

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:05 pm, at the Hebron Branch on September 15, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Deborah Dutton-Lambert, Secretary; Patty Reisz, Treasurer; Dave Rich; Stephanie Huhn, CPA Bramel & Ackley; Rob Ziegler, Attorney Ziegler and Schneider; Carrie Herrmann, Executive Director; Dawna Bach Public Service 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, DEBORAH DUTTON-LAMBERT. SECOND, DAVE RICH. APPROVED UNANIMOUSLY**

PRESENTATION: Kaitlin Barber, Hebron Branch Manager, introduced herself and shared information about Hebron Branch services.

PUBLIC COMMENT: A community member addressed the Board, requesting that meetings begin with the Pledge of Allegiance and a prayer, and that a podium be provided for those speaking before the Board. Additional comments were offered regarding the Florence Branch, including observations that the Scheben and Walton Branches provide more programming than Florence, a suggestion to relocate the food giveaway partnership to another area of the parking lot away from U.S. 42, a request for Sunday hours, and a recommendation that the parking lot lights remain on throughout the night.

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

- ✓ **MOTION TO DISCUSS THE AUGUST MINUTES, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Discussion to add AI and public funds/commercial bankers list as an action item. Request by the Board to send minutes out within 1 week of the meeting.

- ✓ **MOTION TO APPROVE THE AUGUST MINUTES AS AMENDED, DAVE RICH. 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. \$10,000 requested from the Kentucky Arts Council to support art murals and accompanying story panels. This grant was submitted under the BCPL Foundation. \$175,000 requested from the Bolger Foundation to support the installation of a photovoltaic system at the Hebron Branch. This grant was submitted under the BCPL Foundation. \$250,000 requested from the Jerry Kline Community Impact Grant in support of library operations, programs, and services. The launch of Princh has been well received by staff and customers. In the first month, wireless printing generated \$920.76 in revenue.

The Archive & History Center staff, in partnership with PR & Marketing, produced a series of community videos for Library Card Sign-Up Month. The videos, filmed at Florence Speedway, Verona Vineyards, Big Bone Lick State Park, and Belleview Baptist, were designed to engage harder-to-reach audiences and were released throughout September. Holly Hall, A&HC Director, is developing a risk analysis checklist for the department. Registration for the Underground Railroad Bus Tour filled within two weeks (45 participants). Homeschool families showed particularly strong interest this year.

The Summer Concert Series partnership with Boone County Parks concluded successfully. Weather forced most concerts indoors to the Main Library, but staff adapted well. Attendance peaked at 903 during the Elvis tribute performance held outdoors. The Hebron Branch added fax services. The Florence Branch hosted its first post-pandemic concert (92 attendees; Paola Sciaraffia Latin Fusion Band) and recorded its largest-ever Princess Party attendance (215 attendees). The Florence Branch is also pursuing designation as a Kentucky Career Access Point in partnership with the Kentucky Career Center. ADA certification is required, and representatives from the Commonwealth Council on Developmental Disabilities will visit for assessment. Ed McLaughlin, Florence Branch Public Service Associate, coordinated with PIN Ministry to provide food and essential items to 70 individuals during weekly Monday visits in August. The food delivery is moving to a different part of the parking lot away from US 42. Carrie

told the Board she would investigate the parking lot lighting request. She reiterated that Florence does not have Sunday hours because the Library has not received requests for a return of this pre-pandemic service.

The community land use input sessions will be hosted at Hebron on September 16 and 30, facilitated by Viox & Viox. The sessions were promoted through the September newsletter, social media, and email outreach. The bushes on the west side of the Florence Branch have been removed.

Carrie Herrmann has been invited to serve as a panelist at the Amigos Library Services event *Recognizing and Cultivating In-House Talent*, following publication of a LinkedIn article and related video on the role of libraries in communities. Holly Hall, A&HC Director, has accepted a position with another library system. Holly will be missed. Karen Harden, Outreach Youth Services Librarian, has announced her retirement after 27 years of service at BCPL. Her contributions will be greatly missed. Discussion about exit interviews at BCPL.

Request was made to add totals to the Key Metrics shared with the Board.

TREASURERS REPORT: Stephanie Huhn presented the Treasurer's Report and General Ledger for July 2025.

- ✓ **MOTION TO APPROVE THE JULY TREASURERS REPORT, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for July 2025. Stephanie presented the investment bearing account report and a draft of the FY2026 calendarized budget. A discussion of the calendarized budget and the timeliness of financial statements.

- ✓ **MOTION TO TAKE REASONABLE EFFORT TO PRESENT PREVIOUS MONTH FINANCIAL STATEMENTS AT BOARD MEETINGS, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Rob Ziegler had no report.

BUSINESS:

Surplus: 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 SURPLUS THE ITEMS PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

Executive Director 2026 Evaluation: Dr. Eric Jackson, Library Board Chair, explained the process for the Executive Director's annual evaluation. Dr. Jackson will send the evaluation form to Board members. All responses and the Director's self-evaluation report is due to Dr. Jackson October 5, 2025. The Executive Directors anniversary date is October 26th.

Banking Documents: Carrie thanked the Board for their quick work to electronically sign the Truist banking documents. She reported that Heritage would be the next bank to update their information and that Board members should continue to monitor their email for communication from Heritage.

Policy Review: Carrie presented the "Conduct of Meetings Policy," incorporating all suggested changes from the August meeting.

- ✓ **MOTION TO APPROVE THE CONDUCT OF MEETINGS POLICY, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Carrie presented the "Staff Development and Training Policy" to the Board with recommended changes.

- ✓ **MOTION TO DISCUSS THE STAFF DEVELOPMENT AND TRAINING POLICY, DAVE RICH.**

SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY

Discussion about updating sections C.6.a & b and G.5.a & b of the policy to make the language clearer. Carrie will work with the Library attorney on this.

- ✓ **MOTION TO TABLE THE MOTION UNTIL THE OCTOBER MEETING, PATTY REISZ.**

SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY

Carrie presented two versions of the "Risk Management Policy" to the Board for informational purposes. One policy used very specific areas of risk and the other policy presented them in general terms. Carrie recommended that rather than calling out specific areas that the policy be more generalized. Currently, the risk is assessed and added to the specific policies. Suggestion by the Board that more generalized policy be further developed for continued discussion. Short discussion of risk management plan as part of this policy.

Chapin Memorial Library Ad Hoc Committee Update: *checking or saving \$* Deborah Dutton-Lambert presented the notes from the last ad hoc committee meeting. The committee has identified and met with members of the Chapin Memorial Library Board. There is no longer an account for the Chapin Memorial Library Board managed by the Petersburg Christian Church. This account was closed in 1992. The church board has maintained the LLS for the sole purpose of maintaining the name. The Chapin Memorial Library declined the invitation to be part of the library ad hoc committee or any committee associated with BCPL administration of Chapin Memorial Library. The church board has not interest in engaging in a new MOU at this time. Carrie Herrmann questioned the legality of the MOU signed in 2006 that stated the Chapin Memorial Library Board would reimburse BCPL for Chapin related expenses if the account was closed in 1992.

SHP and ad hoc committee have their first meeting scheduled on October 15, 2025. The timeline is 16 weeks from the first meeting.

Tax Rate Implications, Budget, and Efficiency Analysis: Carrie Herrmann read a statement:

"Over the past year, my team and I have sensed a concern from the Board regarding our ability to manage the Library's finances and identify operational efficiencies. I want to reassure the Board that financial stewardship and efficiency are central to every decision we make. I bring 38 years of library experience to this role, including 27 years in managerial roles with direct budget responsibilities. For the past 10 year, I have served as the Executive Director of Boone County Public Library, where I am responsible for the overall budget of the system. During this time, we have consistently demonstrated fiscal responsibility, keeping expenditures an average of 4% below budget while continuing to build the Library's reserve fund.

Each decision is carefully considered with efficiency in mind. At times, we have chosen not to implement automation or other changes that, while beneficial to some staff, would create ongoing operational costs that reduce funds available for community services. Our approach successfully balances staff support with a focus on broad organizational and community impact.

It is also important to highlight a structural challenge in Kentucky's budgeting process. The Library's budget must be approved by June 30, while the Board sets the tax rate by August 31. Proposed rates and estimated revenues are typically not available until late July or early August. This year, the FY2026 Budget was approved in May, followed by the adoption of the tax rate at the August meeting.

After consulting with the Library's accountant, it appears the projected shortfall for FY2026 will be larger than originally anticipated. Based on information from the Boone County PVA and the Department of Local Government, we are now estimating a reduction of \$564,323 (5.2%) that must be addressed."

Carrie presented four recommended options regarding the adopted tax rate and its impact on the budget:

1. The Board makes a motion to cover the shortfall from reserves and incorporate necessary adjustments into the FY2027 budget.
2. Wait until the mid-year budget adjustment, once tax receipts are available, to determine the actual shortfall. Implement changes in the budget at the mid-year adjustment.
3. Reduce the FY2026 budget by \$300,000 in September, and defer any additional changes until the mid-year adjustment.
4. Reduce the FY2026 budget by the full \$564,323 in September.

Carrie presented the impacts of the options based on collections, facilities, information technology, public relations and marketing, programming, services, and staffing and retention. Regardless of which option the Board adopts, she recommended the following be implemented to meet the estimated shortfall:

- Postpone the Florence Branch project, as it would add to operational costs.
- Postpone work on an Archive & History Center, as it would add to operational costs.
- Implement a hiring freeze to not add the new positions approved in the budget. The plan at this time is to not affect current staffing.

The Board discussed the options and implications.

- ✓ **MOTION TO WAIT UNTIL THE MID-YEAR BUDGET ADJUSTMENT TO DETERMINE THE ACTUAL SHORTFALL, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED 4-0 WITH DR ERIC JACKSON ABSTAINING.**

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Patty Reisz requested that the Library Board and Director role information be added to the October agenda.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:31 pm,

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

Minutes taken by Carrie Herrmann


Secretary


President

ACTION ITEMS:

1. Executive Director meet with Florence Community Member (by 09/15/2025 Board Meeting)—COMPLETED
2. Accountant to present a calendarized budget (by 10/20/2025 Board Meeting)—COMPLETED
3. Amend Conduct of Meetings Policy to allow flexibility in Public Comment (by 11/17/2025 Board Meeting)—COMPLETED
4. Patty Reisz to send Carrie Herrmann 7 areas of risk for a Risk Management Policy (by 10/20/2025 meeting)—COMPLETED
5. Executive Director Evaluation responses due to Dr. Jackson (by 10/05/2025)
6. Patty Reisz to send Carrie Herrmann a list, with contact information, of commercial bankers. (by 10/20/2025 meeting)
7. Dave Rich to send Carrie Herrmann an excel template of a risk management plan (by 10/20/2025 meeting)
8. Discussion of AI use in libraries and Boone County Public Library specifically (by 11/17/2025 Board Meeting)
9. Review of compensation system/performance management system (by 02/16/2026 Board Meeting)