

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