

**CALL TO ORDER:** President Barbara Hill called the meeting to order at 4:03 pm, at the Main Library on February 19, 2024.

**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; Sherri Slavey, HR Director; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, Public Relations & Marketing Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

**PUBLIC COMMENT:**

3 Community members spoke about Chapin Memorial Library issues they have with the Express Location and the need for a staffed library location in Petersburg. One community member presented 3 resumes for people interested in working at Chapin Memorial Library.

**PUBLIC PRESENTATION:** Carrie Herrmann presented information about the Chapin Memorial Library asked the Library Board for a motion to staff the Chapin Memorial Library.

Gary Moore, Boone County Fiscal Court Judge, introduced Matthew Webster, Boone County Administrator. Judge Moore thanked the Board for their service. Judge Moore stated that the pilot project is not well received by the community and asked if it could be a hybrid location with staff and lockers with different hours. He asked community members for help in tracking down members of the Chapin Memorial Library Board and the bank account. Judge Moore will direct the county attorney to work with the library attorney to end this MOU. Matthew Webster stated he appreciated the library has been creative in trying to solve the problem.

**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 December treasurers report.

- ✓ **MOTION TO APPROVE THE DECEMBER TREASURERS REPORT, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Chapin Memorial Library:** Carrie highlighted that additional posters were installed after feedback at last board meeting. The Hebron Branch took over management of the Holds Lockers in January. Two issues have been identified with the lockers:

- Customers do not understand holds expire in 5 days.
- Multiple holds that come in at different times, which means different expiration dates. Even though there are items not expired, the locker just knows something expired for a customer so the system will not open the locker. To help with this issue, Hebron staff are fixing all holds for a person to expire on the same date of the new hold.

A line has been added to the stats sheet specifically for Chapin calls. The Hebron Branch, which is where all Chapin calls are routed, tracked 6 calls in January.

- Two of these calls were about retrieving holds from the locker.
- The rest were from one person.
  - This individual called and asked for the remote to the tv; to say the tv was off; To ask us to change the channel on the tv; and to have colored pencils, a stapler and pencil sharpener at the location. (Pencils, a stapler, a pencil sharpener, and a tape dispenser were added to the desk at Chapin.)

Discussion of Carrie's request for a motion. The Board would like to see surveys of the community about collection, hours, and days of week. Requested the Library mail out a postcard with the survey and hold a community meeting.

- ✓ **MOTION TO STAFF THE CHAPIN MEMORIAL LIBRARY WITH PART-TIME EMPLOYEES FOR 16 HOURS PER WEEK, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Walton Construction Project Update: As of January 31, 2024, BCPL has saved \$75,232.91. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. If the schedule holds, there are only 3 progress meetings left before substantial completion of the building. Carrie has identified that BCPL may need screens (green or built) to shield the library from construction equipment and tanks on the neighbor's property. We have some trees in the project, but it is not enough to hide the neighbor's property. We may need to add additional vegetation or some other screen to the project. Board asked Carrie to work with Omni on identifying the best option for this issue. Carrie presented Change Order #4 which results in a \$32,923.81 savings for the project.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER AS PRESENTED TO THE BOARD, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Policy Review: The "Staff Development and Training Policy" was presented to the Board for updating. Several changes were recommended by the Director.

- ✓ **MOTION TO APPROVE THE STAFF DEVELOPMENT AND TRAINING POLICY AS PRESENTED TO THE BOARD, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Board of Trustees: Two Trustee appointments expire June 30, 2024—Chris Lange and Barbara Hill. 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. Review of applications received. Barbara Hill recused herself as she has applied.

- ✓ **I MOVE 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 WHICH MIGHT LEAD TO APPOINTMENT, DISCIPLINE, OR DISMISSAL OF AN INDIVIDUAL, DR. EMILY MYERS. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library went into closed session at 6:12 p.m.

The Board of Trustees of the Boone County Public Library returned to regular session at 6:40 p.m.

- ✓ **MOTION TO SUBMIT CANDIDATES A AND D AS POSSIBLE REPLACEMENT FOR BARBARA HILL AND CANDIDATES E AND F AS POSSIBLE REPLACEMENT FOR CHRIS LANGE, WITH CANDIDATES B AND C AS ALTERNATES, CHRIS LANGE. SECOND DR. EMILY MYERS. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for December 2023. The Foundation has been added to the statement. Stephanie and Carrie met with Truist regarding investments.

ATTORNEY'S REPORT: Rob reported that he will be reviewing the MOUs around Chapin Memorial Library. He has also reviewed an MOU between BCPL, BCPL Foundation, and the Boone County Archive Commission for fundraising for the Archive and History Center.

FOUNDATION REPORT: The Foundation Board report was emailed to Board members. The bulk of the work has been around the Trivia Night Fundraiser for the Foundation. This will take place on March 12<sup>th</sup> 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.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted Library Legislative Day in Frankfort where they were able to talk to Senators Schickel and Williams, and Representatives Banta, Rawlings, and Doan.

Boone County Schools has informed BCPL they intend to pull out of the Boone County Dolly Parton's Imagination Library partnership. They have been funding their portion through a grant that ends in May. I am working with the Administration to try to convince them that this program should continue.

Liza and Hillary attended the NAACP 21st Annual Reverend, Dr. Martin Luther King, Jr., Community Outreach Luncheon yesterday. Hillary accepted the Game Changer Award at the luncheon for the monument that was placed in the Florence Cemetery in November. We had no communication that the library would be receiving the award.

BCPL has a generous vacation leave policy that allows staff to carry 240 vacation hours from June 30<sup>th</sup> to July 1<sup>st</sup>. Due to the amount of vacation time Carrie has accrued, in an effort not to lose time, she needs to take a minimum of 7 days during February, March, April, May, and June.

The State Librarian asked Carrie to be one of four people to represent Kentucky at the national legislative day in Washington DC.

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

**NEXT MEETING:** Monday, March ~~February~~ 18, 2024, at 4:00pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:48 pm,

- ✓ **MOTION TO ADJOURN DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

Donald E Trame  
Secretary

Chris Lange  
President Treasurer