

November 2025 Minutes

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:05 pm, at the Scheben Branch on November 17, 2025.

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

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

- ✓ **MOTION TO AMEND THE AGENDA ADDING ITEM VIII.E, DAVE RICH. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PRESENTATION: Craig Lefteroff, Scheben Branch Manager, introduced himself and shared information about the Scheben Branch.

Josh Hunt, Florence City Administrator, shared the city's economic development plan and the master plan for property near the current Florence Branch. This presentation included a discussion about relocating the Florence Branch to this property.

PUBLIC COMMENT: A community member addressed the Board, requesting Sunday hours at the Florence Branch, questioning the Take & Make program, and requesting that the Board consider the City of Florence proposal. The community member also said that he believes everyone on the Board is against the City of Florence. He showed old pictures of the Florence Branch before we completed his requested work.

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

- ✓ **MOTION TO APPROVE THE OCTOBER MINUTES, PATTY REISZ. SECOND, DAVE RICH. 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:

- Grants submitted since the last Board meeting:
 - \$50,000 grant to the Helen G., Henry F., & Louise Tuechter Dornette Foundation for land improvements at the Hebron Branch.
 - \$12,000 grant to the Patricia Kisker Foundation to help bring a traveling exhibit to BCPL.
 - \$25,000 grant to the Ohio Valley Foundation for a new telephone system
- Grants received since the last Board meeting:
 - \$25,000 grant from the National Endowment for the Arts to aid in the installation of murals at the Main Library connected to the America 250th celebration.
 - \$9,000 Technology and Website grant from KDLA to help pay for phone equipment for a new system.
- The auditor was on site the week of November 3rd. They are tentatively scheduled to present the audit at the December meeting
- The Main Library has had issues with two fire panels. The Garden Level fire panel needs to be repaired and connected to the system by wi-fi. This will increase our annual monitoring costs. The first floor panel needs to be replaced entirely. This is work that must be done now and the cost added to the budget at mid-year.
- The Scheben Branch sidewalk connecting the branch to the restaurants has been completed. The gazebos at the front of the building has been installed.
- One of the items I heard multiple times during the Hebron Community meetings was the request for a more direct sidewalk from the sidewalk on 237 to the Library. Jeff has worked with a contractor to map a route and to get a quote for this work.
- Michael Savarino, IT Director, has taken the lead on writing an AI Policy for BCPL. There is currently a draft being reviewed by staff in different departments to give feedback before being

presented to the Board. There was a brief discussion with questions about the purpose of the policy—ethical use, what tools they can and cannot use. A discussion about local agents and BCPL.

- I have created an AI Users Group that is led by Rich Webster, Digital Branch Manager, and Craig Lefteroff, Scheben Branch Manager. This group will:
 - Meet regularly (depending on member availability).
 - Be open to all staff at all levels—no assigned members or formal commitment required.
 - Review one or two AI tools each session and discuss their experiences: the good, the bad, and the ugly.
 - Identify what works well, share tips and tricks, and determine whether the tool is useful for BCPL staff.
 - At the conclusion of each review, the group will develop a short white paper (no more than one page per AI tool) summarizing their findings and recommendations, which will be shared with all staff.
- BCPL staff did an analysis of concerts for FY2025:
 - Total Attendance: 4,779
 - Total Cost: \$13,533.33
 - Average Cost per attendee: \$2.83
 - Concerts accounted for 26.7% of our overall adult program attendance.

Carrie answered questions about the Job Fair and the craft swap program

TREASURERS REPORT: Stephanie Huhn presented the Treasurer's Report and General Ledger for October 2025. Carrie and Stephanie will be meeting with representatives from Heritage and Truist Banks.

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

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial reports for October 2025.

ATTORNEY'S REPORT: Rob Ziegler had no report.

BUSINESS:

Facilities Master Plan Discussion: The Board discussed the Facilities Master Plan in relation to the recent presentation by the City of Florence, the assessment of community needs, and potential future options for the Florence Branch. Carrie noted that the Florence Branch requires additional meeting space, study rooms, and programming areas. She reminded the Board that a key recommendation from the Facilities Master Plan consultant was to reevaluate each project's recommendations over time to ensure they continue to meet the evolving needs of the community. Carrie outlined four primary options for consideration:

1. Renovate and expand the existing Florence Branch in accordance with the Facilities Master Plan;
2. Construct a new Florence Branch on property *offered* by the City of Florence;
3. Pursue adaptive reuse of an existing building (e.g., the former CVS locations on Turfway Road, Main Street, or Dixie Highway; the Mi Salon building on Route 18 near Ewing Boulevard; or the former Sears space at Florence Mall); or
4. Take no action at this time.

Dave Rich suggested four additional options:

1. Renovate only the exterior of the current facility;
2. Renovate only the interior of the current facility;
3. Renovate both the exterior and the interior of the current facility; or
4. Construct a new Florence Branch in a different location in Florence.

Carrie recommended that the Board review the draft of the Boone County Comprehensive plan. BCPL is mentioned several times. Commissioner Hand added that the county is accepting comments on the Plan currently. Following discussion, Carrie recommended that the Board authorize her to obtain quotes from

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architectural firms to conduct community engagement and to evaluate the continued validity of the Facilities Master Plan recommendations for the Florence Branch.

- ✓ **MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SOLICIT THREE QUOTES FROM ARCHITECTURAL FIRMS FOR THE EVALUATION OF THE FLORENCE BRANCH, UTILIZING THE FACILITIES MASTER PLAN AND RELEVANT INFORMATION FROM THE CITY OF FLORENCE AND THE BOONE COUNTY PLANNING COMMISSION, WITH RESULTS TO BE PRESENTED AT THE FEBRUARY BOARD MEETING, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

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, PATTY REISZ. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Records Destruction: Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was supplied to the Board for approval.

- ✓ **MOTION TO APPROVE DESTRUCTION CERTIFICATE, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY**

Tax Refunds: Taxpayer refunds in excess of \$1,000 are approved by the Board. BCPL has received tax refund requests totaling \$27,099.20: DG Distribution Midwest requested a refund of \$10,594.81 for the 2022 tax year; DG Distribution Midwest requested a refund of \$7,609.01 for the 2023 tax year; IBM Credit LLC requested a refund of \$2,181.36 for the 2024 tax year; Castlegate Logistics, Inc requested a refund of \$826.93 for the 2024 tax year; BRG Parkway Trails LLC requested a refund of \$1,090.92 for the 2023 tax year; CIT Bank NA CO Ryan LLC requested a refund of \$3,322.94 for the 2021 tax year; and Wild Flavors Inc requested a refund of \$1,473.23 for the 2023 tax year. Tax revenues will be reduced by this amount.

- ✓ **MOTION TO APPROVE THE TAX REFUNDS TOTALING \$27,099.20, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Next Month's Agenda Items: Dave Rich requested an overview of potential agenda items for the December meeting to allow Board members additional time to prepare. Carrie noted that the auditor is tentatively scheduled to present the FY2025 audit, and Viox & Viox is expected to present the Hebron Land Use Study. The December agenda will also include additional surplus items and an update on the trustee application process. Dave Rich requested that a general discussion on library efficiency and noncirculating items be added to the December agenda. Carrie recommended that the noncirculating items report be placed on the January agenda instead.

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 5:30 pm.

- ✓ **MOTION TO ADJOURN, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey

Secretary

Dr. Eric R. Jackson

President

ACTION ITEMS:

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1. Patty Reisz to send Carrie Herrmann a list, with contact information, of commercial bankers. (by 10/20/2025 meeting)--COMPLETED
2. Analysis of non-circulating items for 12 and 24 months (by 01/19/2026 Board Meeting)
3. Risk Management Excel Sheet presentation (by 01/19/2025 Board Meeting)
4. Mid-Year Budget update (by 01/19/2025 Board Meeting)
5. Review of compensation system/performance management system (by 02/16/2026 Board Meeting)
6. Discussion of AI use in libraries and Boone County Public Library specifically and review of BCPL AI Policy (by 02/16/2026 Board Meeting)