

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:00 pm, at the Main Library on July 21, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Deborah Dutton-Lambert, Secretary; Patty Reisz; Dave Rich; Chet Hand, Boone County Commissioner; 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 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, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY**

INTRODUCTION OF NEW BOARD MEMBER: Dave Rich introduced himself to the Board.

OATH OF OFFICE: Rob Ziegler administered the Oath of Office to Dr. Eric Jackson and Dave Rich.

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 expressed concern about the mobile food pantry that visits one day per week.

- ✓ **MOTION TO AMEND THE AGENDA TO ADD FLORENCE BRANCH ISSUES BROUGHT FORWARD IN PUBLIC COMMENT TO ITEMS OF BUSINESS AS ITEM L, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Brief discussion of how public comment works at Boone County Fiscal Court meetings.

- ✓ **MOTION TO DIRECT THE EXECUTIVE DIRECTOR TO REVIEW AND RECOMMEND CHANGES TO THE CONDUCT OF MEETINGS POLICY TO ALLOW FLEXIBILITY IN PUBLIC COMMENT AND LIBRARY BOARD'S ABILITY TO RESPOND, DEBORAH DUTTON-LAMBERT. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE JUNE MINUTES, PATTY REISZ. 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. BCPL was not selected for the *Website Development & Technology Grant*. Projects prioritizing ADA accessibility were given preference. Our proposal focused on replacing our aging phone system, which has reached end-of-life. We intend to reapply when the next grant cycle opens on October 1, 2025. BCPL was also not awarded the *EBSCO Solar Grant*. We are exploring alternative funding opportunities. BCPL submitted 4 grants: (1) \$9,000 – Kentucky Historical Society for a historical walking path at the Main Library in honor of the U.S. 250th anniversary in 2026; (2) \$15,000 – Max and Victoria Dreyfus Foundation for a content management system (CMS) for the Archive & History Center; (3) \$20,000 – Doyle Foundation for the CMS project; and (4) \$25,000 – National Endowment for the Arts, America 250th Grant, for community murals at the Main Library.

On June 24, all library locations lost internet access due to a construction-related fiber cable cut. While public Wi-Fi and computer internet access were unavailable, we deployed mobile hotspots to keep service desks functional for checkouts and returns.

Chapin Memorial Library experienced HVAC failure on June 24 and again on July 8, due to a refrigerant leak and eventual unit failure. CML remained open during both periods, but staff were not assigned to the building for a total of 4.5 days due to high temperatures. Communications were shared via signage, social media, and email to CML cardholders. On June 24, Scheben Branch experienced a mechanical failure that triggered the fire alarm and a visit from the Union Fire Department. The failure originated from a faulty air regulator.

Three new Branch Managers have been hired for the Scheben, Hebron, and Florence locations. They began training on Monday, July 7, bringing the Management Team to full staffing. Requests were made that Carrie continue to highlight usage of the Walton Branch and to provide a follow up on cease and desist letters sent by the Library to three entities.

TREASURERS REPORT: Stephanie Huhn presented the treasurer's report and general ledger report covering May 2025. Discussion about presenting FY2026 budget as a calendarized budget.

- ✓ **MOTION TO DO FY2026 BUDGET AS A CALENDARIZED BUDGET INSTEAD OF AN ANNUAL BUDGET, DAVE RICH. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE MAY TREASURERS REPORT, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for May 2025. This report includes the requested additional column showing percentage of budget used.

ATTORNEY'S REPORT: Rob Ziegler reported that after further review he has determined that the ex-officio board member cannot make or second motions. He reported that he has reviewed several contracts for the Library.

BUSINESS:

Role of Board Members and Executive Director: Included in the packet was information from the Trustees Manual that shows the roles of Board Members and the Executive Director.

Election of Officers: Due to the current Board Treasurer concluding their term in this odd-numbered year, an election is required to fill the Treasurer position for the remainder of the term.

- ✓ **MOTION TO ACCEPT NOMINATIONS FOR TREASURER, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO NOMINATE PATTY REISZ FOR TREASURER TO FILL THE UNEXPIRED TERM, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

Open Records and Management of Records: All Board members received a copy of the Attorney Generals "Open Records and Management of Records" and "Management of Records" documents. 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.

Code of Conduct of Board Members: All Board members received a copy of the "Code of Conduct of Board Members Policy." An error was noted on the acknowledgement of receipt page. This will be brought to the August meeting.

FY2026 Contact List: Carrie distributed a contact list for FY2026 and asked Board members to update information.

FY2026 Accountant Letter of Engagement: Bramel & Ackley presented an updated engagement letter for fiscal year 2029.

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

Attorney Letter of Engagement: Ziegler & Schneider presented an updated engagement letter for fiscal year 2026.

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

Chapin Memorial Library Ad Hoc Committee Report: The Board reviewed five proposals received in response to the request for consultant engagement. The Ad Hoc Committee recommended awarding the project to SHP at a total cost of \$34,500. The Executive Director noted that this amount exceeds the budgeted allocation by \$9,500 and that the difference would need to be covered through a transfer from Library reserves. It was emphasized that any resulting contract must clearly outline deliverables and expected work products. The Board engaged in discussion regarding the necessity of hiring a consultant to evaluate the Chapin Memorial Library.

- ✓ **MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO A CONTRACT WITH SHP NOT TO EXCEED \$34,500, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED 4-1 APPROVED 4-1 WITH DAVE RICH VOTING AGAINST.**

Staff Evaluation Process: Carrie shared BCPL's Performance Management System Policy and the Performance Improvement Policy. Carrie answered questions about the policies. Some Board members are concerned that BCPL does not use a merit based system. Board requested that Carrie engage with staff to evaluate the process. The Board also asked Carrie to look at the compensation system by the February meeting.

Executive Director Evaluation: The Board continued its discussion of the Executive Director Evaluation form. Two questions were added and a section for comments on the Executive Director's goals was included. Recommend that the tool use a scale of 1-5. Carrie stated Sherri would update the form.

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 6:53 pm,

- ✓ **MOTION TO ADJOURN, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


Vice-President