

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.

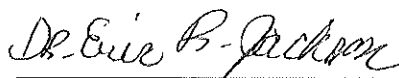
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

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