

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