

**CALL TO ORDER:** President Dr. Eric Jackson called the meeting to order at 4:04 pm, at the Main Library on December 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; Sherri Slavey, HR Director; Julie Althaver, Grant Manager & Data Analyst Director; Dawna Bach, Public Service Director.

**APPROVAL OF AGENDA:** The agenda was distributed to Board members in advance.

- ✓ MOTION TO APPROVE THE AGENDA AS RECEIVED, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY

**PRESENTATION:** Megan deSola and Brock MacKay from Viox & Viox presented the updated Hebron Land Use Study and answered questions.

Anthony Workman from Kelley Galloway Smith Goolsby, PSC. presented the FY2025 audit and answered questions. He highlighted two internal controls concerns: inadequate collateral on accounts at Truist Bank and a non-compliant mutual fund investment.

**PUBLIC COMMENT:** The first community member commented on several topics, including Library spending should be less than the revenue it receives; the November Board conference room at the Scheben Branch was too small to comfortably accommodate the number of attendees present; Florence Branch; and Sunday hours at the Florence Branch or limiting Sunday hours to the Main Library only or implementing seasonal (winter/summer) hours. Board members mentioned that a systemwide hours survey had been conducted and noted that Executive Director Herrmann has previously discussed both options as part of broader hours considerations.

The second community member shared that she regularly uses the Hebron Branch on Sundays and reported that the branch is consistently busy during those hours. She also inquired about the status of the hours survey. Executive Director Herrmann responded that the survey closed the previous week.

**MINUTES:** Minutes of the November meeting were distributed to Board members in advance..

- ✓ MOTION TO APPROVE THE NOVEMBER MINUTES AS AMENDED, DR, EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.

**DIRECTOR'S REPORT:** The Director's Report was distributed to Board members in advance. Carrie Herrmann provided the following highlights:

- As the lead agency for Kentucky Libraries Unbound, she sent a letter to the State Attorney General asking him to review the potential for anticompetitive, collusive, and unfair trade practices in the e-book and digital audiobook marketplace. That letter is at the end of my report. Forty other libraries signed onto the letter in support.
- On the afternoon of November 13<sup>th</sup>, the front glass door at the Hebron Branch shattered. It appears to be environmental. No one was on the property when it happened. I have filed an insurance claim.
- The request for quotes to review the Facilities Master Plan recommendations for the Florence Branch has been shared with Omni, Brandstetter Carroll, SHP and Champlin. The due date is January 12, 2026.
- Carrie is on vacation December 22, 2025, to January 4, 2026.
- Debbie Donovan, Business Services Director, has turned in her resignation. She has agreed to stay until a replacement is found. Interviews are underway. Board recommended doing a credit check for this position.
- Discussed the staff turnover analysis Carrie completed. There was a brief discussion about exit interviews.

→ Abbott

**ACCOUNTANT'S REPORT:** Stephanie Huhn reported that the November financial reports would be available by January 10<sup>th</sup>. The December financial reports would be available for the January 19<sup>th</sup> meeting. Funds in the Lord Abbott fund have been reinvested in a Treasury Fund. Dave Rich requested a copy of the fact sheet for the new fund. \$8.2 million tax revenue has been collected as of November 30<sup>th</sup>. There will be additional tax revenue in December.

**ATTORNEY'S REPORT:** Rob Ziegler had no report.

**BUSINESS:**

Hebron Land Use Plan:

- ✓ **MOTION TO DISCUSS THE HEBRON LAND USE PLAN AS PRESENTED BY VIOX & VIOX DURING PUBLIC COMMENT, DAVE RICH. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

The Board reviewed community feedback, noting a clear consensus against the development of apartments, warehouses, or manufacturing facilities on the site. The discussion focused on alternative strategic directions, including potential community partnerships, as well as the long-term benefits of selling or leasing the property. Dr. Emily Myers raised concerns about the small sample size for the community comments.

- ✓ **MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SHARE THE UPDATED 2025 UPDATED HEBRON LAND USE PLAN WITH KEY STAKEHOLDERS, INCLUDING THE COUNTY, COUNTY COMMISSIONERS, PLANNING COMMISSION, PARKS, EXTENSION DISTRICT, CONSERVANCE, ALONG WITH OTHER POTENTIAL PARTNERS. THE PURPOSE OF THIS OUTREACH TO GAUGE INTEREST IN COLLABORATIVE OPPORTUNITIES, INCLUDING THE POTENTIAL SALE OR LEASE OF THE PROPERTY, DR. EMILY MYERS. SECOND, DAVE RICH. APPROVED UNANIMOUSLY.**

Audit Acceptance: The Board must vote to accept the audit.

- ✓ **MOTION TO ACCEPT THE FY2025 AUDIT AS PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, PATTY REISZ. 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 AS PRESENTED, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. 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, DAVE RICH. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Trustee Application Process: The Board reviewed the upcoming vacancy for the Board of Trustees. The term for Dr. Emily Myers is set to expire on June 30, 2025. Per the requirements of the Kentucky Department for Libraries and Archives, the Board must submit two qualified candidates for each open position at least 90 days prior to the term's end. It was noted that Dr. Myers remains eligible for reappointment. Timeline of Key Dates:

- Application Release: December 18, 2025
- Board Assessment: January 19, 2026
- Informational Session: February 2, 2026 (4:00 PM at the Main Library)
- Application Deadline: February 10, 2026
- Board Application Review: February 16, 2026

July 4<sup>th</sup> Holiday: In 2026, the July 4<sup>th</sup> Holiday falls on Saturday. BCPL policy designates July 4<sup>th</sup> as a holiday closure. Both the State of Kentucky and the Federal government will observe the holiday on Friday, July 3<sup>rd</sup>. To align BCPL's schedule with state and federal observances, it is recommended that BCPL close on both Friday, July 3<sup>rd</sup>, and Saturday, July 4<sup>th</sup>, 2026. A Board vote is required to approve this adjustment for the 2026 holiday schedule.

- ✓ **MOTION TO ACCEPT THE EXECUTIVE DIRECTOR'S RECOMMENDATION FOR 2026, DAVE RICH. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Efficiency Benchmarking: Dave Rich presented an analysis on library efficiency, using benchmarking data from the Kentucky Department for Libraries and Archives annual reports. Compared with peer group libraries, BCPL revenue per resident is 36% higher, staff cost per resident is 73% higher, and square footage per resident is 65% higher. Mr. Rich proposed that an "efficient library" is characterized by:

- Tax revenues per resident that are consistent with peer group library systems.
- Spending levels per resident that are consistent with peer group library systems
- Staff costs and staffing levels that are consistent with peer group library systems.
- High circulation and collection turnover rates as well as low volume of non-circulating items
- Minimal waste of resources (including money, space, and time).

The Board noted the difficulty of "apples-to-apples" comparisons between Boone County and more rural Kentucky districts due to significant differences in demographics and infrastructure. Mr. Rich explained that the peer group library systems are like Boone County (urban/suburban)

Discussion ensued regarding the presented model's alignment with for-profit business structures versus the service-oriented mandate of governmental or nonprofit entities. Mr. Rich distinguished between structural efficiencies (including the number of physical locations, their respective sizes, and their layouts) and operational efficiencies (how services are delivered).

The Board identified several key questions for future deliberation:

1. How should BCPL formally define an "efficient library" in the context of its specific mission?
2. What reliable metrics or resources will be used to project future population growth?
3. What are the long-term revenue projections in relation to these efficiencies?
4. What is BCPL's overarching philosophy regarding the balance between efficiency and effectiveness?

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 6:03 pm.

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

Minutes taken by Sherri-Slavey

Secretary

Dr. Emily Jackson  
President

**ACTION ITEMS:**

1. Analysis of non-circulating items for 12 and 24 months (by 01/19/2026 Board Meeting)
2. Risk Management Excel Sheet presentation (by 01/19/2025 Board Meeting)
3. Mid-Year Budget update (by 01/19/2025 Board Meeting)
4. Florence Branch Facilities Master Plan review architect proposal discussion (by 01/19/2026)
5. Review of compensation system/performance management system (by 02/16/2026 Board Meeting)

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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)
7. Employee Exit Survey (by 02/16/2026 Board Meeting)
8. Review Board member applications (by 02/16/2026 Board Meeting)
9. Chapin Consultant Update (by 03/16/2026 Board Meeting)
10. Operating hours recommendation (by the 03/16/2026 Board Meeting)
11. Feed back from Key Stakeholders regarding Viox & Viox report (by <sup>03</sup>~~02~~/16/2026 Board Meeting)