

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:02 pm, at the Main Library on October 20, 2025.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Deborah Dutton-Lambert, Secretary; Patty Reisz, Treasurer (virtual); Dave Rich; Commissioner Chet Hand (virtual); Stephanie Huhn, CPA Bramel & Ackley; Rob Ziegler, Attorney Ziegler and Schneider; Carrie Herrmann, Executive Director; Sherri Slavey, HR Director; Julie Althaver, Grant Manager & Data Analyst Director.

APPROVAL OF AGENDA: The agenda was emailed to Board members.

- ✓ **MOTION TO DISCUSS THE AGENDA AS RECEIVED, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY**
- ✓ **MOTION TO AMEND THE AGENDA REMOVING ITEM X.f, DAVE RICH. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PRESENTATION: Katelyn Justice, Digital Services Librarian, introduced herself and shared information about eMaterials and BCPL and Kentucky Library Unbound.

Jennifer Gregory, Collection and Technical Services Director, introduces herself and gave an update on her department's activities.

PUBLIC COMMENT: A community member addressed the Board, commenting on how he relies on Libby and KLU for eMaterials. He would like to see more money put towards the collection in KLU. A second community member asked if the Library could do more to promote the classics.

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

- ✓ **MOTION TO DISCUSS THE SEPTEMBER MINUTES, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Discussion to change the wording under the Chapin Memorial Library ad hoc committee report section.

- ✓ **MOTION TO APPROVE THE SEPTEMBER MINUTES AS AMENDED, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Director's Report was distributed to Board members via email, and Carrie Herrmann provided key updates. Carrie Herrmann provided the following highlights:

- BCPL received a \$10,000 grant from the Kentucky Arts Council, submitted through the BCPL Foundation, to support installation of murals at the Main Library as part of the America 250th celebration.
- BCPL's nomination of Boone County Parks for the 2025 *Partner with My Public Library* Award was selected as one of ten winners nationwide. A virtual awards ceremony will be held Friday, November 14 from 2:00–3:00 p.m.
- The Full Management Team is reviewing operating hours at all locations and will make systemwide recommendations if changes are warranted.
- Baker & Taylor, one of the two largest library book vendors, announced its closure. BCPL had already shifted most ordering to other vendors; however, delays in materials delivery are expected industry-wide as remaining vendors manage increased demand. Some specialized items previously purchased exclusively through Baker & Taylor will require manual ordering and processing. Staff anticipate stabilization by spring.
- The FCC has ruled that E-rate funds can no longer be used for off-premises Wi-Fi hotspot services. Pending FY2025 requests for hotspot support will be denied, and this change will affect BCPL's program.
- In August, BCPL launched automated email reminders to help customers keep library cards active. Notifications are sent before and after expiration and highlight card benefits. This initiative was developed collaboratively by PR & Marketing and Public Service.
- The Local History Department participated in the Underground Railroad Bus Tour in partnership with Dinsmore Homestead and Belleview Baptist Church.
- Florence Branch Updates:

- Parking lot lighting adjusted to remain on overnight; LED replacements installed for failing fixtures.
- PIN Ministry relocated within the lot; partnership information added to the online calendar. The ministry served 91 individuals.
- Front porch bench removed and replacement ordered; planters ordered to discourage sitting on low brick wall.
- Facilities staff are evaluating options to restore lighting to the branch overhang.

TREASURERS REPORT: Stephanie Huhn presented the Treasurer's Report and General Ledger for August and September 2025. There was a short discussion about the Lord Abbott Investment fund.

- ✓ **MOTION TO APPROVE THE AUGUST AND SEPTEMBER TREASURERS REPORT, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial reports for August and September 2025. Stephanie presented the FY2026 calendarized budget.

- ✓ **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:

Open Records & Open Meetings Act: All Board members received a copy of the Attorney Generals "Open Records" document. While the Board did this in July, the State Attorney General released an updated version in late September. Board members signed proof of receipt.

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 "Staff Development and Training Policy," incorporating all suggested changes from the September meeting.

- ✓ **MOTION TO APPROVE THE STAFF DEVELOPMENT AND TRAINING POLICY AS AMENDED, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Carrie presented the "Risk Management Policy" to the Board with recommended changes. Included in the presentation was an excel sheet as an example of how staff will track risk management.

- ✓ **MOTION TO APPROVE THE RISK MANAGEMENT POLICY, DAVE RICH. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

Role of Board Members and Executive Director: The Board received reference materials from the Trustees Manual and the September 2025 KDLA Monthly Report outlining the respective roles of Trustees and the Executive Director. Carrie reviewed and discussed these roles with the Board.

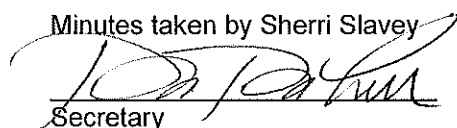
Chapin Memorial Library Ad Hoc Committee Update: Dr. Emily Myers reported on the recent committee meeting with SHP. The committee reviewed the history of Chapin Memorial Library and worked with SHP to develop the community engagement strategy and project timeline. The group determined that targeted one-on-one meetings with stakeholder groups will be more effective than surveys. SHP will present preliminary recommendations and budget estimates at the committee's December meeting.

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 5:43 pm.

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

Minutes taken by Sherri Slavey


Secretary


President

ACTION ITEMS:

1. Executive Director Evaluation responses due to Dr. Jackson (by 10/05/2025)--COMPLETED
2. Patty Reisz to send Carrie Herrmann a list, with contact information, of commercial bankers. (by 10/20/2025 meeting)
3. Dave Rich to send Carrie Herrmann an excel template of a risk management plan (by 10/20/2025 Board Meeting)--COMPLETED
4. Discussion of AI use in libraries and Boone County Public Library specifically (by 11/17/2025 Board Meeting)
5. Analysis of non-circulating items for 12 and 24 months (by 01/19/2026 Board Meeting)
6. Risk Management Excel Sheet presentation (by 01/19/2025 Board Meeting)
7. Review of compensation system/performance management system (by 02/16/2026 Board Meeting)

