

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Scheben Branch on November 20, 2023.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Don Trame, Secretary; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director; Jennifer Cheek, PR& Marketing Director; Sherri Slavey, HR Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC COMMENT: 7 Community members spoke about Chapin Memorial Library, issues they have with the Express Location, and the need for a staffed library location in Petersburg. 1 community member asked about donating books on behalf of a group.

PUBLIC PRESENTATION: Dawna Bach, Public Service Director, gave a short presentation about her department's projects.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, DR. EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Stephanie Huhn presented the September treasurers report.

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURERS REPORT, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

BUSINESS:

Tax refund: Taxpayer refunds in excess of \$1,000 are approved by the Board. The following companies have requested tax refunds:

1. Halperns Steak & Seafood Company requested a refund of \$3,039.39 for the 2022 tax year;
2. Lucky OpCo LLC requested a refund of \$3,444.43 for the 2021 tax year; and
3. Lucky OpCo LLC requested a refund of \$7,218.23 for the 2022 tax year;

- ✓ **MOTION TO APPROVE HALPERNS STEAK & SEAFOOD COMPANY REFUND REQUEST OF \$3,039.39 FOR THE 2022 TAX YEAR, LUCKY OPCO LLC REFUND REQUEST OF \$3,444.43 FOR THE 2021 TAX YEAR, AND LUCKY OPCO LLC REQUEST OF \$7,718.23 FOR THE 2022 TAX YEAR, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Walton Construction Project Update: As of October 31, 2023, BCPL has saved \$58,518.50. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax.

Graybach has made considerable progress over the last month. A team of staff evaluated open hours for the Walton location. Recommended hours for the new Walton location match the Hebron Branch hours-- Monday through Thursday 9:00 am to 8:00 pm; Friday 9:00 am to 6:00 pm; Saturday 9:00 am to 5:00 pm; and Sunday 1:00 to 5:00 pm.

- ✓ **MOTION TO APPROVE THE RECOMMENDED NEW WALTON HOURS OF MONDAY THROUGH THURSDAY 9:00 AM TO 8:00 PM; FRIDAY 9:00 AM TO 6:00 PM; SATURDAY 9:00 AM TO 5:00 PM; AND SUNDAY 1:00 TO 5:00 PM, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Chapin Memorial Library: Carrie shared a presentation about the MOUS, timeline, and statistics of Chapin Memorial Library.

Surplus Items: 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 SURPLUSS THE ITEMS PRESENTED TO THE BOARD, CHRIS LANGE.**
SECOND, DR ERIC JACKSON. APPROVED UNANIMOUSLY.

Policy Review: Two policies were presented to the Board for discussion. Carrie requested that the Board not vote on the policies. The "Unattended Child Policy" was presented to the Board for updating. Several changes are recommended. Carrie recommended that the age to be in the Library without a guardian or responsible person be raised from 10 to 12. Discussion about this policy. Tabled until the December 2023 meeting.

A conversation about the "Tuition Reimbursement Assistance Policy." The IRS has issued guidance that employers who have educational assistance programs can use them to help pay student loan obligations for their employees. This opportunity is for student loans acquired between March 2020 and Dec. 31, 2025. Tuition Assistance programs can now also be used to pay principal and interest on an employee's qualified education loans. Payments can be made directly to the lender This is subject to the same tax-free limit of \$5,250 per employee per year. Assistance provided above that level is taxable as wages. Carrie included a staff survey about student loans. From the survey she has identified a need for training on the Public Service Loan Forgiveness Program. She will bring a speaker to BCPL to speak to staff about this program. From the survey response this could have an impact of around \$48,000. Tabled until the December 2023 meeting.

Archive & History Center Committee: Dr. Eric Jackson and Chris Lange provided an update on the work of the Archive & History Center Committee.

Open Records and Management of Records: All Board members received a copy of the Attorney Generals "Open Records and Management of Records" document. This document was updated in September 2023. Those present signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial reports for September 2023.

ATTORNEY'S REPORT: Rob Ziegler reported that we would be able to close on the sale of the 3 acres in Hebron by December 21, 2023.

FOUNDATION REPORT: The Foundation is working on a Trivia Night as a Fundraiser for the Foundation. This will take place on March 12th from 6:00 to 8:00 pm at the Main Library. Funds raised are earmarked for Early Childhood Literacy/Boone County Dolly Parton's Imagination Library. The foundation is seeking sponsors and teams to compete. As of the end of September the Foundation had a total of \$16,569.91 in the bank and investment account.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she had received 3 Open Records Requests: (1) From a Petersburg Community Member: Requested a copy of the MOU between BCPL and Chapin Memorial Library; (2) From a reporter at the *Lexington Herald Leader*. Access to and copies of records reflecting: Materials challenged at the Boone County Public Library for the fiscal years 2021 and 2022; and The library's response to the challenges. I was unable to supply the requested records. State Records Retention schedules call for these records to be kept 1 year from date of filing and then destroyed; and (3) From a Petersburg Community Member: All receipts, work orders or other documents stating on what date items and work were ordered for the Petersburg/Chapin Memorial library, as well as the amount of the expense. If there were any delays, and documentation to explain the delays would be appreciated. These should

be from December 2021 until present day. Documentation showing when and where and how long the open positions at Petersburg/Chapin Memorial Library were listed, as well as the position description and qualifications advertised. If there were any changes made to the position, please include, as well as when, where and for how long the updated position description was advertised. This is for all positions open for application beginning December 2021. All applications received from above posted open positions. You may redact names/address or identifiable information. I am interested in number of applicants and their qualifications. All emails written and received by Carrie Herrmann, beginning February 2020, that include any information, or relevance to the Petersburg/Chapin Memorial library- if not mentioned by name than by implication. Including correspondence received by Petersburg citizens. Including an email with other board members. Including emails to colleagues and staff. ALL emails that speak about the people of Petersburg as well. After meeting to inspect the invoices, the community member cancelled the request for my emails.

Holly Hall, the Archive and History Center's Digital Librarian, has stepped into the role of Interim Local History Director. Jeff Ahrens has accepted the position of Facilities Director. He will start work on December 4th. Sam Sizemore, Business Services Director, is on an extended leave of absence from work. We do not know when or if she will return to work.

The Auditors were on site November 6-8, 2024. I want to thank Bramel & Ackley for sending Amanda Youngman to be on site the first day of the audit.

Boone County Parks nominated the Library for an award as a partner agency for the state Parks conference. BC Parks and BCPL won the award. The Parks Department will accept the award on our behalf at the conference. There will be a presentation at the November 28th Boone County Fiscal Court meeting recognizing the award, the Parks Department, and the Library.

Staff completed the review on the Request for Reconsideration for the juvenile graphic novel *Meg, Jo, Beth, and Amy*. The committee determined that because the age of two of the main characters, Meg, 16, and Jo, 15, reflect middle/high school ages, the book has been moved to the middle/high school collection of the library.

The Kentucky Libraries Unbound shared collection had received twelve Requests for Reconsideration. The consortium members voted to retain all 12 titles in the collection.

GED testing at BCPL went live on October 23rd. October and November will be a soft launch. We will start the PR in December. You can see information on our website at <https://www.bcpl.org/ged-testing>

October 25 was the one-year anniversary of Boone County Dolly Parton's Imagination Library. It was a great first year! Feedback from the public continues to be very positive. As of October 31, 2023, we have 3,639 active registrations and 638 graduates. The target for the first year was 2,783 children (30% of eligible children in Boone County).

BCPL received 2 boxes of donations from Kentucky Transportation Cabinet District 6 of photos, appraisal sheets, and property descriptions related to state road projects in Boone County from 1950s and 1960s.

BCPL Archive & History Center and the City of Walton partnered to offer a "Ghost Walk" program at the Gaines Tavern. 160 people attended the event.

We hired a roofer to clean the gutters at the Walton Branch. He sent me pictures and informed me that we need a new roof. The roof is about 30 years old. He believes this is storm and wind damage and that insurance should cover some of the cost to replace the roof. I will be contacting another company to provide a 2nd opinion. If necessary, I will contact BCPL's insurance carrier after I receive the 2nd opinion.

Staff Development Day was October 25, 2023. The Library was closed that day. 125 staff attended the day and 78 turned in the Evaluation Form, a 62.4% response rate. Results of the evaluation:

- 88% learned something that was helpful (average score 4.1 out of 5)
- 77% felt more confident about what they learned (average score 3.9 out of 5)
- 87% intended to apply what they learned (average score 4.0 out of 5)
- 72% were more aware of resources and services provided by the Library (average score 3.9 out of 5)

We are still evaluating the open responses.

The Mini Grant applications opened on October 25, 2023, and will close on November 22, 2023.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members.

NEXT MEETING: Monday, December 18, 2023, at 4:00pm at the Main Library.

Barbara Hill reminded board members that it is time to do the director's evaluation. She needs the evaluation forms returned to her as soon as possible.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:46 pm,

- ✓ **MOTION TO ADJOURN DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

Donald E Tramo
Secretary

Barbara J. Hill
President