

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:00 pm, at the Main Library on August 18, 2025.

PRESENT: Dr. Eric Jackson, President (virtually); Dr. Emily Myers, Vice-President; Deborah Dutton-Lambert, Secretary; Patty Reisz, Treasurer; Dave Rich; Chet Hand, Boone County Commissioner; Stephanie Huhn, CPA Bramel & Ackley; Rob Ziegler, Attorney Ziegler and Schneider; Carrie Herrmann, Executive 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, DAVE RICH. APPROVED UNANIMOUSLY**

PRESENTATION: Jill Frasher, Youth Services Manager at the Scheben Branch, introduced herself and shared her recent professional accomplishments. She served on the 2025 Newberry Award Committee, a highly prestigious national committee for which hundreds of librarians apply each year. Participating provided valuable expertise in collection development and national networking. Jill is currently serving on the Kentucky Bluegrass Award Committee for grades 3 to 5.

PUBLIC COMMENT: A community member addressed the Board regarding the Florence Branch. Comments included: use of the facility for sleeping, the mobile food pantry, Sunday hours, the ability to bring weapons into the Library, and a request for security cameras at the front entrance.

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

- ✓ **MOTION TO APPROVE THE JULY MINUTES, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO INCLUDE AT THE END OF MINUTES OPEN ASSIGNMENTS/ACTION ITEMS, DAVE RICH. 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. One grant was submitted: \$1,000 requested from the Awesome Foundation to help with the cost of the NEA grant application (\$25,000) for mural installation about the America250 initiative. BCPL received \$19,000 in grants in the last month: \$9,000 America250KY grant from the Kentucky Historical Society for a historical walking path at the Main Library; \$5,000 grant from the Duke Energy Foundation for programming; and \$5,000 grant from the Kentucky Department for Libraries and Archives for staff continuing education. Six other grants under development currently.

On August 1st, all locations of BCPL went live with a wireless printing solution. This is something the community has been requesting. In the first two weeks this service generated \$302.97 in revenue for BCPL.

After some negotiation with SHP, the consultant chosen for Chapin Memorial Library, Carrie has negotiated the contract from \$34,500 to \$29,500. This change does not impact the scope of work required for the project.

Nominated the Walton Branch for the Library Journal architectural issue (November 2025). It will feature public and academic library projects competed between July 1, 2024 and June 30, 2025. Nominated the Boone County Parks Department for a Let's Move in Libraries—I Partner with My Public Library Award.

September is Library Card Sign Up Month. The initiative will appear on the front page of the September newsletter. In addition, a postcard will be mailed to households in designated areas with low card holder numbers in Boone County. Anyone who signs up for a library card during September will receive a "Makes Frequent Library Stops" Car magnet (while supplies last).

TREASURERS REPORT: Stephanie Huhn presented the Treasurer's Report and General Ledger for June 2025. The Board discussed presenting the FY2026 budget in a calendarized format. Ms. Huhn

recommended transferring proceeds from the sale of the Hebron property and the Walton Branch to the Capital Fund. She also requested that the Board reclassify a Heritage Bank CD and the Truist Brokerage Fund as undesignated, rather than restricted.

- ✓ **MOTION TO TRANSFER FUNDS FROM THE SALE OF LAND IN HEBRON AND THE WALTON BRANCH TO THE CAPITAL FUND AS OF JUNE 30, 2025, DAVE RICH. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO RECLASSIFY A HERITAGE BANK CD AND THE TRUIST BROKERAGE FUND AS UNDESIGNATED RATHER THAN RESTRICTED AS OF JUNE 30, 2025, DAVE RICH. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE JUNE TREASURERS REPORT, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for June 2025.

ATTORNEY'S REPORT: Rob Ziegler reported that he has reviewed several contracts for the Library and policy updates.

BUSINESS:

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 at the July meeting. This was corrected and presented for signature at the August meeting.

Executive Director Evaluation: Carrie presented the final version of the Executive Director Evaluation to the Board with changes as approved by the Board at the July 2025 meeting

Banking Resolution: Banking documents need to be updated to reflect the current Board Members. The Board needs a resolution to make the changes. Carrie presented a resolution to make the changes.

- ✓ **MOTION TO APPROVE THE RESOLUTION AS PRESENTED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Policy Review: Carrie presented the "Conduct of Meetings Policy" for Board discussion. At the July meeting the Board requested an update to the Public Comment section of the policy. A brief discussion was held regarding whether BCPL follows Robert's Rules of Order or Bob's Rules of Order. Board members will submit comments to Carrie by September 8, 2025, and updated draft will be presented at the September meeting.

Florence Branch Update: Carrie addressed a community member's concerns regarding the Florence Branch. Branch staff monitor the facility to ensure that individuals are not sleeping on the property. The Facilities Department is addressing the issue by removing brush from the west side of the building and installing a privacy fence around the overhang to discourage camping in that area. For after-hours concerns, BCPL has requested additional monitoring from the Florence Police Department. The mobile food pantry, operated by a local church, utilizes the public parking lot for food distribution. BCPL staff are present during these events to share information about library resources. Carrie noted that, due to the pandemic, hours were reduced across all library locations and have been gradually restored in response to community requests. Evening hours were recently added at the Florence Branch; however, no requests for Sunday hours have been received. Regarding safety, Carrie explained that because Kentucky law allows both open and concealed carry, individuals may legally enter library facilities with a weapon. Staff have been instructed to contact law enforcement if anyone brandishes a weapon or makes them feel unsafe. Security cameras are in place at the front entrance to support staff and public safety. Carrie will be meeting directly with the community member to discuss their concerns further. She also briefly mentioned a recent meeting she and Dr. Jackson had with the Mayor of Florence and the City Administrator.

Annual Report: Review and discussion of key data points of the Boone County Public Library District 2025 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 26th. 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 2025 ANNUAL REPORT, DR. EMILY MYERS. SECOND PATTY REISZ. 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. A discussion about how much of a budget shortfall BCPL would experience if BCPL took less than the compensating rate. Stephanie estimated that for every 0.01 decrease from the compensating rate there would be approximately \$186,000 decrease in estimated revenue. Discussion of various rates and implications. Carrie noted that if a tax rate was adopted below the compensating rate, the Board would either need to move funds from the reserve fund to cover the shortfall or the budget would have to be cut, causing service disruptions.

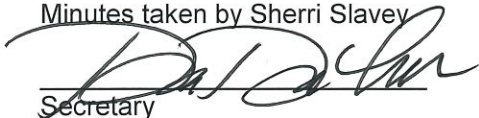
- ✓ **MOTION TO ADOPT THE 2025/2026 FISCAL YEAR TAX RATES OF THE COMPENSATING RATE OF 4.1% FOR REAL PROPERTY 4.1% FOR TANGIBLE PERSONAL PROPERTY, MAINTAINING THE 2024 RATE RATHER THAN THE COMPENSATING RATE OF 4.75% WITH THE UNDERSTANDING THAT THE EXECUTIVE DIRECTOR WILL CONDUCT AN EFFICIENCY ANALYSIS, AND 3% FOR MOTOR VEHICLES AND WATERCRAFT, DR. EMILY MYERS. SECOND DEBORAH DUTTON-LAMBERT. APPROVED 4-1 WITH DAVE RICH VOTING AGAINST.**
- ✓ **MOTION TO ALLOW VICE-CHAIR TO SIGN THE TAX DOCUMENTS, DAVE RICH. SECOND PATTY REISZ.**


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 6:30 pm,

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

Minutes taken by Sherri Slavey


Secretary


President

Action Items:

1. Executive Director meet with Florence Community Member (by 09/15/2025 Board Meeting)
2. Accountant to present a calendarized budget (by 10/20/2025 Board Meeting)
3. Amend Conduct of Meetings Policy to allow flexibility in Public Comment (by 11/17/2025 Board Meeting)
4. Review of compensation system/performance management system (by 02/16/2026 Board Meeting)