

**CALL TO ORDER:** President Dr. Eric Jackson called the meeting to order at 4:02 pm at the Main Library on February 16, 2026.

**PRESENT:** Dr. Eric Jackson, President (virtual); Dr. Emily Myers, Vice-President; Deborah Dutton-Lambert, Secretary; Patty Reisz, Treasurer (virtual); 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; Julie Althaver, Grant Writer & Data Analyst Director; Jeff Gurnee, KDLA Regional Librarian.

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

- ✓ **MOTION TO APPROVE THE AGENDA, PATTY REISZ. SECOND, DAVE RICH.**

Discussion to amend the agenda to move "Executive Session" to the end of the items of business.

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

**PRESENTATION:** Michael Savarino, IT Director, presented the proposed Artificial Intelligence Policy for Board consideration. Following the presentation, the Board engaged in a discussion regarding oversight and implementation. Key recommendations included increasing the frequency of the allowed AI tools review from an annual to a quarterly basis to ensure alignment with rapid technological advancements. Feedback regarding the policy is due to Carrie Herrmann by March 6, 2026. The Board further inquired about the availability and governance of AI tools for public use. Michael is only aware of one at this time. Additionally, the Board requested that Michael develop a complementary policy defining data classification standards and established protocols for the treatment of various data types within the organization.

**PUBLIC COMMENT:** The Board heard from a member of the public who offered suggestions regarding meeting protocols, including the addition of an invocation, the Pledge of Allegiance, and the use of a podium for speakers. The individual also recommended reducing the production frequency of the library newsletter to a bimonthly schedule to achieve cost savings. Furthermore, the speaker raised concerns regarding the enforcement of patron conduct policies related to sleeping in the facility and expressed observations regarding Branch Manager office visibility and configurations at the Florence Branch.

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

- ✓ **MOTION TO APPROVE THE JANUARY MINUTES, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS.**

Discussion to amend the minutes to correct typographical errors.

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

**EXECUTIVE DIRECTOR'S REPORT:** The Executive Director's Report was distributed to the Board in advance of the meeting. Executive Director Carrie Herrmann highlighted the following updates:

- On February 12, five members of the BCPL staff traveled to Frankfort to meet with six of Boone County's eight legislators. Meetings were held with Senators Rawlings and Williams, and Representatives Banta, Doan, Hart, and Roberts. Representatives Maddox and Proctor were unavailable. Staff distributed advocacy briefs detailing three priority issues specifically impacting BCPL.
- The "Unseen Neighbors" campaign concluded on January 31 and was noted for its significant community impact:
  - Engagement: Over 125 individuals attended the homeless awareness event.
  - Donation: More than 2,500 socks and blankets were collected for distribution.
  - Media Coverage: The campaign received regional coverage from WXIX, WCPO, (featuring an interview at the Florence Branch), and WKRC.
  - Outcome Note: Ms. Herrmann reported that a campaign participant successfully secured housing through a private community member's initiative.

- Carrie marked her 26th anniversary with BCPL on February 1.
- A part-time vacancy at the Chapin Memorial Library, resulting from a relocation-based resignation, has been formally posted.
- Board Discussion and Action Items
  - Commissioner Hand requested that the current operational procedure regarding home visits be formally transitioned into a Board-approved policy.
  - A discussion regarding the Board oversight was initiated by Mr. Rich. He highlighted five potential causes for poor oversight, including ability, time, transparency, interest, and culture. Following input from Ms. Reisz and Ms. Dutton-Lambert, the Board tabled this broader discussion for a future meeting. To facilitate that future dialogue, the following requests were made:
    - Dr. Myers requested that Rob Ziegler provide a formal definition of "oversight."
    - Dr. Jackson requested a comprehensive review of the distinct responsibilities held by the Board of Trustees versus the Executive Director.
- Dr. Jackson volunteered to provide an Archive & History Center document that was reviewed with the Board in FY2025.
- In response to a request for a gap analysis of the Florence service area, Ms. Herrmann recommended coordinating this study with the upcoming consultant presentation regarding the Facilities Master Plan. She noted that the two evaluations are complementary and would provide a more cohesive data set if presented together.

**TREASURER'S REPORT:** Stephanie Huhn did not have a report. January report will be provided to the Board by February 27<sup>th</sup>.

**ACCOUNTANT'S REPORT:** The January report will be provided to the Board by February 27<sup>th</sup>. Stephanie Huhn shared that an RFP for an auditing firm will be released in March with a deadline in May. Stephanie also reported that she and Carrie are meeting with local banks and will make a recommendation at the March meeting.

**ATTORNEY'S REPORT:** Rob Ziegler did not have a report.

- ✓ **MOTION TO AMEND THE AGENDA MOVING THE EXECUTIVE SESSION TO BEFORE TRUSTEES DISCUSSION, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Policy Review:** A discussion of the Artificial Intelligence Policy presented by Michael Savarino. Discussion about the need for a Data Classification Policy to complement the AI Policy. A discussion about changing the annual review of AI tools to monthly or quarterly. Dave Rich asked about AI tools for the public. Carrie reminded the Board this is an operational policy about staff use of AI and that BCPL does not monitor usage of public computers beyond restricted sites for pornography. Michael Savarino explained that there is only one AI tool that is available for the public library to offer as a service to the community. He is meeting with a representative of the company to evaluate the service. Feedback is due to Carrie by March 6.

Stephanie Huhn presented the existing Investment Policy to the Board. She made recommendation for changes to bring the policy in compliance with Kentucky Statute and asked for recommendations of other changes. There was discussion about who is and could be the Investment Officer.

**Employee Exit Survey:** Carrie and Sherri Slavey, HR Director, presented the Exit Survey that has been used in the past to assess organizational health and retention. The survey will now be sent to all staff who are leaving BCPL and a report aggregating the responses will be shared with the Board annually.

**Space Utilization:** A discussion regarding the current and projected usage of physical space across all BCPL branch locations. Carrie shared information from the Facilities Master Plan and observations from staff and management about each location. Discussed usage of collection compared to usage and space needs. Consensus of the Board is to prioritize the Florence Branch.

**Budget Framework:** Initial discussion regarding the development, priorities, and timeline for the FY2027 budget process. Carrie shared that traditionally the Board had asked Carrie to create a balanced budget between revenue and expenses. She also said that while she likes the idea of a Priority budget over the current model, she believes that there are operational obstacles that cannot be solved by the new fiscal year. She will look at this type of budget for FY2028. The Board advised the Executive Director that they wanted to see a budget that prioritizes our current strategic directions in the following order: Space, Staff, Services. Mr. Rich commented that a budget includes four elements: deliverables, physical assumptions, financials consistent with the physicals, and calendarization and that the Fy2026 spreadsheet did not meet these criteria.

**Trustee Applications:** One trustee appointment expires June 30, 2025—Dr. Emily Myers. The Kentucky Department of Libraries and Archives has requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each position open. Dr. Myers recused herself and left the room as she had applied.

- ✓ **MOTION TO SUBMIT CANDIDATES D AND B AS POSSIBLE REPLACEMENT FOR DR. EMILY MYERS, WITH CANDIDATE E AS THE ALTERNATE, DAVE RICH . SECOND PATTY REISZ. APPROVED 4-0 WITH DR. EMILY MYERS ABSTAINING AND NOT PRESENT.**

After voting had been finished, Dr. Myers rejoined the meeting and went on to the next item of business.

#### Executive Session

- ✓ **MOTION THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810, SECTION ONE, SUBSECTION F TO DISCUSS A PERSONNEL MATTER THAT MAY LEAD TO DISCIPLINE OR DISMISSAL, DR. EMILY MYERS . SECOND DAVE RICH. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library entered closed session at 6:42 pm.

- ✓ **MOTION THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO OPEN SESSION, DEBORAH DUTTON-LAMBERT . SECOND DAVE RICH. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library returned to open session at 7:01 pm.

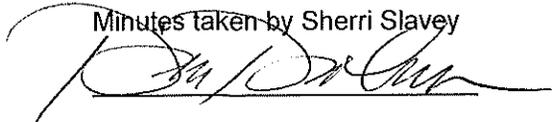
**NEXT MEETING AGENDA ITEMS:** The following items were identified for inclusion on the agenda for the next meeting of the Board of Trustees: (1) Operating hours recommendation; (2) Review of compensation system; (3) Review of performance management system; (4) Investment Policy; (5) Feedback from key stakeholders regarding Hebron Branch land use plan; (6) Risk Management; (7) Banking recommendation; (8) AI Policy; (9) Data Classification Policy; (10) How does the Board provide/improve Oversight; and (11) Florence Branch Gaps/Needs.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members. Jeff Gurnee, KDLA Regional Librarian highlighted the county ROI data and that the annual report compilation should be available in April.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:06 pm.

- ✓ **MOTION TO ADJOURN, DEBORAH DUTTON-LAMBERT. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey




Secretary

President

**ACTION ITEMS:**

1. Discussion of AI use in libraries and Boone County Public Library specifically and review of BCPL AI Policy (by 02/16/2026 Board Meeting) COMPLETED
2. Employee Exit Survey (by 02/16/2026 Board Meeting) COMPLETED
3. Review Board member applications (by 02/16/2026 Board Meeting) COMPLETED
4. Truist Bank Update (by 02/16/2026 Board Meeting) COMPLETED
5. Space Utilization, including corrected non circulation item analysis (by 02/16/2026 Board Meeting) COMPLETED
6. Budget Framework (by 02/16/2026 Board Meeting) COMPLETED
7. Feedback from Board Members regarding AI Policy (by 03/06/2026 Board meeting)
8. Formal definition of "oversight" (by 03/06/2026 Board meeting)
9. Comprehensive review of the distinct responsibilities held by the Board of Trustees versus the Executive Director (by 03/06/2026 Board meeting)
10. Operating hours recommendation (by the 03/16/2026 Board Meeting)
11. Review of compensation system/performance management system (by 03/16/2026 Board Meeting)
12. Feedback from key stakeholders regarding Hebron Branch Land Use Plan (by 03/16/2026 Board Meeting)
13. Updated Risk Management Excel Sheet presentation (by 03/16/2026 Board Meeting)
14. Review Investment Policy (by 03/16/2026 Board Meeting)
15. Review AI Policy (by 03/16/2026 Board Meeting)
16. Review Data Classification Policy (by 03/16/2026 Board Meeting)
17. Chapin Consultant Update (by 04/20/2026 Board Meeting)
18. Review Collection Development Policy (by 04/20/2026 Board Meeting)
19. Review of bids from Auditor RFP (by 05/18/2026 Board Meeting)
20. Archive & History Center Ad Hoc Committee Report (by 05/18/2026 Board Meeting)
21. Home Visits Policy (by 06/15/2026 meeting)
22. Collection Report (by 07/20/2026 Board Meeting)
23. Analysis of Florence gaps (Same meeting as Omni report)