

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:01 pm at the Florence Branch on January 19, 2026.

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

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

✓ **MOTION TO APPROVE THE AGENDA, DR. EMILY MYERS. SECOND, PATTY REISZ.**
Discussion to amend the agenda to add "Next Meeting Agenda" as the last item before adjournment.

✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, DAVE RICH. SECOND, PATTY REISZ.**
APPROVED UNANIMOUSLY.

PUBLIC COMMENT: A community member addressed the Board regarding several items. The speaker requested that Board meetings commence with a prayer and the Pledge of Allegiance. They also suggested providing a podium for public comments. A question was raised regarding the outcomes and impact of the "Unseen Neighbors" homelessness panel held on January 14. Executive Director Carrie Herrmann responded that it was an informational session. The speaker requested the addition of Sunday hours at the Florence Branch, inquiring why this has not yet been implemented. Additionally, they reported concerns regarding individuals sleeping on the exterior porch prior to opening and within the facility during operating hours. The speaker complimented Facility Director Jeff Ahrens for his recent work at the Florence Branch. In response to the inquiry regarding branch hours, Board members noted that a systemwide hours of operation survey was recently conducted to evaluate service needs.

MINUTES: Minutes of the December meeting were distributed to Board members in advance. Executive Director Carrie Herrmann recommended three updates to the minutes: corrected spelling for two words and the addition of an action item related to feedback on the Hebron land use study by Viox & Viox for the March 16 Board meeting

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

EXECUTIVE DIRECTOR'S REPORT: The Executive Director's Report was distributed to Board members in advance. Executive Director Carrie Herrmann highlighted several key updates:

- Carrie noted she is currently fulfilling the duties of both Executive Director and Business Services Director while the search for a new Business Services Director is underway. Interviews for the position are ongoing.
- A meeting was held on December 23rd with representatives from the Consumer Protection Division of the Kentucky Attorney General's Office regarding unfair pricing of eMaterials. They have requested for additional information for further review.
- In response to increased public demand, Carrie intends to initiate discussions regarding reciprocal borrowing agreements with the Library Directors in Aurora and Dearborn County.
- The Florence Branch is progressing toward certification as a Kentucky Career Access Center. Following the acceptance of the Library's application, reference staff completed initial training on January 8th.
- The "Unseen Neighbors" campaign has seen significant community engagement, with over 300 blankets and 1,200 pairs of socks donated as of January 14th. A related panel discussion at the Main Library on January 14th was attended by 127 community members.
- Recent improvements at the Florence Branch include the completion of overhang lighting in January and necessary sidewalk maintenance on January 11th to eliminate potential tripping hazards.
- Carrie introduced a discussion for a Priority-Based Budgeting model for FY2027. This framework would align financial resources with the Library's mission and community impact rather than historical department-based spending. Mr. Rich noted that Priority Based Budgeting required more effort than basic budgeting and that BCPL struggles with basic budgeting, Mr. Reisz responded that, in her experience, Priority-Based budgeting is not more difficult.

- Key metrics for December 2025 and the first half of FY2026 were presented. Carrie explained that the data are inconsistent with metrics reviewed monthly with the Board because these metrics include digital circulation and digital visits to the Library website. Carrie presented an analysis of programming based on 21st century skills. Ms. Dutton-Lambert recommended that the Library charge a nominal fee for concerts. Other Trustees disagreed. Mr. Rich noted that the report was difficult to understand and that the report implies that there are five full time equivalent staff delivering programming.
- A non-circulating item assessment was shared, detailing collection sizes and identifying materials that have not circulated within one- and two-year intervals. Carrie said that collection weeding has been reduced for the last few years and needs to be more of a priority going forward. Mr. Rich remarked that the report was factually inaccurate and mathematically flawed. He also noted that i) stale items in the collection require more bookshelves/storage and more floor space, and ii) a shortage of floor space is restricting the Library's ability to add study rooms at Scheben and Florence, add meeting rooms at Florence, and add archive space at the Main Library. Ms. Reisz said that she was unaware of these space utilization concerns. Dr. Jackson was aware of the space utilization challenges. Dr. Myers requested a review of space utilization at the February meeting.

TREASURER'S REPORT: Stephanie Huhn presented the Treasurer's Report and General Ledger for November and December 2025.

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

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial reports for November and December 2025. The Board discussed the Lord Abbett fund to ensure all investments remain in strict compliance with Kentucky Revised Statutes. To maintain ongoing oversight, Stephanie recommended the implementation of a formal compliance checklist. A review of the current Investment Policy was recommended, alongside a plan to transition investments away from Truist Bank. Stephanie advised that as current Certificates of Deposit (CDs) reach maturity, funds should be reinvested with alternative banking institutions. Additionally, it was emphasized that all uncollateralized amounts must be pledged immediately to eliminate timing gaps and ensure continuous protection of assets.

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.**

Risk Management Spreadsheet: Carrie presented the Risk Management Assessment spreadsheet. She reminded the Board that the policy was approved on October 20, 2025. Ms. Dutton-Lambert complimented Carrie and her team for a very good start. Brief discussion of additions to the spreadsheet. Carrie requested that Board members send her suggestions for additions to the spreadsheet. The Board requested a review of an updated spreadsheet at the March Meeting.

Florence Branch Facilities Master Plan Validation: A discussion of the quotes received for this project. Three quotes were received—Brandstetter Carroll, Omni, and SHP. Two quotes were most competitive: the Omni quote was higher than SHP, but Omni planned for a shorter study period.

- ✓ **MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO A CONTRACT WITH OMNI NOT TO EXCEED \$30,000, DAVE RICH. SECOND, PATTY REISZ. APPROVED 4-0 WITH DEBORAH DUTTON-LAMBERT ABSTAINING.**

Trustee Self-Assessment: Trustees completed a self-evaluation before the meeting. Carrie introduced a new assessment tool from the Kentucky Department of Libraries and Archives (KDLA), designed to help Library Boards evaluate their current skills and identify future needs based on upcoming projects. Discussion about how the application has been shared and the informational session on February 2nd.

Mid-Year Budget Update: Carrie presented the mid-year budget requests for the Capital Budget and the Operating Budget. Revenue is forecasted to be higher than the FY2026 Budget. Carrie proposed \$513,614 in additional spending (primarily higher salaries and retirement benefits, chairs, grants, and investment loss). Total proposed spending is \$11,977,6146. Mr. Rich objected to the budget modification process and to the higher proposed spending.

- ✓ **MOTION TO APPROVE THE MID-YEAR OPERATING AND CAPITAL BUDGET AS PRESENTED, PATTY REISZ. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED 4-1 WITH DAVE RICH VOTING AGAINST.**

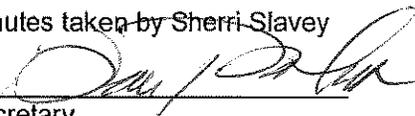
NEXT MEETING AGENDA ITEMS: The following items were identified for inclusion on the agenda for the next meeting of the Board of Trustees: (1) Artificial Intelligence; (2) Employee Exit Survey; (3) Trustee application review; (4) Investment Policy; (5) Space Utilization; (6) FY2027 Budget Framework; and (7) Truist Banking Update. Carrie recommends the presentation of the systemwide compensation study be deferred to the March board 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 6:30 pm.

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

Minutes taken by Sherri Slavey


Secretary


President

ACTION ITEMS:

1. Analysis of non-circulating items for 12 and 24 months (by 01/19/2026 Board Meeting) COMPLETED
2. Risk Management Excel Sheet presentation (by 03/16/2026 Board Meeting) COMPLETED
3. Mid-Year Budget update (by 01/19/2025 Board Meeting) COMPLETED
4. Florence Branch Facilities Master Plan review architect proposal discussion (by 01/19/2026) COMPLETED
5. Discussion of AI use in libraries and Boone County Public Library specifically and review of BCPL AI Policy (by 02/16/2026 Board Meeting)
6. Employee Exit Survey (by 02/16/2026 Board Meeting)
7. Review Board member applications (by 02/16/2026 Board Meeting)
8. Review Investment Policy (by 02/16/2026 Board Meeting)
9. Truist Bank Update (by 02/16/2026 Board Meeting)
10. Space Utilization, included corrected non circulation item analysis (by 02/16/2026 Board Meeting)
11. Budget Framework (by 02/16/2026 Board Meeting)
12. Chapin Consultant Update (by 03/16/2026 Board Meeting)
13. Operating hours recommendation (by the 03/16/2026 Board Meeting)
14. Review of compensation system/performance management system (by 03/16/2026 Board Meeting)
15. Feedback from key stakeholders regarding Hebron Branch Land Use Plan (by 03/16/2026 Board Meeting)
16. Updated Risk Management Excel Sheet presentation (by 03/16/2026 Board Meeting)