works (to be complete by August). 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. Carpet, vinyl flooring and tile has been installed throughout the building. The Dedication Plaque has been installed. PR is working to create buzz, generate excitement and attract new customers to the Walton Branch Grand Opening event. Sunday, September 29th is the grand opening. The speeches and ribbon cutting will happen at 1:00 pm with the building open until 5:00 pm that day. Carrie presented Change Order #8.

- ✓ **MOTION TO APPROVE CHANGE ORDER #8 AS RECEIVED, PATTY REISZ. 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.

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

Policy Review: The "Boone County Public Library District By-Laws" was presented to the Board for updating. One small change is recommended. This was tabled at the last meeting to allow the attorney to research the suggested change. Rob reported that he spoke to other municipal attorneys and the State Attorney General's Office. The Library Board can restrict virtual attendance by Board members. This is not a right. The Board chose to take no action on this policy.

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

ATTORNEY'S REPORT: Rob Ziegler reported that he is starting to work with the Walton Verona School Board on the final sale of the Walton Building.

DIRECTOR'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she ended FY2024 with 278.5 hours. She will need to use 38.5 hours before December 31, 2024. She is in the process of interviewing for the Business Services Director position. BCPL has received a Request for Reconsideration for *V is for Voting* written by Kate Ferrell and illustrated by Caitlin Kuhwald. The committee is reviewing the book currently. Two community members have reserved a meeting room at the Scheben Branch and the Main Library on August 24th for "Brave Books See you At the Library Day."

JC Morgan, KY State Director of Dolly Parton Imagination Library met with Carri Chandler who works at St. Elizabeth's foundation and Ellee Adams, who runs St. Elizabeth's birthing center. Ellee has agreed to register kids (including the NICU babies) while the mom is in the hospital. They will ask the parent for consent, then register the child online. The Kentucky Department for Libraries and Archives announced that they are providing a stipend this year to allow all Kentucky public libraries to participate in KYVL. This stipend will reduce the cost of current KYVL subscribers by \$1,000 for each library.

Summer Reading is in full swing and already our numbers are above last year. The summer concert series has started. 1,463 people attended the 4 concerts. With library staff from Main and other locations attending the concerts in the park along with the Parks staff, we are getting more attention and recognition for the partnership and it's less stressful for the library staff who have to facilitate a concert moved into the library due to weather. We've had one concert move to the library so far this summer. June Adult in house programs saw lower than anticipated attendance. We may need to scale back on in-house programming in June to focus on the concerts and fewer more impactful programs.

The Archive and History Center has begun planning for the September 11th Underground Railroad tour by securing transportation and a stopping place in Petersburg and sending information in for promotion. The Library of Congress grant was completed, and deliverables included a landing page for the LOC: CCDI (Connecting Communities Digital Initiative) linking to the new records discovered for the African Americans of the Kentucky Borderlands database and a virtual exhibit. The database's user count increased by approximately 12% compared to average use from the previous eight months. The increase could be contributed to the LOC work and/or the department information shared at the two Juneteenth events. Holly Hall, Archive & History Center Director, met with Boone County Clerk, Justin Crigler, Real Estate Supervisor, Elizabeth Shinkle, and Judge Tony Frohlich to discuss moving forward with second transfer of county vital and retention records dating from 1799-1920 to BCPL. Exhibit A, inventory of documents, will be created and sent and Transfer Agreement will be completed before move. All 318 identified items (marriage index, marriage book, court order index, court order books, estate settlements, wills, and tax assessor/commissioner books) have been entered into Archive Space.

Work has begun on the Braxton Brewery and Dewey's Pizza construction project next door to the Scheben Branch. When these businesses open there will be a walkway installed between the library property and the property next door to ease walking between the two areas. We have identified the ideal placement for the Revolutionary War Monument at the Main Library. Carrie shared key metrics for June 2024.

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

PUBLIC COMMENT:


Three Community members spoke about Chapin Memorial Library—wanting children's books to check out, wanting to keep the Library Bus visit on a different night, wanting a banner on the building and hours on both doors, discussed Petersburg taxes, and plans for when staff are sick.

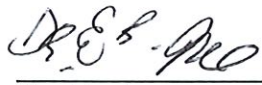
NEXT MEETING: Monday, August 19, 2024, at 4:00pm at the Main Library

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

- ✓ **MOTION TO ADJOURN DR. EMILY MYERSE. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Minutes taken by Carrie Herrmann.


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:02 pm, at the Main Library on August 19, 2024.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; 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; Jennifer Cheek, PR & Marketing Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS AMENDED, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Anastasia Perez, Walton Branch Manager, gave an update on her location's projects and services.

MEETING PROTOCOL: Carrie Herrmann provided an overview of meeting protocols and procedures. Key topics included the guidelines for Board Members attending virtually, best practices for public comment, and BCPL's policy regarding public comments.

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

- ✓ **MOTION TO APPROVE THE JULY MINUTES AS RECEIVED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that staff are working on a blog post about the Ransomware attack. This is a look at how federal, state, and local governments worked with BCPL to successfully fight off the attack. The blog will end with suggestions for community members to be more cyber aware. We have hired and are in the process of training the Business Services Director. He started on July 29th.

The U.S. Federal Communications Commission (FCC) voted to allow libraries and schools to receive e-rate funding to purchase Wi-Fi hotspots for lending. We have been permitted in the past to use e-rate funding for hotspots we use as part of outreach. This allows us to request additional funds to cover some of the costs of BCPL's hotspot lending program. We currently lend 20 hotspots at an annual cost of \$14,000. With the e-rate discount this should drop to around \$5,600 or we can choose to add additional hotspots up to the \$14,000 to expand this service. Carrie has submitted a Library Services & Technology Act 2025 Continuing Education Grant to KDLA for \$5,000. If BCPL receives the grant, the funds will be used for the 2024 Staff Development Day on October 10, 2024. The CVG library has been submitted to the Urban Libraries Council for consideration for the Innovation Award.

The committee reviewing *V is for Voting* written by Kate Ferrell and illustrated by Caitlin Kuhwald has determined that the book fits our collection development policy and that the item should be retained in our collections as is. Carrie reported she received an Open Records Request for her performance evaluation conducted in December 2023 and the record of attendance at the December 2023 Board meeting. She gave written permission to a political organization to gather signatures on a petition at the Main Library. This is something BCPL has to allow on our property as a limited public forum

The Archive & History Center will be offering an Underground Railroad Tour on September 11th. They are in the process of updating the script with the Network to Freedom based on new research the team has completed. The Archive & History Center will be offering a Ghost Walk at the Burlington Cemetery on October 7th. This is a history program in disguise. The Ghost Walks move throughout the county. In 2023, it was at the Gaines Tavern in Walton and in 2022, the ghost walk occurred in Petersburg.

Carrie shared key metrics for August 2024

TREASURERS REPORT: Stephanie Huhn presented the June treasurers report and general ledger report for June 2024.

- ✓ **MOTION TO APPROVE THE JUNE TREASURERS REPORT, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the draft financial report for June 2024. This report will remain a draft until the FY2024 audit is completed and accepted by the Board.

ATTORNEY'S REPORT: Rob Ziegler reported that he has been working with the Boone Florence Water Commission on the sale of land in Hebron. He also reported that he had an updated contract from the Walton Verona Independent School District for the old Walton Branch. The School District wishes to close on the property on September 3, 2024 with BCPL vacating by October 31, 2024.

- ✓ **MOTION TO MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810, SECTION 1, SUBSECTION b, TO DISCUSS THE SALE OF THE PROPERTY FOR THE LIBRARY, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library entered closed session at 4:42 pm to discuss the sale of property for the Library.

The Board of Trustees of the Boone County Public Library returned to regular session at 5:05 pm.

- ✓ **MOTION TO APPROVE THE UPDATES TO THE CONTRACT, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO AUTHORIZE THE LIBRARY ATTORNEY TO NEGOTIATE WITH THE BOONE FLORENCE WATER COMMISSION ON THE SALE OF 3 ACRES OF LAND LOCATED AT THE HEBRON BRANCH, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

BUSINESS:

Chapin Memorial Library Update: Carrie provided an update on Chapin Memorial Library. A brief discussion of an Ad Hoc Committee and hiring an outside consultant to evaluate Chapin Memorial Library.

Walton Construction Project Update: Carrie presented an update of the Walton Branch construction project. On July 16th, BCPL failed to obtain a Temporary Certificate of Occupancy (TCO) which would have allowed BCPL to start moving into the building. None of the items are required by Boone County or state code. They are all strong requests from the Walton Fire District. If they do not sign off on the inspection we cannot get the necessary occupancy permissions. The inspectors requested: (1) That an additional sprinkler head be installed in the janitor's closet; (2) That a horn strobe be installed on exterior of the building outside the mechanical room with fire alarm panel; and (3) That an additional tamper switch be added in the water meter vault on the second valve. After some negotiation BCPL achieved the TCO. Shelving installation began on July 25th. The telephone system was moved from the old location to the new location on August 7th. The internet service at the old Walton location was terminated on August 5th. The new Walton location had the internet installed on August 7th. The copier/scanner/fax machine was moved from old Walton to new Walton on August 13th. We have been notified that some of the furniture will arrive after the grand opening. Most of these items are not critical, so we can open without them and add as they arrive. Staff workstations are critical and will not arrive until after we open. ID&A will supply temporary stations for us to use at no charge to BCPL. We have worked out a temporary solution. Neither the first attempt nor the second attempt to start up the PV Solar Array went well. ZH Consulting, Graybach, and Omni have been working with the manufacturer and the electrician on the project to track down the issue. We have determined that it is installed correctly. The issue is somewhere in the computer program. The curtainwall spray test occurred on August 8th. One leak was identified. The

grand opening is set for Sunday, September 29th. There will be a ribbon cutting at 1:00 pm. The building will be open 1:00 to 5:00 pm that day.

An updated contract with Omni Architects and Change Order # 9 were presented. The updated contract with Omni increases the contract by \$21,611.44. The update is required due to the extension of the construction phase. Change Order #1-8 has resulted in a \$49,495.85 savings. Change Order #9 was discussed. It saves an additional \$21,681.38. Change Order 1-9 and the increase in Omni Architects contract results in a total \$49,565.70 savings.

- ✓ **MOTION TO APPROVE THE UPDATED CONTRACT WITH OMNI ARCHITECTS AND CHANGE ORDER #9 AS RECEIVED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Archive & History Center Ad Hoc Committee: The Archive & History Center Ad Hoc Committee is tasked with looking at the long term needs of this department and making recommendations. At the June 2024 Board meeting a report was made and the work of this committee was extended. This committee is made up of 2 Board members and 2 community members. One of the Board members has termed off and a replacement needs to be named. In addition, a staff person should be added to the committee.

- ✓ **MOTION TO ADD PATTY REISZ TO THE ARCHIVE & HISTORY CENTER AD HOC COMMITTEE, PATTY REISZ. 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, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO SURPLUSS 3 ACRES OF LAND LOCATION AT THE HEBRON BRANCH, DON TRAME. SECOND,PATTY REISZ. APPROVED UNANIMOUSLY.**

Policy Review: The "Programming Policy" was presented to the Board for updating. Several changes were recommended, including changing the name of the policy to "Programming, Displays, and Exhibits Policy. Several changes were recommended. During discussion the Board requested that future policy reviews include strike through versions.

- ✓ **MOTION TO APPROVE THE UPDATED PROGRAMMING, DISPLAYS, AND EXHIBITS POLICY AS PRESENTED, DEBORAH DUTTON-LAMBERT. SECOND,PATTY REISZ. APPROVED UNANIMOUSLY.**

Annual Report: Review and discussion of key data points of the Boone County Public Library District 2024 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 ACCEPT THE 2024 ANNUAL REPORT, DR. EMILY MYERES. SECOND DON TRAME. 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. Deborah Dutton Lambert suggested lowering the tax rate to 3.5. This would have resulted in an estimated \$1.2 million drop in revenue.

- ✓ **MOTION TO ADOPT THE COMPENSATING RATE OF 4.1% FOR BOTH PERSONAL PROPERTY FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR 2024/2025 FISCAL YEAR, DR. EMILY MYERS. SECOND DON TRAME. APPROVED 4-1 WITH DEBORAH DUTTON-LAMBERT VOTING AGAINST.**

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Jeff Gurnee, Regional Librarian was in attendance. He highlighted that KDLA has a new state Data Coordinator.

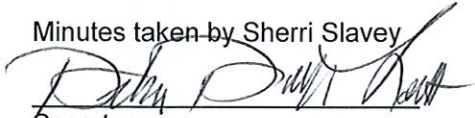
PUBLIC COMMENT: One community member requested that BCPL add the Epoch Times to the Main Library newspaper collection or allow her to donate a subscription. Two community members spoke about Chapin Memorial Library—wanting hours on the front windows, wanting the door unlocked while staff are in the building, wanting to keep the Library Bus and BIL visit, wanting a circulating collection, and disagreeing with the statistics.

NEXT MEETING: Monday, September 16, 2024, at 4:00pm at the Hebron Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:57 pm,

- ✓ **MOTION TO ADJOURN DR. EMILY MYERSE. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:02 pm, at the Hebron Branch on September 16, 2024.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; 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; Jennifer Cheek, PR & Marketing Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DEBORAH DUTTON-LAMBERT.**
SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY

PUBLIC PRESENTATION: Angie Grandstaff, Hebron Branch Manager, gave an update on her location's projects and services.

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

- ✓ **MOTION TO APPROVE THE AUGUST MINUTES AS RECEIVED, DR. EMILY MYERS.**
SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.

DIRECTOR'S REPORT: The Librarian's report, previously emailed to Board members, was received. Carrie Herrmann provided key highlights: Year-end actuals have been successfully uploaded to the Department of Local Government website. BCPL has enrolled in two new fraud protection services at Heritage Bank: Reverse Positive Pay and ACH Positive Pay. A fraudulent charge was identified on one of BCPL's credit cards; however, the card was at its limit, preventing the charge from being processed. The issue has been reported, and a new card has been issued. BCPL was awarded a \$5,000 grant from the Kentucky Department for Libraries and Archives and the Institute of Museum and Library Services to support Staff Development Day. An open records request was received from an attorney seeking camera footage from the Scheben Branch related to a domestic/custody case. The Florence Branch extended its hours beginning September 3rd, adding six additional hours to the weekly schedule. The new hours are Monday–Thursday, 9 a.m. to 8 p.m.; Friday, 9 a.m. to 6 p.m.; Saturday, 9 a.m. to 5 p.m.; closed on Sundays. Given the rise in notary requests, three new notaries are being trained and onboarded. The Summer Concert Series concluded in August. The final concert, a tribute to The Everly Brothers, was moved indoors to the Main Library due to rain and drew 605 attendees. Law enforcement was contacted regarding an intoxicated attendee. On August 15th, a minor fire occurred at the Main Library when a customer was using the Glowforge machine to cut acrylic. The situation was promptly contained, with no injuries or damage to the building. The sale of the old Walton Branch closed on September 3, 2024. BCPL received \$799,650 from Walton Verona Independent Schools on September 6th, which has been deposited. All BCPL locations will be closed on October 10th for Staff Development Day. Hillary Delaney, Local History Associate, has been awarded the 2024 Edith S. Bingham Excellence in Preservation Education Award from Preservation Kentucky for her work documenting unmarked African American graves at Florence Cemetery. Liza Pruiksma, Local History Specialist, received honorable mention for the 2024 Excellence in Kentucky Cultural Heritage Tourism Award from Preservation Kentucky for her work on the Dinsmore Homestead African American experience project. Carrie has been invited to serve on KDLA's "Lead From Where You Are" Committee, part of a Laura Bush 21st Century Librarian grant initiative aimed at developing leadership training and resources for libraries nationwide. Information on a free ALA webinar regarding the Public Service Loan Forgiveness (PSLF) program was shared with staff. The webinar, scheduled for October 2nd, will provide practical guidance for library workers applying for loan forgiveness.

Carrie provided an update on Chapin Memorial Library: Staff received training on Dolly Parton's Imagination Library and the 1000 Books Before Kindergarten initiative. A weekly Family Time Storytime launched on Thursdays at 5 p.m., with three children attending the first session in September. The Library Bus will continue visiting CML to collect usage data. The Archive and History Center installed a display on Petersburg at CML, which has received positive feedback. The printer has been relocated to the office and is available only when staff are present. Printing charges have been reinstated. Dawna Bach, Public

Service Director, and Jennifer Gregory, Collection Services Director, are working on a plan to manage the Honor Collection at CML, focusing on keeping materials fresh and circulating. Staff are tracking Honor Collection and magazine usage through "in-house" statistics during library hours. One staff member was out for the entire last week of the month due to family issues, but coverage was arranged for 14 of the 16 hours. Locker usage has increased, with staff providing assistance as needed. A youth services program is scheduled in the Community Center for November, and plans are progressing for an adult program in January. Following the Board's discussion in August about hiring a third-party evaluator for CML, Carrie has begun gathering company names and drafting a scope of work for review.

Carrie shared key performance metrics for August 2024.

AMEND THE AGENDA: A request to amend the agenda

- ✓ **MOTION TO AMEND THE AGENDA TO ADD CHAPIN AD HOC COMMITTEE AFTER PUBLIC COMMENT, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

TREASURERS REPORT: Stephanie Huhn presented the July treasurers report and general ledger report for July 2024.

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

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

ATTORNEY'S REPORT: Rob Ziegler reported that the closing for the Walton Branch will happen on September 3, 2024. BCPL must be out of the building no later than October 31, 2024. He has been working with the Boone Florence Water Commission on the sale of land in Hebron. They are agreeable to purchasing rather than seeking an easement. Rob shared renderings of what the water tank will look like. The total purchase price Rob is trying to negotiate is \$357,305.

- ✓ **MOTION TO AUTHORIZE THE LIBRARY ATTORNEY TO NEGOTIATE WITH THE BOONE FLORENCE WATER COMMISSION ON THE SALE OF PROPERTY LOCATED AT THE HEBRON BRANCH, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

BUSINESS:

Banking Resolution: Carrie presented a resolution to update the signers on all accounts at Truist Bank and Heritage Bank.

- ✓ **MOTION TO APPROVE THE BANKING RESOLUTION AS PRESENTED, DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Walton Construction Project Update: Carrie presented an update on the Walton Branch construction project. Substantial completion was certified on August 22nd. This gives Graybach until September 21st to complete punch list items. The PV solar array system had a successful startup on August 23rd. The shelving is completely installed. The collection was moved from the old location to the new location the week of August 26th. The whole collection has been shelved, and reshelved, and shifted, and shifted, and shifted again. The first shipment of furniture arrived on August 28th and the second shipment arrived on September 12th. KPC (Shelving) and ID&A (furniture) are working on punch list items. On September 5th the commissioning company conducted an air barrier test of the building. The building came in well under the allowable leakage specified in the design and construction documents. There are a few doors that will need better door seals and sweeps at the threshold. This is a very solid building envelope. As of August 31st, BCPL has saved \$145,745.79 in sales tax by doing direct purchase orders. Change Order #1-9 and the increase in Omni Architects Contract has resulting in a total savings on the project of \$49,565.70. Carrie shared a summary of expenditures by category as of September 11th

The grand opening is set for Sunday, September 29th. There will be a ribbon cutting at 1:00 pm. The building will be open 1:00 to 5:00 pm that day.

Policy Review: The "Collection Development Policy" was presented to the Board for updating. Several changes were recommended, the largest change coming from including more information about the Archive & History Center Collection.

- ✓ **MOTION TO APPROVE THE UPDATED COLLECTION DEVELOPMENT POLICY AS PRESENTED, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED 4-0 WITH DEBORAH DUTTON-LAMBERT ABSTAINING.**

The "Civic Leave Policy" was presented to the Board. Carrie proposed that this policy replace the "Voting Leave Policy" and the "Court Leave Policy" in the Employee Manual.

- ✓ **MOTION TO REPEAL THE VOTING LEAVE POLICY AND THE COURT LEAVE POLICY AND TO APPROVE THE CIVIC LEAVE POLICY AS PRESENTED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The "Photo/Video/Recording Policy" was presented to the Board. Several small changes were recommended to clean up language.

- ✓ **MOTION TO APPROVE THE UPDATED PHOTO/VIDEO/RECORDING POLICY AS PRESENTED, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Executive Director's Review: Sherri Slavey, Human Resources Director, provided an overview of the process for the Executive Director's annual evaluation. She informed the Board that she will send an electronic copy of the evaluation form, along with the Executive Director's job description, to Dr. Jackson for review. Sherri also clarified that, as per Boone County Public Library's procedure, new managers are not eligible to conduct performance evaluations until they have been in their role for at least six months. Consequently, Patty Reisz and Deborah Dutton-Lambert will not participate in this year's review process.

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

PUBLIC COMMENT: A community member requested that Boone County Public Library add *The Epoch Times* to the newspaper collection at the Main Library or permit her to donate a subscription. Another community member raised several points regarding the Chapin Memorial Library, including a request to have the doors unlocked when staff are present, relocating the printer back to the public area, adding more public computers, implementing a quarterly rotation of the collection, and increasing the availability of games. Additionally, community members referenced an upcoming event in October to which BCPL was invited but was unable to attend.

Chapin Memorial Library Ad Hoc Committee: The Board engaged in a discussion regarding the scope and charge of the ad hoc committee. Board members were asked to submit their input on the committee's scope and responsibilities to Dr. Jackson by October 1, 2024. Dr. Jackson will compile the submitted feedback into a single document for review and discussion at the October Board meeting. This item will be included on the October meeting agenda.

NEXT MEETING: Monday, October 21, 2024, at 4:00pm at the Main Library.

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

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

Minutes taken by Sherri Slavey


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:03 pm, at the Main Library on October 21, 2024.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Timmerman, Youth Services & Outreach Director.

APPROVAL OF AGENDA: The agenda was emailed to Board members. Deborah Dutton-Lambert inquired about the Executive Directors evaluation not being on the agenda.

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Katie Justice, Digital Librarian, provided an update on eMaterial projects and services within the Kentucky Libraries Unbound Consortium. Pat Raverty, BCPL Foundation Chair, presented a report on the Foundation's first year, including the establishment of policies and initial fundraising efforts to support Early Childhood and Archive & History Center initiatives. Mr. Raverty shared plans to further promote the Foundation and expressed gratitude to the BCPL Board for its role in establishing it. The Foundation currently holds approximately \$8,900 in the Horizon Fund and \$41,000 in its checking account.

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

- ✓ **MOTION TO APPROVE THE SEPTEMBER MINUTES AS AMENDED, DON TRAME. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Librarian's report was emailed to Board members. Carrie Herrmann provided key highlights: BCPL received a grant from the Kentucky Humanities Council, totaling \$1,535.75. This grant will fund a partnership with the African American Genealogy Group of Kentucky and sponsors a program presented by Frank X. Walker on African American history in Kentucky during the Civil War. The grand opening of the Walton Branch on September 29th, was a major event attracting 964 visitors. 403 attendees participated in the ribbon cutting ceremony. The Sensory Friendly Bathroom has received positive feedback from the community, especially from parents of children on the autism spectrum. Chapin Memorial Library is facing staffing shortages. One employee resigned. Efforts are underway to fill the position, but the library has experienced difficulty in recruitment, which has impacted operations and coverage. Currently, CML is operating under an unstaffed model. We are trying to maintain some staff on Thursdays to cover storytimes. Carrie shared key performance metrics for September 2024.

TREASURERS REPORT: Stephanie Huhn presented the August treasurers report and general ledger report for August 2024.

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

- ✓ **MOTION TO APPROVE THE AUGUST TREASURERS REPORT AND THE ACCOUNTANT'S REPORT, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Rob Ziegler reported that he has a purchase contract from the Boone Florence Water Commission for the almost 3 acres at the Hebron property. The total purchase price is \$357,305.

BUSINESS:

BCPL Board of Trustees Code of Conduct Policy: Dr. Jackson presented the new Board Code of Conduct Policy. Discussion followed with recommendations. The policy will be brought before the Board in November.

Banking Resolution: The Truist and Heritage banking documents need to be updated to reflect the current Board Members and Business Services Director. Carrie presented a resolution to make the changes.

- ✓ **MOTION TO APPROVE THE RESOLUTION AS PRESENTED, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Walton Change Order: Carrie presented Change Order #10, which reflects most of the modifications required by the Walton Fire Department for the branch to open. This change results in an additional cost of \$3,442.35.

- ✓ **MOTION TO APPROVE CHANGE ORDER #11, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Facilities Master Plan & Strategic Plan—Florence Branch: With the completion of the Walton Branch, it is time to consider the next Capital Improvement Project, the Florence Branch. The “Strategic Plan FY2024-2027” and the “Facilities Master Plan 2020 to 2040 Summary” were included in the Board Packet for review. The complete Facilities Master Plan is available on BCPL’s website. Dr. Jackson asked the Board to think about ideas and bring them to the November Board meeting. Dr. Myers requested that Carrie create personas and a statistical report showing trends since the report for the November meeting.

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, DR. EMILY MYERS. SECOND, PATTY REISZ. 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, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Chapin Memorial Library Ad Hoc Committee: At the September Board Meeting, a request was made to form an Ad Hoc Committee concerning the Chapin Memorial Library. Suggestions for the committee's composition, scope, and timeline were to be submitted to Dr. Jackson by October 1. Dr. Jackson distributed an informational draft to the Board. He asked Board members to review the document and send him suggestions by November 4. This will be on the November agenda.

REGIONAL LIBRARIAN’S REPORT: The Regional Librarian’s report was emailed to Board members. The new overtime rule was highlighted.

PUBLIC COMMENT: A community member requested that BCPL increase the diversity of periodicals, specifically citing a need for more conservative perspectives in the collection. Three community members addressed various aspects of CML services and operations. Comments included: Concerns about the recent relocation of the printer to the workroom; A suggestion that Thursdays may not be the ideal day for storytimes; A request to install a door counter for better tracking of library visits, Feedback on staffing levels and a recommendation to raise the hourly wage to \$20; and An observation about the tax contributions from Petersburg residents and a desire for CML to offer full-service library capabilities. During the public comment session, Board Member Deborah Dutton-Lambert briefly addressed the speakers, departing from standard Board protocol.

NEXT MEETING: Monday, November 18, 2024, at 4:00pm at the Scheben Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00 pm,

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

Minutes taken by Carrie Herrmann


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:03 pm, at the Main Library on November 18, 2024.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, PR & Marketing Director; Dawna Bach, Public Service Director; Sherri Slavey, HR Director, Jeff Gurnee, KDLA Regional Librarian.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Amy Foster, Scheben Branch Manager, gave an update on the Scheben Branch's projects and services. She highlighted the Passport Program at the Scheben Branch. Jeff Gurnee, Kentucky Department of Libraries and Archives Northeast Regional Librarian, gave a presentation on the role of Library Board Members and Executive Director.

PUBLIC COMMENT: A community member, Bill Oliver, introduced himself to the Board as a library supporter. One community member addressed various aspects of Chapin Memorial Library services and operations. Specifically mentioned were challenges with staffing and a compliment about the Cincinnati Museum Center program offered by the Library in Petersburg.

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

- ✓ **MOTION TO APPROVE THE OCTOBER MINUTES AS AMENDED, DR EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Librarian's report was emailed to Board members. Carrie Herrmann provided key highlights: BCPL will receive \$27,972 from the Federal E-Rate Program this fiscal year for internet services and hot spots, with a current 60% discount on these services. This discount will increase to 80% in FY2026 due to the rising eligibility for free and reduced lunches in the Boone County School System. In response to community questions, the Collection Development Department reviewed BCPL's magazine and newspaper collection for political bias. The analysis found that 59% of the collection shows no discernible bias, while 16% is centrist. Only a small portion, 9 titles, leans left and 5 titles leans right. Since its opening the new Walton Branch has met with enthusiastic community response. Customers are appreciative of the expanded space, bright layout, and welcoming atmosphere, as reflected in multiple five-star reviews. In just 2 weeks, the branch hosted 5 class visits for 152 children and 75 adults, and furniture installation nears completion. Carrie shared a 5-star Google review for the Florence Branch. Kentucky Library Legislative Day is scheduled for February 13, 2025. She also shared an article from the *New York Times* ("Librarians Face a Crisis of Violence and Abuse") with the Board highlighting the growing challenges faced by librarians as public libraries become spaces for addressing societal issues like homelessness, drug use, and mental health crises. Carrie shared key performance metrics for October 2024.

TREASURERS REPORT: Stephanie Huhn presented the September treasurers report and general ledger report for September 2024.

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for September 2024. The auditors were on site at BCPL the week of November 11th.

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURERS REPORT AND THE ACCOUNTANT'S REPORT, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Rob Ziegler reported that he continues to work with the Boone Florence Water Commission on the purchase of 3 acres from the Hebron property. He has reviewed several policies.

BUSINESS:

BCPL Board of Trustees Code of Conduct Policy: Two versions of the policy were presented to the Board based on October Board discussion and legal review. The Board preferred the second version. Carrie will bring the acknowledgement document to the December meeting.

- ✓ **MOTION TO APPROVE THE LONGER BOARD OF TRUSTEES CODE OF CONDUCT POLICY, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Staff Code of Conduct Policy: Discussion of a new staff policy. Suggestions were made. The Policy will be brought before the Board at the December meeting.

Banking Documents: Carrie presented Banking Documents from Heritage Bank for signatures.

Walton Change Order: Carrie presented Change Order #11, which reflects modifications required by the Walton Fire Department for the branch to open. This change results in an additional cost of \$550.23.

- ✓ **MOTION TO APPROVE CHANGE ORDER #11, DON TRAME. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Facilities Master Plan & Strategic Plan—Florence Branch: A continuation of the discussion begun at the October meeting. Included in the packet were personas of typical Florence Branch customers and some statistics regarding the Florence Branch, covering FY2020 to 2024. The Facilities Master Plan statistics ended with FY2019. Discussion about community engagement.

Chapin Memorial Library Ad Hoc Committee: Discussion of the committee's composition and scope. The committee will be made up of 7 members total: 2 community members; 2 BCPL Board Members; 2 BCPL employees; and 1 from Boone County. Dr. Jackson will create an application for the community member positions on the committee. Discussion of the scope continued. This item will be on the December agenda.

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

NEXT MEETING: Monday, December 16, 2024, at 4:00pm at the Main Library.

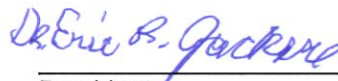
ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00 pm,

- ✓ **MOTION TO ADJOURN DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey



Secretary



President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:01 pm, at the Main Library on December 16, 2024.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Timmerman, Youth Services & Outreach 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 AS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION TO APPROVE THE NOVEMBER MINUTES AS RECEIVED, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Librarian's report was emailed to Board members. Carrie Herrmann provided key highlights. The Archive & History Center received a \$2,000 grant to support NKY History Day and acquire Civil War pension records. Budgetary work is in progress, including the mid-year budget update and multiple surveys submitted to federal and library organizations. Challenges with KitKeeper software prompted immediate efforts to find a replacement and secure a prorated refund. Notable programs included hosting Frank X. Walker with the African American Genealogical Group and a Northern Kentucky Chamber Women's Initiative event, both of which drew strong attendance and positive feedback. The 1000 Books Before Kindergarten program and Dolly Parton's Imagination Library continue to grow, though rising book costs will impact future budgeting. A decision was made to not host the Verona Farmers and Artisan Market due to logistical issues and limited library engagement. The Walton Branch is receiving outstanding feedback, with construction and operational budgets remaining under control. Planning for future renovations at the Florence Branch is actively underway, with staff excited about the branch's potential development. The Chapin Memorial Library resumed full staffing after prolonged disruptions, marking a significant milestone in stabilizing operations. Carrie also shared an article from the *Medium* ("Can Libraries Help Solve Our Connection Crisis") with the Board highlighting the growing challenges faced by librarians as public libraries become spaces for the loneliness epidemic. She shared key performance metrics for November 2024.

TREASURERS REPORT: Stephanie Huhn presented the October treasurers report and general ledger report for October 2024.

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

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURERS REPORT AND THE ACCOUNTANT'S REPORT, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Rob Ziegler reported that he continues to work with the Boone Florence Water Commission on the purchase of 3 acres from the Hebron property. This should closed end of February or beginning of March. He has reviewed several policies.

BUSINESS:

Policy Review: Carrie presented three policies to the Board: Staff Code of Conduct Policy, Internet Usage Policy, and Drug Free Policy. Changes were discussed for the Drug Free Policy. This policy will be presented again at the January meeting

- ✓ **MOTION TO APPROVE THE STAFF CODE OF CONDUCT POLICY, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE INTERNET USAGE POLICY, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Banking Documents: Carrie presented Banking Documents from Heritage Bank for signatures.

Board Code of Conduct Acknowledgement Carrie distributed the Board Code of Conduct and the Acknowledgement form for signatures.

Trustee Recruitment: Two Trustee appointment expire June 30, 2025—Dr. Eric Jackson and Don Trame. 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. Both Dr. Jackson and Mr. Trame are eligible to be reappointed. Carrie distributed a new tool from KDLA to evaluate the Board and determine needed skills for upcoming appointments. Discussion about the new tool. The Board requested that Carrie create an online form for Board members to fill out. The compiled results will be brought to the January meeting for further discussion.

Chapin Memorial Library Ad Hoc Committee: Discussion of the committee's composition and scope. The committee will be made up of 7 members total: 2 community members; 2 BCPL Board Members; 2 BCPL employees; and 1 from Boone County. Dr. Jackson shared the application for the community member positions on the committee. Discussion of the scope continued. The community form is due to Dr. Jackson by 5:00 pm, January 20th. This item will be on the January agenda.

FOUNDATION REPORT: The BCPL Foundation Board met on November 21st. They have set a date for the 2025 Trivia Fundraising event—March 27th at 6:00 pm at the Main Library. Sponsorship letters have been mailed to 40 organizations. The goal for this year is to raise \$15,000 for Early Childhood initiatives. This includes Boone County Dolly Parton's Imagination Library and 1000 Books Before Kindergarten. The Foundation awarded the Youth Services Department \$950 for a 1000 Books Before Kindergarten Outreach pilot project. The 2023 Form 990 has been submitted. The Foundation currently has \$8,833.30 invested with the Horizon Community Fund and \$47,195.46 in the bank.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Carrie highlighted that Library Legislative Day is February 13, 2025.

NEXT MEETING: Monday, January 20, 2025, at 4:00pm at the Florence Branch.


- ✓ **MOTION TO CANCEL THE JANUARY 20TH MEETING AND TO SCHEDULE A SPECIAL MEETING ON MONDAY, JANUARY 27, 2025, AT 4:00 PM AT THE FLORENCE BRANCH, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:14 pm,

- ✓ **MOTION TO ADJOURN DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


Vice-President

CALL TO ORDER: Vice-President Dr. Emily Myers called the meeting to order at 4:00 pm, at the Florence Branch on January 27, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Cheek, PR & Marketing Director; Jennifer Timmerman, Youth Services & Outreach Director; Dawna Bach, Public Service Director; Sherri Slavey, HR Director; Erin Rhoades, Florence Branch Manager.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Erin Rhoades, Florence Branch Manager, gave an update on the services and projects at the Florence Branch.

PUBLIC COMMENT: Two community members spoke about Chapin Memorial Library: snow removal on the sidewalk to the library door was not completed, rotate the Caroline Williams artwork so that the piece depicting Petersburg is displayed in the Chapin Memorial Library, and there are many similarities between the needs of Florence and the needs of Petersburg.

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

- ✓ **MOTION TO APPROVE THE DECEMBER MINUTES AS RECEIVED, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. The Library successfully managed weather-related closures in early January. The Walton Branch construction project is progressing, with 22.7% of the budget remaining. The final deadline for submitting invoices is January 31, 2025, and a final cost breakdown will be presented at the February Board meeting. Boone Innovation Labs and outreach services continue to expand, with increased community engagement and program bookings. The "1000 Books Before Kindergarten" program has seen notable growth in 2024 compared to 2023, and Dolly Parton's Imagination Library now has over 4,500 registrants. Passport services experienced a 10.3% increase in applications compared to the previous year. Staff are actively engaged in professional development, presenting at conferences, and leading mini-grant projects and new services. Carrie reported that she fulfilled an Open Records Request for an electronic list of all 2024 employees, including names, hire dates, salary details, and position titles. Kentucky Library Legislative Day in Frankfort is scheduled for February 13, 2025. Carrie is monitoring several legislative bills and will provide updates electronically to Board members. The EV Charging Stations at the Walton Branch became operational on January 21, 2025. Key performance metrics for December 2024 were shared with the Board.

TREASURERS REPORT: Stephanie Huhn presented the November treasurer's report and general ledger report for November 2024.

ACCOUNTANT'S REPORT: Stephanie Huhn reported that the audit has been completed and that the auditors will attend the February meeting to present it to the Board. It is a clean audit. A CD at Heritage bank has matured. She recommends that the Board renew the CD for 15 months and presented a resolution and banking documents to the Board. Stephanie presented the financial report for November 2024. Some discussion about forecasting the revenue and expenses for the rest of FY2025.

- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURERS REPORT AND THE ACCOUNTANT'S REPORT, AND TO APPROVE THE 15 MONTH CD RESOLUTION, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Rob Ziegler was unable to attend the meeting. He emailed a report to Carrie Herrmann, which stated that he expects to close on the Hebron property sale in in early February and that he will contact Dr. Jackson with dates and additional information.

BUSINESS:

Policy Review: Carrie presented the "Drug Free Workplace Policy" for a second reading incorporating all suggested changes from the December meeting and the Library attorney.

- ✓ **MOTION TO APPROVE THE DRUG FREE WORKPLACE POLICY, PATTY REISZ. SECOND, DEBORAH DUTTON-LAMBERT. 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, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Mid-Year Budget Adjustment Carrie Herrmann presented the mid-year budget requests for the Capital Budget and the Operating Budget.

- ✓ **MOTION TO APPROVE THE MID-YEAR OPERATING AND CAPITAL BUDGET AS PRESENTED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

Board Self Evaluation/Trustee Recruitment: Trustees completed a self-evaluation prior to the meeting, and the Board discussed the results and the skills to prioritize for upcoming open positions. Carrie Herrmann introduced a new assessment tool from the Kentucky Department of Libraries and Archives (KDLA), designed to help Library Boards evaluate their current skills and identify future needs based on upcoming projects.

Chapin Memorial Library Ad Hoc Committee: The Board discussed the composition, scope, and charge of the committee, which will consist of seven members: two community members, two BCPL Board members, two BCPL employees, and one representative from Boone County. Two community member applications were received, and Board Members Deborah Dutton-Lambert and Dr. Emily Myers volunteered to serve on the committee.


- ✓ **MOTION TO CREATE THE AD HOC CHAPIN MEMORIAL LIBRARY COMMITTEE CONSISTING OF COMMUNITY MEMBERS MARY CASPER AND M. PATRICIA FOX, AND STAFF MEMBERS DAWNA BACH AND ERIN RHOADES, AND BOARD MEMBERS DR. EMILY MYERS AND DEBORAH DUTTON LAMBERT, AND A BOONE COUNTY FISCAL COURT MEMBER TO BE NAMED BY THE COUNTY, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED 4-1 WITH DON TRAME VOTING AGAINST.**

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:40 pm,

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

Minutes taken by Sherri Slavey


Secretary


Vice-President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:05 pm, at the Main Library on February 17, 2025.

PRESENT: Dr. Eric Jackson, President (virtual); Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Jennifer Cheek, PR & Marketing Director; Jennifer Timmerman, Youth Services & Outreach Director; Dawna Bach, Public Service Director; Sherri Slavey, HR Director; Holly Hall, Archive & History Center Director; Anthony Workman, Auditor Kelley, Galloway, Smith, Goolsby, PSC (virtual).

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Holly Hall, Archive & History Center Director, gave an update on the Archive & History Center's services and projects.

Anthony Workman, Kelley, Galloway, Smith, Goolsby, PSC, presented the FY2024 audit. The opinion is an unmodified or clean audit with no findings and no questions about internal controls.

Dr. Jackson reminded all present of the Code of Conduct at Board meetings.

PUBLIC COMMENT: No public comment

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

- ✓ **MOTION TO APPROVE THE DECEMBER MINUTES AS RECEIVED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. She is working on eight key goals for the year, including strategic plan monitoring, staff engagement, advocacy, succession planning, and financial stability. The library has initiated the FY2026 budget process and is reviewing proposals for a new cleaning services contract, with recommendations set for the March Board meeting. IT is collaborating with Boone County GIS to develop maps for BCPL, which she hopes will be ready to be presented at the March meeting. The 1000 Books Before Kindergarten program continues to grow, with 2,612 registered readers and 182 children completing the program. Similarly, Dolly Parton's Imagination Library has reached 6,303 children. BCPL participated in Kentucky Library Legislative Day, meeting with six of Boone County's eight legislators to advocate for library initiatives. The Scheben Branch's 2nd Annual Passport Fair was extremely successful. The quilting machine at the Walton Branch is very popular. There was a well-attended adult program at Chapin Memorial Library. BCPL received two Open Records Requests—one related to executive director evaluation documents and another for security footage tied to a custody case. Both were fulfilled in a timely manner. Carrie provided updated guidance on law enforcement interactions to staff to ensure privacy protections for customers and staff. The Walton Branch construction project is coming in at 20.88% under budget. Chapin Memorial Library has faced issues with cleanliness and restroom maintenance. She is contacting the county and the fire department.

TREASURERS REPORT: Stephanie Huhn presented the December treasurer's report and general ledger report for December 2024.

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

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for December 2024. She reminded the Board that the budgeted amounts on the December report show the amounts before the mid-year update. Those numbers will be updated on the January 2025 financial report.

ATTORNEY'S REPORT: Rob Ziegler reported that the sale of the property in Hebron was completed and the deed had been filed.

BUSINESS:

Surplus: The surplus form listing a cash register that is inoperable was presented to the Board. In accordance with government requirements, the Board must declare this item to be surplus before it can be disposed of.

- ✓ **MOTION TO SURPLUS THE ITEM PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO ACCEPT THE FY2024 AUDIT AS PRESENTED TO THE BOARD, DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Executive Director Evaluation Process. Dr. Jackson provided an overview of the process used for the Executive Director's evaluation. He gathered input from himself and two Board members with more than six months of tenure, as BCPL employees are not evaluated by a manager with less than six months of experience in that role. As a result, input was not sought from the two newest Board members. Dr. Jackson met with the Executive Director for a discussion and subsequently submitted the evaluation form, signed by both the Board President and the Executive Director, to the HR Department. The form confirmed that the Executive Director met the requirements for a salary increase and specified the approved percentage. Sherri Slavey, HR Director, clarified that BCPL utilizes a performance management system and that the Board determines the percentage of employee raises as part of the annual budget process. All employees, including the Executive Director, received the percentage increase approved by the Board in the budget. With regard to the evaluation process of the Executive Director, Dr. Jackson stated that if the Board wishes to change the current process, it must be addressed as an agenda item in a future meeting. Deborah Dutton-Lambert and ~~Patty Reisz~~ requested copies of the feedback provided by participating Board members. Ms. Dutton-Lambert also requested that the process for evaluating the Executive Director be added to the March agenda for further discussion. Additionally, Dr. Myers requested that Carrie provide information on how similarly sized libraries conduct Executive Director evaluations.

Board Self Evaluation/Trustee Recruitment: Two trustee appointments expire June 30, 2025—Dr. Eric Jackson and Donald Trame. 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 the Board self-evaluation and applications received. Dr. Eric Jackson recused himself and left the room as he had applied.

- ✓ **MOTION TO SUBMIT CANDIDATES E AND I AS POSSIBLE REPLACEMENT FOR DR. ERIC JACKSON, WITH CANDIDATE H AS THE ALTERNATE, DEBORAH DUTTON-LAMBERT. SECOND DON TRAME. APPROVED 4-0 WITH DR. ERIC JACKSON ABSTAINING AND NOT PRESENT.**
- ✓ **MOTION TO SUBMIT CANDIDATES J AND L AS POSSIBLE REPLACEMENT FOR DONALD TRAME, WITH CANDIDATE K AS THE ALTERNATE, PATTY REISZ. SECOND DON TRAME. APPROVED 3-0 WITH DR. ERIC JACKSON ABSTAINING AND NOT PRESENT AND DEBORAH DUTTON-LAMBERT ABSTAINING.**


After voting had been finished, Dr. Jackson rejoined the meeting and went on to the next item of business.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:42 pm,

- ✓ **MOTION TO ADJOURN PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:01 pm, at the Main Library on March 17, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz (virtually); Stephanie Huhn, CPA Bramel & Ackley; Rob Ziegler, Attorney Ziegler and Schneider; Carrie Herrmann, Executive Director; Jennifer Cheek, PR & Marketing Director; Dawna Bach, Public Service Director; Jeff Gurnee, KDLA Regional Consultant.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: One community member notified the Board that the February agenda was on the website.

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

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

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. Work has begun on the FY2026 budget, and spending blackout dates for FY2025 have been communicated to managers. Additionally, the BCPL Foundation Board approved acting as the fiscal agent for a Mellon Foundation grant application for community archives, potentially securing up to \$100,000 for archival projects. Various outreach initiatives continue to grow, including the 1000 Books Before Kindergarten program, Dolly Parton's Imagination Library, and extensive Youth and Adult Outreach programming. The library is also increasing public engagement through events like the Cincinnati Reds Opening Day Parade and strategic marketing campaigns. The 2025 Legislative Session has seen over 900 bills filed, with several being monitored for potential impacts on BCPL. Additionally, the library is actively planning for future service improvements, including the full collection inventory, Archive Center capacity evaluations, and upcoming national and regional meetings that will influence strategic direction. Carrie also explained what the Executive Order eliminating the Institute for Museum and Library Studies could affect BCPL.

TREASURERS REPORT: Stephanie Huhn presented the January treasurer's report and general ledger report for January 2025.

- ✓ **MOTION TO APPROVE THE JANUARY TREASURERS REPORT, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for January 2025. This report reflects the mid-year budget updates. Stephanie also updated the Board in investments.

ATTORNEY'S REPORT: No report

BUSINESS:

Cleaning Bid: The current cleaning services contract is set to expire in May 2025. A public bid opening was held on March 10, 2025, and the Library received a total of ten (10) submissions. Carrie recommended eliminating the lowest and highest bids from consideration, as both were outliers and not consistent with the pricing of the remaining eight bids, which were closely grouped. The company currently holding the contract submitted the next lowest bid. However, due to ongoing concerns regarding cleanliness, both the Facilities Director and the Executive Director recommended not renewing the contract with the current provider. The Facilities Director recommended awarding the contract to either E&P Cleaning, LLC or City Wide Facilities Solutions—the next two lowest bidders. After review of the submitted proposals, including evaluation of bid thoroughness, prior experience with library systems, and quality assurance practices, the Board voted to award the contract to City Wide Facilities Solutions.

- ✓ **MOTION TO AWARD THE CONTRACT FOR CLEANING TO CITY WIDE FACILITY SOLUTIONS, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Budget Projections: Stephanie Huhn led a discussion on the financial projections for FY2025 to assist in preparation for the upcoming budget cycle.

Boone County GIS maps: Carrie shared maps made by Boone County GIS showing the number of households in Boone County and the number of Boone County Library card holders in Boone County. The Senior Management Team will be using these maps to identify underserved areas in the county. Board members requested that the digital maps be shared with them.

Executive Director Evaluation Process. Carrie provided an overview of the Executive Director evaluation process from 6 similarly sized libraries—Kenton, Campbell, Lexington, Louisville, Paul Sawyer, and Warren. Discussion with the following decisions made: (1) Board will receive copies of the evaluation summary when completed; (2) the Board President will do the Executive Director evaluation in a private meeting, not at a Board meeting; (3) in order to participate in the Executive Director evaluation process a Board member must be on the Board 6 months prior to the anniversary date of the Executive Director; and (4) the Executive Director will write a report on progress on the goals of the year and send to all Board members. Discussion around updating the evaluation form. Board members and Carrie will send examples of Executive Director evaluations to Dr. Jackson to be reviewed at the April meeting. This will be added to the Board manual.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Jeff Gurnee highlighted that there is a new trustee manual on the KDLA website and the SPGE training.

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

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

Minutes taken by Sherri Slavey


Secretary


President member

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:04 pm, at the Main Library on March 17, 2025.

PRESENT: Dr. Eric Jackson (virtually), President; Dr. Emily Myers, Vice-President; Deborah Dutton-Lambert, Secretary; Patty Reisz; Stephanie Huhn, CPA Bramel & Ackley; Rob Ziegler (virtually), Attorney Ziegler and Schneider; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Sherri Slave, HR Director; Holly Hall, Archive & History Center Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY**

PRESENTATION: Christian Greenwell, Director of Development Core5 Industrial Partners, gave a presentation about purchasing land at BCPL's Hebron site.

- ✓ **MOTION TO DISCUSS THE CORE5 PRESENTATION AT THE MAY BOARD MEETING, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY**

Anastasia Perez, Walton Branch Manager, gave an update on the Walton Branch's services and activities.

PUBLIC COMMENT: One community member commented on the Core5 presentation, appreciating the green space and not in favor of sale of property to Core%.

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

- ✓ **MOTION TO APPROVE THE MARCH MINUTES, PATTY REISZ. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. Two separate fraud incidents occurred in the last month—unauthorized charges on a credit card and money market account. Both Truist and Heritage Banks are investigating. The proposed elimination of IMLS and the *FCC v. Consumer's Research* case threaten over \$370,000 in funding (E-Rate and grants). SB71 passed in the KY Senate, but died in committee in the KY House. These could negatively affect library operations, technology access, and special projects if not proactively addressed. Programs like 1000 Books Before Kindergarten, Imagination Library, and Early Childhood Fair are showing strong participation and measurable impact. All three of these programs align directly with BCPL's mission and builds long-term community engagement and literacy. Staff have identified a geographic area in Boone County based on the GIS maps that we want to try expanding BCPL's reach. PR is working to design a series of post cards that will go to Bullitsville, Petersburg, Bellview, and Verona over the next several months. The first postcard promotes Summer Reading. We are targeting September for the next postcard. Carrie's report included Key Metrics for March 2025.

TREASURERS REPORT: Stephanie Huhn presented the treasurer's report and general ledger report covering February 2025.

- ✓ **MOTION TO APPROVE THE FEBRUARY TREASURERS REPORT, DEBORAH DUTTON-LAMBERT. SECOND, EMILY MYERS. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for February 2025. A CD matured. This has been reinvested in a US Bond.

ATTORNEY'S REPORT: Is reviewing some policies before presentation to the Board.

BUSINESS:

Hebron Land Use Study: A discussion of the excess land in Hebron. The last Hebron land usage study was conducted in 2011. Many companies and organizations have approached the Executive Director about purchasing part of the land. Carrie recommends that BCPL commission a new land use study or

develop guidance to determine what to do with the excess property. Carrie will contact Viox & Viox who conducted the last study for information. This will be on the May Board meeting agenda.

Executive Director Evaluation Process: The Board continued its discussion on the evaluation process for the Executive Director. A preliminary draft of a proposed policy for inclusion in the Board Manual was included in the meeting packet, along with sample evaluation documents provided to Dr. Jackson for reference. Comments on the draft policy and sample evaluation documents are due to Dr. Jackson by May 12th. This will be on the May Board meeting agenda.

Archive & History Center Ad Hoc Committee: A request to extend the work of the Archive & History Center Ad Hoc Committee. The Archive & History Center Ad Hoc Committee is tasked with looking at the long term needs of this department and making recommendations. Specifically, under the extension, the ad hoc committee would be tasked with identifying funding for a new building in partnership with the county. This committee is made up of 2 Board members, 1 staff member, and 2 community members. The committee will report on its work at the May meeting.

Chapin Memorial Library Consultant Bid: The Chapin Memorial Library Ad Hoc Committee is tasked with overseeing the selection of a consultant and the development of a strategic rubric for the future direction of the Chapin Memorial Library. This committee will define both short-term and long-term goals to address evolving community needs and categorize the needs of the Petersburg community that can be solved by the community itself and those needs that can be supported by BCPL. The committee operates under the framework established by the BCPL Board of Trustees and aligns its recommendations with the Board's policies, the Library's procedures, and the Boone County Fiscal Court. The bid opening was April 11, 2025. The Library received 1 bid. Discussed the charge of the committee: The committee recommended rejecting all bids and reissuing the RFP with some edits.

- ✓ **MOTION TO REJECT ALL BIDS RECEIVED FOR THE CHAPIN MEMORIAL LIBRARY CONSULTANT AND TO REBID, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

FY2026 Budget Draft: Carrie presented a draft of the FY2026 Operating Budget and Capital Projects Budget. The draft is based on YTD and projected expenditures and revenues, requests from department heads, and anticipated contract increases. Discussion of percentage raise for staff. The Board identified a priority order of Services, Spaces and staff for the budget. The budget will be presented at the May meeting.

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:17 pm,

- ✓ **MOTION TO ADJOURN, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:00 pm, at the Main Library on May 19, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz (virtually); Stephanie Huhn, CPA Bramel & Ackley; Rob Ziegler, Attorney Ziegler and Schneider; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Sherri Slave, HR Director; Jennifer Cheek, PR & Marketing Director; Jennifer Timmerman, Youth Services & Outreach Director; Julie Althaver, Grant Manager & Data Analyst Director; Jeff Gurney, KDLA Regional Consultant.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PRESENTATION: Melanie Sperling, Outreach Manager, gave an update on the department's services and activities.

PUBLIC COMMENT: Two community members addressed the Board. One community member expressed concerns regarding individuals experiencing homelessness at the Florence Branch and requested that the Library take steps to discourage the use of the facility for sleeping. The second community member shared feedback about Chapin Memorial Library (CML), specifically requesting that CML be designated as a pick-up location for National Free Comic Book Day in 2026. The individual also inquired about the availability of Summer Reading Program prizes at CML.

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

- ✓ **MOTION TO APPROVE THE APRIL MINUTES AS AMENDED, DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. The new Grant Writer & Data Analyst Director began on April 28. She is currently developing a comprehensive grant funding calendar aligned with BCPL's strategic plan and priority areas. The EBSCO 2025 Solar Grant application was submitted on April 30 in the amount of \$87,500. Award announcements are expected in early June. We were notified that, due to the high volume of applicants—nearly 700—the Mellon Foundation Community Archives Grant will delay submission notifications until May 28. BCPL submitted a Letter of Interest, and this notification will determine whether we proceed to the next stage of the application process.

BCPL received three Open Records Requests in April: (1) Camera footage from the Walton Branch parking lot related to a hit-and-run incident; (2) Camera footage from the Florence Branch parking lot involving a collision at the book drop; and (3) Records of Carrie Herrmann's performance reviews (2022–2024) and email correspondence with Dr. Eric Jackson concerning the 2024 evaluation process.

The Summer Reading Program will launch on May 30 from 7:00–9:00 PM at Boone Woods Park in partnership with Boone County Parks and Boone County Schools.

The Archive & History Center prepared for the relocation of over 3,500 historical retention records from the Boone County Clerk's Office, spanning 1799 to the 1920s. On April 17, the Facilities team and Director Holly Hall transported approximately 40 boxes to BCPL, where staff organized the materials chronologically in secure compact shelving. Staff also responded to a request from the Boone County Archive Commission to dismantle and digitize a fragile land patent deed signed by Virginia Governor Patrick Henry in 1786. The deed, originally displayed at the Boone County Justice Center, was gifted to BCPL with a signed agreement. High-resolution scans were provided to the donor. The Archive & History Center hosted NKY Regional History Day, featuring 10 speakers on topics ranging from Revolutionary War history to Black history in our community. The event included 22 participating history organizations and drew 143 attendees. Feedback was overwhelmingly positive, with helpful suggestions for future improvements. Staff across departments provided excellent support throughout the day.

Final cost of Walton Construction Project: \$13,064,266.72 (20.82% below budget of \$16,500,000).
Walton Branch Usage Projections vs. Actuals:

- Visits: Projected 17.5% increase; actual increase 20%
- Circulation: Projected 15% increase; actual increase 45%
- Program Attendance: Projected 50% increase; actual increase 72%
- New Library Cards: Projected 15% increase; actual increase 50%

TREASURERS REPORT: Stephanie Huhn presented the treasurer's report and general ledger report covering March 2025. Discussion about staff reimbursements.

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

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for March 2025. Request to add a column to the report showing percentage of budget used.

ATTORNEY'S REPORT: Is reviewing some policies before presentation to the Board.

BUSINESS:

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, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Policy Review: Rob Ziegler presented the "Privacy Policy." Small updates were recommended. Board members asked questions around Mandatory Reporting and Good Samaritan laws in Kentucky. Requested that further revisions be made.

Executive Director Evaluation Process. The Board continued its discussion on the evaluation process for the Executive Director. Comments on the draft policy and sample evaluation documents are due to Dr. Jackson by May 23rd. This will be on the June Board meeting agenda.

Archive & History Center Ad Hoc Committee: The Archive & History Center Ad Hoc Committee will meet in May and will have a report at the June meeting.

BCPL Foundation Bylaws: Dr. Jackson that Board members review the bylaws so that they understand how money flows between the Foundation and the Library.

Hebron Land Usage Study: A discussion of the excess land in Hebron. The last Hebron land usage study was conducted in 2011. Many companies and organizations have approached the Executive Director about purchasing part of the land. Recommended that the land use plan be reviewed by Viox & Viox and community meetings as priorities may have changed over time. Discussed the April Core5 presentation.

- ✓ **MOTION TO REJECT HE CORE5 PROPOSAL, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

FY2025 Budget Draft: Carrie presented the FY2026 Draft Operating and Capital Project Budgets.

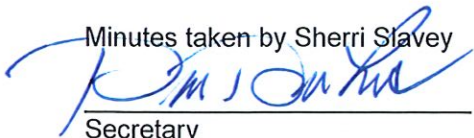
- ✓ **MOTION TO APPROVE THE FY2026 OPERATING AND CAPITAL PROJECT BUDGETS AS PRESENTED, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED 4-0 WITH DEBORAH DUTTON-LAMBERT ABSTAINING.**

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Jeff Gurney asked if there were any questions about the report.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:59 pm,

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

Minutes taken by Sherri Slavey


Secretary


President

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:02 pm, at the Main Library on June 16, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; Chet Hand, Boone County Commissioner; Stephanie Huhn (virtually), CPA Bramel & Ackley; Rob Ziegler, Attorney Ziegler and Schneider; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Sherri Slave, HR Director; Jennifer Cheek, PR & Marketing Director; Jennifer Timmerman, Youth Services & Outreach Director; Julie Althaver, Grant Manager & Data Analyst Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DR EMILY MYERS. APPROVED UNANIMOUSLY**

INTRODUCTION OF NEW BOARD MEMBER: Commissioner Hand introduced himself to the Board.

CLARIFICATION OF EX OFFICIO MEMBERSHIP: Rob Ziegler provided an overview of the role of an ex officio member on the Library Board. He explained that ex officio members may participate in Board discussions, recommend agenda items to the Board President, and attend closed sessions. However, ex officio members do not count toward a quorum and are not permitted to vote. The Library's legal counsel is currently consulting with the County Attorney to determine whether an ex officio member may make or second a motion. Rob will provide an update on this matter at the July Board meeting.

PRESENTATION: Julie Althaver, Grant Manager & Data Analyst Director, introduced herself and gave an update on grant activities.

PUBLIC COMMENT: One community member addressed the Board regarding individuals experiencing homelessness at the Florence Branch and requested that the Library take steps to discourage the use of the facility for sleeping. The community member asked about a new location at the old Florence nursery property.

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

- ✓ **MOTION TO APPROVE THE MAY MINUTES, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

A discussion was held regarding a proposed amendment to the minutes to include, under Public Comment, that Ms. Deborah Dutton-Lambert inquired why Chapin Memorial Library did not distribute comics for the 2025 Free Comic Book Day. The Executive Director explained that Free Comic Book Day is a national event held annually on the first Saturday in May, and that Chapin Memorial Library is not staffed on Saturdays. Additionally, comic books must be distributed directly to individuals and cannot be left out for self-service. Dr. Myers also noted a typographical error in the motion for Approval of the Agenda—the period following "Dr" was missing and should be corrected.

- ✓ **MOTION TO APPROVE THE MAY MINUTES AS AMENDED, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. The Library's new Grant Writer & Data Analyst Director began on April 28. We were notified that BCPL was not selected for the Mellon Foundation Community-Based Archives Grant. While disappointing, we remain committed to pursuing alternative funding sources to support this important work. We are currently applying for the America250KY grant to install a history walk at the Main Library.

Originally scheduled at Boone Woods Park in partnership with Boone County Parks, the Summer Reading Kickoff was relocated to the Hebron Branch due to weather concerns. Hebron was the only site able to accommodate the crowd. Attendance exceeded expectations, with the count stopping at 567 attendees.

The Longarm Quilting Machine at the Walton BIL continues to be one of our most popular offerings. July reservations opened on May 30 and were fully booked by 10:00 AM the same day.

Two dog waste stations were installed at the Hebron Branch along the Storywalk path, in response to frequent use by dog walkers. Facilities is near completion of the outdoor Music Garden at the Hebron Branch. Community members are already using the installed features.

A staff member attempting to reserve space at the Petersburg Community Center for a September Library program was informed of a \$100 usage fee. The program was relocated, and a contingency plan is in place for a second program scheduled for October. Carrie requested clarification from the County. As a partner in this shared facility she does not believe BCPL should be charged for use of the space. The County has notified her that BCPL does not have to pay the charge.

The Library's Foundation Store officially launched and was promoted at the Summer Reading Kick-off and through social media channels.

In May, BCPL received 17 ASQ screening requests. These were offered during systemwide Library Play Date programs. Jennifer Timmerman, Youth Services & Outreach Director answered questions about what are ASQ screenings and how do we typically promote this service.

TREASURERS REPORT: Stephanie Huhn presented the treasurer's report and general ledger report covering March 2025. Discussion about staff reimbursements.

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

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for April 2025. This report not includes the requested additional column showing percentage of budget used.

ATTORNEY'S REPORT: Rob Ziegler reported that after further review he does not recommend changing the Privacy Policy.

BUSINESS:

Executive Director Evaluation:

- ✓ **MOTION TO APPROVE THE EXECUTIVE DIRECTOR EVALUATION POLICY, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The Board continued its discussion of the Executive Director Evaluation Policy. It was determined that the evaluation process does not need to occur during an open meeting. The Board recommended the following revisions to the policy:

1. Board Participation: Amend the second paragraph by adding the phrase "and include compiled individual feedback and ratings" at the end.
 2. Evaluation Criteria and Form: Amend the first paragraph by adding "all relevant stakeholders" at the end of the first sentence.
 3. Evaluation Criteria and Form: Further amend the first paragraph by adding "The evaluation form must contain numerical and open text response input for each performance factor."
 4. Compensation and Raise Eligibility: Remove the second paragraph entirely.
- ✓ **MOTION TO APPROVE THE EXECUTIVE DIRECTOR EVALUATION POLICY AS AMENDED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Suggestions for changes to the evaluation tool are to be sent to Dr. Jackson before the July meeting. Recommend that the tool use a scale of 1-3 or 1-5. Carrie stated she would bring information about the staff performance management system to the July meeting.

Archive & History Center Ad Hoc Committee Report:

- ✓ **MOTION TO ACCEPT THE REPORT OF THE ARCHIVE & HISTORY CENTER AD HOC COMMITTEE, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Dr. Jackson, Bridget Striker, Boone County Historic Preservation Review Board, and Judge Tony Froelich (joined via phone), Boone County Archive Commission, provided information and history on the committee work. The Archive & History Center Ad Hoc Committee submitted recommendations to work with the county and other partners to plan and build a new building to house the Boone County Public Library Archive, the Boone County Records Retention Center, and additional Boone County Departments, such as the Boone County Clerk Land Office and the PVA. The committee recommended that the Building Committee consist of a Boone County Financial representative, a Boone County Facilities representative, the Boone County Records Retention Officer, the Library Executive Director, a Library Board member, the Library Archive & History Director, the Archive Commission Chair, the Boone County Historic Preservation Officer/Preservation Planner, and Boone County Department Partner representatives. Carrie recommended that the Building Committee include the Library's Grant Manager & Data Analyst Director.

- ✓ **MOTION TO ACCEPT THE RECOMMENDATION OF THE ARCHIVE & HISTORY CENTER AD HOC COMMITTEE AS AMENDED, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Chapin Memorial Library Ad Hoc Committee Report: The Board discussed the bid opening that took place on June 2, 2025. The Library received one bid in response to the Request for Proposals. Due to the cost associated with the proposal, the committee recommended that the Library reject all bids received. The committee intends to proceed by soliciting quotes from at least three qualified vendors for the required service. The Library's attorney affirmed that BCPL has fulfilled its due diligence by issuing two RFPs and that the responses received did not adequately meet the Library's needs.

- ✓ **MOTION TO REJECT ALL BIDS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Audit Engagement Letter. The auditor's letter of engagement was presented to the Board. Carrie reported that this is the last year, BCPL should use this firm, as it is recommended that auditors change every 4-5 years.

- ✓ **MOTION TO ACCEPT THE AUDIT ENGAGEMENT LETTER FROM KELLEY GALLOWAY SMITH GOOLSBY, PSC FOR FISCAL YEAR 2025, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Analysis of Staff Reimbursements: Carrie provided an overview and analysis of staff reimbursements submitted and processed between July 1, 2024, and May 31, 2025. During this period, 211 reimbursement checks were issued to staff. Of these:

- 81% were for mileage reimbursement,
- 13% were for other expenses such as tuition reimbursement, parking, continuing education events, and supplies,
- 6% included both mileage and other reimbursable items.

All reimbursement requests undergo a review process involving the employee's supervisor, the Executive Director, and the Business Services Director. Incorporating reimbursements into payroll checks would add the Human Resources Director as an additional reviewer. The processing cost per reimbursement check is approximately \$0.10. The Board requested that Carrie continue exploring potential cost efficiencies and savings in the reimbursement process.

FY2026 Meeting Dates: Carrie presented a proposed schedule of Board meeting dates for FY2026, maintaining the regular meeting time of 4:00 p.m. on the third Monday of each month. She noted that the January meeting falls on Martin Luther King, Jr. Day and the February meeting falls on Presidents Day. Although both dates are federal holidays, the Library remains open on those days. A brief discussion was held regarding the possibility of rescheduling those two meetings. Following the discussion, the Board elected to keep the original dates as proposed.

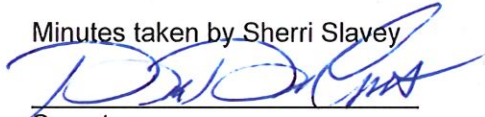
- ✓ **MOTION TO ACCEPT THE BOARD OF TRUSTEES MEETING CALENDAR AS PRESENTED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:09 pm,

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

Minutes taken by Sherri Slavey


Secretary

President