

**CALL TO ORDER:** President Barbara Hill called the meeting to order at 4:01 pm, at the Florence Branch on January 16, 2024.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; 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.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS AMENDED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**PUBLIC PRESENTATION:** Anthony Workman from Kelley, Galloway, Smith, Goolsby, PSC presented the FY2023 audit.

Erin Rhoades, Florence Branch Manager, gave an update on the Florence Branch projects and services.

**PUBLIC COMMENT:**

2 Community members spoke about Chapin Memorial Library issues they have with the Express Location and the need for a staffed library location in Petersburg.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, DON TRAME. SECOND, DR. EMILY MYERSON ~~TRAME~~. APPROVED UNANIMOUSLY.**

**TREASURERS REPORT:** Carlyle Ackley presented the November treasurers report.

- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURERS REPORT, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial report for November 2023.

**BUSINESS:**

**Chapin Memorial Library:** Carrie highlighted December statistics. Carrie also cleared up a misunderstanding that she has heard at several meetings. She does not have access to the Petersburg Facebook Community Page. Management of the locker system has been transferred from the Main Library to the Hebron Branch. The staff at the Hebron Branch have day-to-day experience with the lockers and are better trained to assist customers with questions. In February, the Outreach Department has been visiting Petersburg for 1 year. The department has begun to evaluate the community stop using our normal procedure. Outreach monitors every stop and is constantly evaluating outreach visits. This department has a waiting list for stops. The Petersburg community stop has been removed from the newsletter and will no longer receive Facebook ads. Information about this community stop is available on the Library's Outreach calendar, a sign on the Community Center property, and the digital sign at the Chapin Memorial Library. Carrie provided a list of magazines and newspapers that will be available at the Chapin Memorial Library beginning in February: LINK; People; Petersen's Hunting; Pioneer Woman; Ranger Rick; and Taste of Home. She also reviewed the metrics that will be used to measure success of the location. Carrie was asked to define the levels of each location and to have a plan to put staff at the Chapin Memorial library a few times to help people learn how to use the location. *Magazines, Job Descriptions*

**Walton Construction Project Update:** As of December 31, 2023, BCPL has saved \$62,074.67. 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. They have updated the schedule so that the substantial completion date is now 05/15/2024. The original date was 06/10/2024. The next meetings are January 25<sup>th</sup> at 10:00 am (Progress Meeting) and February 8<sup>th</sup> at 10:00 am (Site walk). Carrie presented change order # 3 to the board for approval that results in a reduction of contract costs with Graybach in the amount of \$100,880.84. This is an actual reduction in the project of \$3,275.59.

- ✓ **MOTION TO APPROVE THE CHANGE ORDER AS PRESENTED TO THE BOARD, DR. EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO ACCEPT THE AUDIT AS PRESENTED TO THE BOARD, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Destruction Certificate: 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 THE DESTRUCTION CERTIFICATE FOR THE IDENTIFIED RECORDS, DR. ERIC JACKSON. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

Mid-Year Budget Update: Carrie presented draft copies of an update to the FY2024 capital and operating budget.

- ✓ **MOTION TO APPROVE THE UPDATED FY2024 CAPITAL AND OPERATING BUDGET AS PRESENTED DR. EMILY MYERS. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Policy Review: The "Staff Development and Training Policy" was presented to the Board for updating. Several changes were recommended by the Director. Other changes were recommended during discussion. The policy will be updated and presented to the Board at the February meeting.

**ATTORNEY'S REPORT:** No report.

**FOUNDATION REPORT:** The Foundation Board meets on January 16<sup>th</sup>. The Foundation is working on a Trivia Night as a 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 the 2024 Kentucky Legislation being tracked. February 15<sup>th</sup> is Library Legislative Day in Frankfort. Please let Carrie know if you would like to attend. She will be at the Library Learning Experience (LibLearnX) Conference January 18 to January 22, 2024. On December 28, 2023, a compressor unit on the fire suppression system at the Scheben Branch failed. This sent water into the system, fooling it into believing that one of the sprinkler heads had detected a fire. Because of this issue the mechanical room and the carpet just outside this area flooded. A temporary compressor was installed while we wait for a new one to be delivered. This is the fourth time since the building opened in 2000, that the fire suppression system has failed. All four times were in December. Holly Hall has accepted the position of Local History Director. She was previously the interim Director. We have posted her old position of Local History Digital Librarian to bring that department to full strength.

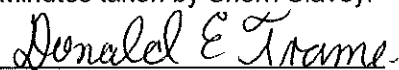
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members.


**NEXT MEETING:** Monday, February 19, 2024, at 4:00pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:23 pm,

- ✓ **MOTION TO ADJOURN DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.

  
Secretary

  
President