

CALL TO ORDER: President Hill called the meeting to order at 4:05 pm at Florence on January 21, 2019

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director, Jeff West, Facilities Manager; Jake Moore, Florence Branch Manager

PUBLIC COMMENT: No public comment

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Audit Presentation: John Chamberlin from Van Gorder, Walker & Co., Inc presented the completed audit for fiscal year 2018.

- ✓ **MOTION TO ACCEPT THE AUDIT, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Community Center on Wheels Bid: The winner bidder withdrew his bill. The CCOW will be placed on govdeals.com again.

Florence Roofing Project Bid: 8 bids were reviewed.

- ✓ **MOTION TO ACCEPT BID FROM ACE FOR FLORENCE ROOF, IF ABLE TO TRANSFER THE WARRANTY, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

Branch Update: We are working with Structured Cable to add the same door access security system to all locations that is being installed at the Hebron Branch. The completion of the HVAC project at Scheben has been delayed until mid-January. The updated VAV valves have been installed and staff report that the building is heating better now. Most of the interior at the Walton Branch has been repainted. Installation of the Study Rooms has begun at the Florence Branch. We have determined the staffing plan for Hebron. At this moment we plan to hire 6 full time positions and 14 part time positions. (Branch Manager—1 full time; Reference—1 Full time librarian, 1 full time associate, 2 part time associates; Youth Services—1 Full time librarian, 1 full time associate, 2 part time associates; IT—1 Full time associate; Circulation—5 part time; Pages—5 part time.) Carrie Herrmann shared three proposed names for the Makerspace. Carrie shared a proposal to adjust hours at all locations to coincide with the opening of the Hebron Branch

- ✓ **MOTION TO NAME HEBRON MAKERSPACE BOONE INNOVATION LAB, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO CHANGE HOURS TO PROPOSAL 1, EFFECTIVE JUNE 1ST, LEAVING MAIN OPEN UNTIL 9-9 MONDAY THROUGH THURSDAY, FRIDAY 9-8, CHRIS LANGE SECOND, DOUG HODNET. APPROVED UNANIMOUSLY.**

Boone County Success by 6 Report: Carrie Herrmann shared an update of the agenda for the January BCSby6 Board Meeting

Mid-Year Budget: Carrie presented a mid-year revision of the general operating budget. This was a flat budget with no adjustments to the bottom line. She also presented a mid-year revision of the capital budget. This revision drops the amount needed by \$157,571

- ✓ **MOTION TO APPROVE MID-YEAR REVISED GENERAL OPERATING BUDGET, CHRIS LANGE . SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE MID-YEAR REVISED CAPITAL BUDGET, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the June 30th, financial statements. This presentation always occurs after the audit is presented. She will email July through December financials to the Board.

ATTORNEY'S REPORT: Debra Pleatman discussed upcoming legislative session. At the moment there are no bills filed that affect the Library


LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: Kentucky Public Library Legislative Day is February 14th. We are working on setting up appointments with all of the Boone County legislators. Our Facilities Manager, Jeff West, has renegotiated our contract with Rumpke for waste removal to save us \$1200 annually. We are applying for a PLA Inclusive Internship Initiative. Through this program PLA offers paid summer internships to high school students at awarded public libraries. The intern will work with the library on a community based learning project. Jennifer Gregory, Collection Services Coordinator, Teresa Sayers, Adult Collection Development Librarian, and Carrie have been working with Ingram to implement Patron Driven Acquisitions. We have decided to test this concept on three collections—Spanish Language Collection, Political Science, and Psychology/Sociology. The idea behind PDA is that we upload "on order" records into our system for customers to discover. BCPL will only order the titles that have holds placed on them. The Northern Kentucky Chamber of Commerce will be featuring BCPL as the Member of the Day on January 31st. We will be highlighted through their social media at various times throughout the day. Staff has turned in 5 proposals to present at the Kentucky Public Library Association Conference in late March. We are waiting to see which proposals are accepted. The Boone County Historic Review Board gave BCPL \$2000 to host an intern to assist with researching African American history in Boone County. NKU is interested in using BCPL for a capstone project for the Masters in Public History program to identify African American sites in Boone County and upload this information as a layer in GIS. PR has purchased the parking lot banners and has designed the Library Transform signs for the Hebron Branch. IT has begun to purchase computers for Hebron. Magazines have been ordered for Hebron. The Collection Department continues to purchase items for Hebron and importing the records into our system. They are also busy matching collections with the shelving plan. Carrie is working with HR on the plan/timeline for hiring the staff. BCPL assisted Rising Sun, Indiana in applying for a Historic Marker for a station on the Underground Railroad. Hilary Delaney, Local History Associate, was the key note speaker at the dedication ceremony. Part-time Staff at the Scheben Branch continue to work on completing the 12 modules of online Passport training as well as the accompanying tests for each module. The Full-time staff have completed their training. We hope to begin offering the Passport service in March.

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

NEXT MEETING: Monday, February 18 at 4pm, at Main.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:55 pm, motion ERIC RICHARDSON. SECOND, CHRIS LANGE APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary


President