

**CALL TO ORDER:** President Hill called the meeting to order at 4:00 pm at Main on July 8, 2019

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Kate McClain, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Shawn Fry, Assistant Director

**PUBLIC COMMENT:** No Comment

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

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

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

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

**TREASURER'S REPORT:** Due to change in meeting schedule report will be submitted for next month's meeting.

**BUSINESS:**

Disclosure/Conflict of Interest Statement: In accordance with Board Conflict of Interest Policy and the Trustee Ethic's Policy, said policies were distributed to the Board and receipt acknowledged. The Disclosure Statement was distributed to the Board for an annual update.

Contact List: Carrie distributes an updated Board Contact list for FY2020.

Branch Update: At the Hebron Branch the Sanitary Sewer Connection has been made; the building passed the plumbing inspection, the fire alarm inspection and the electrical inspection. RCF Group has asked for permission to take pictures of our Furniture Installation for their marketing. We have agreed. Staff are working to shelve books and putting operational equipment and office supplies in place. The Branch will open with 33,000 items on the shelf. The collection capacity is 50,000 items. A realtor contacted Carrie asking if the Lents Branch is for sale and who it is listed with. They have a prospective buyer.

**ACCOUNTANT'S REPORT:** Due to change in meeting schedule report will be submitted for next month's meeting.

**ATTORNEY'S REPORT:** Has been reviewing policies and answering questions as needed for Carrie.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

She attended the first meeting of the Boone County Homeless Task Force. The group included people from the county, the city of Florence, Mary Rose Mission, Welcome House, Brighton Center, Boone County Schools, and the Library. The ultimate goal is to prepare a strategic plan that identifies the homeless population in Boone County, short term initiatives (crisis interventions/responses), medium range initiatives (needs assessment/resource identification, service delivery, partnership opportunities), and long range initiatives (capital needs, service integration, intersection of social services). They want this plan put together in 6 months.

Theresa Martin has joined the staff as my Administrative Assistant. She started training on July 1<sup>st</sup>.

This month has been about preparation for the fiscal year roll over and Hebron.

Of the last 16 weeks we have had new staff start training 13 weeks.

Had a very productive meeting with staff from across the system and departments regarding statistics. From this meeting we were able to replace multiple sheets used throughout the system with one excel spreadsheet located on a shared drive. This one sheet will allow us to track data BCPL wants and data KDLA needs for the annual report. It is not often I see everyone walk away from a statistics meeting happy and gaining something that will help them.

In June, Hebron had more Wi-Fi users than the Chapin Branch, with 67, compared to 63 for Chapin.

At the Kentucky Public Library Association Conference in April, Ed McLaughlin, Public Service Associate II at the Florence Branch, presented a program on homeless at the library. KDLA has now asked Ed to repeat this program as a webinar so that more library staff can hear the information.

To keep you informed on issues affecting libraries across the nation and in Kentucky--In May and June there were two events at libraries in Kentucky that drew protests. The Louisville Free Public Library hosted a Drag Queen Story Hour. The Taylor County Public Library (Campbellsville) hosted a LGBTQ Pride Panel "to provide the community with an opportunity for education and insight from LGBTQ identifiers."

She will be out of the office July 13-15 with Bridget Striker, Local History Coordinator, to accept the award from the NACO Conference.

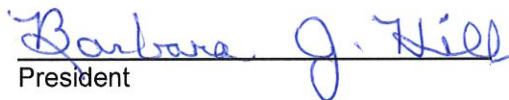
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members.

**NEXT MEETING:** Monday, August 19 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:40 pm, motion CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at Main on August 19, 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; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services Coordinator; Michael Savarino, IT Manager

**PUBLIC COMMENT:** No 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 July meeting, were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for May and June, 2019 were shared with the Board.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT FOR MAY AND JUNE, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for May 2019 and a draft for June 2019. June will remain a draft until the audit has been approved by the Board. The auditor is scheduled to be on site October 21-23, 2019. Stephanie and Carrie met with representatives from BB&T to review BCPL's investment portfolio.

**BUSINESS:**

IT Department Presentation: Michael Savarino, BCPL IT Manager, gave a short presentation on the work of his department and answered questions.

Accountant Letter of Engagement: Reviewed the letter of engagement for FY2020 sent by Bramel and Ackley.

- ✓ **MOTION TO ACCEPT ACCOUNT LETTER OF ENGAGEMENT, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Attorney Letter of Engagement: Reviewed the letter of engagement for FY2020 sent by Ziegler and Schneider.

- ✓ **MOTION TO ACCEPT ATTORNEY LETTER OF ENGAGEMENT, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Branch Update: Carrie Herrmann shared an update on projects and services at library locations. BCPL received an offer to purchase the Lents Branch

- ✓ **MOTION TO AUTHORIZE DIRECTOR TO NEGOTIATE BY THE PARAMETERS SET BY THE BOARD OF TRUSTEES, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Carrie Herrmann presented several change orders for the Hebron Branch Construction project. The Fire Department requested that BCPL place larger address numbers on the marquee sign. The cost to install 12 inch high letters to the top of the sign is \$1,380. The Fire Department requested that BCPL place rail or bollards around the meter. The cost to install bollards is \$2,194. We are having issues with semis coming into the parking lot to turn around. They are destroying landscaping and curbs. The cost to add no semi signs to the property is \$616. The project required an additional amount of sod, grass seed, and straw. The cost for these materials and installation is \$3,611. There was an issue with the wooden door originally specked for the makerspace. The cost to install storefront to match the rest of the building is \$5,250. We will be credited the amount for the wood door.

- ✓ **MOTION TO APPROVE THE 5 CHANGE ORDERS FOR THE HEBRON BRANCH AS PRESENTED, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Kentucky Public Library Association Membership: The Board discussed if BCPL should have an institutional Membership for the Kentucky Public Library Association.

- ✓ **MOTION TO DECLINE AN INSTITUTIONAL KPLA MEMBERSHIP, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

KDLA Annual Report: Review and discussion of key data points of the Boone County Public Library District 2019 Kentucky Annual Report of Public Libraries. This report is structured to be a snapshot in time at the end of the FY (June 30th) and does not align with auditor's report due to accruals. This report also acts as our request for state aid. In addition Carrie shared historical data showing 8 years of trends for key data points.

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

Tax Rate: Stephanie Huhn supplied a history of BCPL's tax rate and an analysis of what the tax revenue would be if BCPL remained at the same tax rate, took the compensating rate, or took the 4% rate. Carrie Herrmann reminded the Board that at the December 2012 meeting the Board took action to exempt commercial aircraft from personal property taxation. Auto/Watercraft Tax Rate is a separate tax rate from the property tax rates. This rate was established in 1983 and, by statute, may not be increased. The rate is 3 cents per \$100 valuation.

- ✓ **MOTION TO ADOPT THE COMPENSATING TAX RATE OF 5.35% FOR PERSONAL PROPERTY FOR FY2019/2020, ERIC RICHARDSON . SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ADOPT THE COMPENSATING TAX RATE 5.1% FOR REAL PROPERTY FOR FY2019/2020, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ADOPT THE STATUTE DEFINED 3% TAXRATE FOR VEHICLES AND WATERCRAFT FOR FY2019/2020, , CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** Matters related to the Library are quiet.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

A small team will be attending the Library Journal Design Institute in September. This is a chance to see new trends for library design, and to talk to architects and vendors. This conference includes breakout sessions where they invite attendees with an upcoming project to be showcased. Based on our registration information they have asked to use our new Walton Branch as a challenge project

Bridget Striker, Local History Coordinator, and Carrie attended the NACO Conference to accept the award in Arts, Culture and History for the Boone County African American History Project. Bridget Striker, Local History Coordinator, and Jennifer Gregory, Collection and Technical Services Coordinator, had a proposal accepted to present at the Public Library Association Conference in February 2020. The title of their presentation is "Restoring History: Designing an African American Research Database."

Carrie received an Open Records request from the Florence Police Department for camera footage facing the Florence Senior Center. It was related to a sexual assault case. We provided the footage. On August 7<sup>th</sup>, a customer was arrested for taking drugs in the restroom of the Main Library. Robert W. Mullins, the customer, has been banned from the Library for one year.

Staff Development Day is scheduled for October 15<sup>th</sup>. The Library will be closed that day.

Carrie received a draft MOU for the NKY Forum. Two months ago I mentioned that a partnership between the Boone, Campbell, and Kenton County Public Libraries and the Scripps Howard Center for Civic Engagement was in discussion. The purpose of the partnership is to host public discussion of public affairs, especially as they relate to Northern Kentucky. The Forum's goal is civil, civic discourse that is informative and timely. The Forum is nonpartisan, having no affiliations with any political parties, and it is not an advocacy group for issues or causes.

We have formed a small committee to discuss how to handle library cards for children in a divorce situation. Multiple time in the last few months, the Library has been in the middle of parent battles using library cards and items as leverage.

The Youth Services Staff are working on a grant for the Boone County Early Childhood Fund to develop a STEM Storytime pilot program.

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

**NEXT MEETING:** Monday, September 16 at 4pm, at Hebron.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:08 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at Hebron on September 16, 2019

PRESENT: President; Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel-& Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator; Bridget Striker, Local History Coordinator

**PUBLIC COMMENT:**

Florence Mayor Diane Whalen and Duane Froelicher, Mel Carroll, and Gary Winn, Florence City Councilmen shared their thoughts on a proposed Resolution for City Council to consider.

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Local History Presentation: Bridget Striker, Local History Coordinator, gave a presentation on the work of her department.

Planning Commission Presentation: Kevin Costello, Boone County Planning Commission, presented information on growth in Boone County and how the Library fits into the comprehensive plan.

BB&T Presentation: BB&T representatives presented information on BCPL's investments and recommendations for future investments. They also presented a banking resolution to update their records.

Side Walk Right of Way: A new development in Hebron has been approved. One of the conditions is the construction, at the developers cost, of a sidewalk across a portion of our property. This is informational at this time. An official request has not been received.

Director Evaluation: Barbara Hill discussed the process of the Director Evaluation. She handed out Carrie Herrmann's goals for the past year. All comments and forms are due back to Barbara by October 4<sup>th</sup>.

Branch update: Carrie Herrmann provided an update on the Branches. For the District, IT is working on staff computer upgrades and on Digital Display signage at all locations. The Facilities Manager placed our Cleaning Company on a 30 day notice to do better or we will go out to bid for a new cleaning service. At the Scheben Branch the iron bench and fence in front of the building were refinished. At the Florence Branch the iron bench was refinished and a new lock was installed on the front door. At Hebron the lockers and drive through are now operational. Community members can now book equipment in the Boone Innovation Lab. <sup>8</sup> On September 8<sup>th</sup>, a customer backed into and knocked over one of the small light poles on our sidewalk. The customer hit it and left without information anyone. We called the police and filed a report. Our camera system was able to show the accident. Jennifer Timmerman, Youth Services Coordinator; Sharon Franklin, Walton Branch Manager; Susan Thompson, Youth Services Associate at Walton; and Emily Sexton, Youth Services Association at Walton, met to discuss the New Walton Branch and what the new location may need in terms of YS collection and programming space. After a lot of back and forth we signed an offer to purchase the Lents Branch on September 5<sup>th</sup>. On September 13<sup>th</sup>, the buyer met with a building inspector, as well as contractors to provide construction estimates for work to be done after closing.

**ACCOUNTANT'S REPORT:** Will present monthly reports at next meeting.

**ATTORNEY'S REPORT:** Worked on negotiations to purchase the Lents Branch.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

We are currently working through the process of switching our credit cards from 5/3 Bank to BB&T.

On August 29<sup>th</sup>, Carrie became aware of theft of money from the Scheben Branch. Over a period of several days \$476.46 was stolen from the locked cash locker. I turned all information over to the Boone County Sheriff's Department and our IT Department set up a hidden camera to catch the individual. On the evening of September 5<sup>th</sup> the camera captured the individual as he was stealing from the locked cabinet again. The video was turned over to the Sheriff's Department.

The Year End Actuals have been uploaded to the Department of Local Government Portal. Carrie presented our tax rate to the Boone County Fiscal Court on August 27<sup>th</sup>. We received notification that BCPL will receive \$76,140.00 in erate funding.

Youth Services Staff, led by Jennifer Timmerman, submitted a Boone County Early Childhood Fund Grant in the amount of \$12,049.00. This money is to pilot a STEM Storytime at one location and at two outreach sites. They created 12 weeks of lesson plans. Each lesson is based on a "Big Idea" or learning target and includes a Tales Tip, fiction and non-fiction title, a Family Engagement activity, rhymes, Music and Movement activity, weekly measurement and weekly observation time where the children will be writing/drawing in their notebooks, and Extended activities (learning centers). Even if we do not receive the grant, we will still be able to use the lessons created for an intensive in-house program series from February through April.

On August 21<sup>st</sup>, we had to have a customer escorted from the Florence Branch by the Florence Police for unsafe behavior. He had three verbal altercations with other customers.

Library Legislative Day will be February 6, 2020. This is a budget year so we expect a lot of activity. In late December I will begin making appointments with our legislators for this day. If you are interested in attending please let Carrie know.

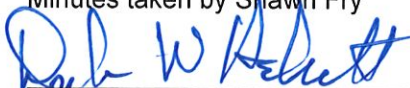
Shawn Fry, Jennifer Timmerman, and Carrie will be attending the Library Futures Community Catalysts conference in Phoenix, September 30 to October 4, 2019.

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

**NEXT MEETING:** Monday, October 21 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:57 pm, motion, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary Vice-President

  
President

MEETING DATE: 10/21/2019

**CALL TO ORDER TIME AND WHO:** President Hill called the meeting to order at 4:00pm at Main Library on October 21, 2019.

**PRESENT:** Barbara Hill, President; Doug Hodnett, Vice-President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Theresa Martin, Admin. Assistant

**PUBLIC COMMENT:** No comment

**PUBLIC PRESENTATIONS:** In attendance for this presentation: Diane Whalen, Mayor of Florence; Gary Winn, Florence City Council Member, Jessie Brewer, Boone County Commissioner; Patricia Scheyer, Reporter, River City News. City of Florence, Mayor Whalen presented a letter requesting a new or significantly enlarged and modernized library branch for Florence. Mayor Whalen also presented RESOLUTION NO. R-3-19, a resolution of the city of Florence, Kentucky, encouraging the Boone County Library District Board of Trustees to invest in a new library branch in Florence.

Key Points discussed:

- The first Boone County Public Library opened in Florence in 1974, and the existing Florence Branch was built in 1976
- The City of Florence remains the largest city in Boone County and has increased in population from 11,661 residents in 1970 to 32,479 residents in 2018
- 2018 property owners in the City of Florence paid \$1,532,909 in library tax of the Boone County Public Library District total tax collections of \$7,997,097
- The Florence Branch is the oldest branch.

Next Steps:

- The Board requested that Mayor Whalen provide a list of services that are missing from the Florence Branch. Also requested, a copy of ~~the~~ environmental testing reports of the lot that was purchased by the City of Florence, for potential future expansion.
- Carrie Herrmann will present an RFP for a facilities master plan at the next board meeting.

**PRESENTATION:** BB&T, Brent Boden, Wealth Advisor explained options available for potential investments. The board will discuss options with Stephanie Huhn; CPA Bramel & Ackley. Stephanie will contact Brent with the Board's investment plan.

**STAFF PRESENTATIONS:** NONE

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

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

**APPROVAL OF MINUTES:** The minutes of the September meeting, were emailed to Board members.

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

## **BUSINESS**

### **BRANCH UPDATES**

- New and standardized parking signs have been installed at all locations.
- Recycle bin pads and bins are complete at the Main Library.
- A portion of the Lents Branch roof has been replaced.
- Hebron Branch-Still working through punch list.

**TREASURER'S REPORT:** The Treasurer's Report for July and August 2019 were shared with the Board.



✓ **MOTION TO APPROVE THE TREASURER'S REPORT FOR JULY AND AUGUST, ERIC RICHARDSON SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for July 2019.

- AED's were purchased for Main and all Branches.
- Parking Lot repaired at Walton Branch and Main Library
- Expenses for July 2019 \$1.073M

**ATTORNEY'S REPORT:** Matters related to the Library are quiet.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

The Commonwealth Attorney's Office notified Carrie that the individual who stole money from the Scheben Branch would be paying restitution. The Library now has a subscription to GrantStation. This online tool helps with searching for grants and writing the application.

Katie Justice, Digital Librarian reports that beginning Nov. 1, 2019 Macmillan's new digital content licenses for libraries will allow libraries to purchase one copy of each new Macmillan title for the first eight weeks after a book's release for \$30. After 8 weeks, libraries can then license additional copies for \$60 per copy for a term of 2 years or 52 lends, whichever comes first. After two years, we can renew the access for \$45 for an additional two years. Many libraries and consortiums across the US have announced that they will no longer purchase Macmillan titles.

KYVL (Kentucky Virtual Library) has subscribed to Ancestry.com Library Edition. Because BCPL already had a subscription, we expect to see a prorated refund from the vendor for our subscription.

Upcoming Programs

- 2019 Fall Job Fair on October 29th at the Main Library
- ACT Help and Practice Test on November 2, 2019 at the Main Library
- The St. Elizabeth Mammography Van will be at the Main Library on November 8, 2019
- FAFSA help at the Scheben Branch on November 16, 2019
- BCPL will host the 2020 Kentucky History and Genealogy Conference from August 21 to 22, 2020 at the Main Library


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

**NEXT MEETING:** 11/18/2019, 4:00 p.m. at the Scheben Branch

**MOTION TO ADJOURN:** There being no further business, the meeting was adjourned at 6:15 pm, motion TO ADJOURN, CHRIS LANGE, SECOND ERIC RICHARDSON. APPROVED UNANIMOUSLY

Minutes taken by Theresa Martin

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at Scheben on Nov 18, 2019 at 4:00pm

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

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

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

**PUBLIC COMMENT:** Gary Winn, Florence City Council, asked questions regarding the City of Florence request to replace the Florence Branch. The Library is waiting for requested information from the City of Florence.

**STAFF PRESENTATIONS:** Jennifer Timmerman, Youth Services Coordinator, and Dawna Bach, Youth Services Manager Scheben Branch, discussed the work of the Youth Services Department.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, DOUG HODNETT.**  
SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

**BUSINESS:**

NKY Forum MOU: Carrie Herrmann worked to create a partnership between Boone, Campbell, and Kenton County Public Libraries, and the Scripps Howard Center for Civic Engagement. The purpose of the partnership is to host public discussion of public affairs, especially as they relate to Northern Kentucky. The Forum's goal is civil, civic discourse that is informative and timely. The Forum is nonpartisan, having no affiliations with any political parties, and it is not an advocacy group for issues or causes. She presented the Memorandum of Understanding for the Board's review and approval.

- ✓ **MOTION TO HAVE CARRIE HERRMANN SIGN THE MOU, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Branch Update

An RFP for a Facilities Master Plan has been posted. The bid opening is scheduled for December 5, 2019, at 2:00 pm. The bids will be shared with the Board at the December meeting. Two other RFPs will be posted in December to be opened in January and shared with the Board at the January Board meeting—UV Window filters and shades on some windows at the Hebron Branch and a sun shade on the amphitheater at the Hebron Branch. The first public hearing for the zoning change request at the Lents Branch was November 6, 2019.

Policy Review

Three policies were presented to the Board for review, the "Boone County Public Library Photo Guidelines," the "Boone County Public Library Chronology," and the "Boone County Public Library Circulation Policies and Procedures Manual."

- ✓ **MOTION TO APPROVE AMENDED PHOTO RELEASE GUIDELINES, ERIC RICHARDSON.**  
SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.
- ✓ **MOTION TO APPROVE LIBRARY CHRONOLOGY, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT REVISED CIRCULATION POLICY, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report for September 2019 were shared with the Board.

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT FOR SEPTEMBER, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for September 2019.

**ATTORNEY'S REPORT:** Matters related to the Library are quiet. Has reviewed the Lents file to answer questions for the purchaser

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie handed out first quarter statistics, and the Summer Reading Program final report. In addition, Carrie Herrmann highlighted the following items from her report: We have been notified that we will receive \$86,798.81 in refunds from the federal E-Rate Program. \$10,658.81 covers equipment at the Hebron Branch. The Library is in the middle of open enrollment for benefits. We did choose to change health insurance carriers this year. On January 1, we will switch from Aetna to Anthem.

Currently libraries that are members of the Kentucky Libraries Unbound consortium are voting on how to handle the Macmillan issue as a group.

Mark your calendar. Library Legislative Day will be February 6, 2020. This is a budget year so we expect a lot of activity. In late December I will begin making appointments with our legislators for this day. If you are interested in attending please let me know.

At Hebron the Boone Innovation Lab (BIL) is seeing steady reservations. The quilting machine is the hot ticket item. We did have an injury, unfortunately. One of our quilters, ran a needle through a finger. Programmers are incorporating BIL equipment with their programs and for the most part it is going really well. We are learning some good lessons as we move along.

Drop Your Drawers Campaign will run December 1 to December 31, 2019. We are asking customers to drop off packages of new underwear for boys and girls, preferably sizes 4-16, and children's socks. Donations will help replenish Boone County elementary schools' supplies of emergency underpants and socks and provide direct assistance to each school's Family Resource Center. Schools are handing out underwear and socks to children who have accidents at school or issues at home. Because parents are often unable to bring fresh underwear to their children during school hours, children can miss valuable learning time in the classroom. The Drop Your Drawers campaign is easily recognizable by the popular character of Captain Underpants by author and illustrator Dav Pilkey. This is a state-wide initiative. Recently Mr. Pilkey granted permission to take this campaign nation-wide.

The Library has received a \$12,000 grant from the Boone County Early Childhood Fund to pilot a STEM Storytime at one location and at two outreach sites. Staff will create 12 weeks of lesson plans. Each lesson is based on a "Big Idea" or learning target and includes a Tales Tip, fiction and non-fiction title, a Family Engagement activity, rhymes, Music and Movement activity, weekly measurement and weekly observation time where the children will be writing/drawing in their notebooks, and Extended activities (learning centers). This program series will run February through April.

I attended the Library Director Summit in Tulsa, Oklahoma, November 6-8, 2019. Amy Foster, Scheben Branch Manager, presented at the Kentucky Library Association Meeting in Bowling Green on the Passport Acceptance Program. There were lots of inquiries as to the details and mechanics of getting the program up and running and ensuring that things run smoothly.

I discovered in a webinar that the United States Supreme Court has identified the mission of public libraries through two cases as:

- Facilitating learning

- Cultural Enrichment
- Provide a quiet place to read and research

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

**NEXT MEETING:** Monday, December 16 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:15 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at Main on December 16, 2019 at 4:00pm

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel-& Ackley; Shawn Fry, Assistant Director.

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

**PUBLIC COMMENT:** No public comment

**PUBLIC PRESENTATIONS:**

**Boone County Early Childhood Fund:** Laura Pleiman, Human Services Director Boone County, gave an update on the work of the Boone County Early Childhood Fund.

**Audit:** John Chamberlin, Van Gorder, Walker & Co., Inc., presented the completed FY2019 audit.

- ✓ **MOTION TO ACCEPT THE AUDIT REPORT, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Branch Update:** Carrie Herrmann reported that they are still trying to get the HVAC system at Hebron to operate correctly. The RFP for Facility Master Planning services closed on December 5<sup>th</sup>. Two RFPs are currently posted (Hebron Window Treatments and Sun Screen for the Hebron Amphitheater) and will close on January 9<sup>th</sup>.

We received 4 bids for Facility Master Plan services. After discussion the Board chose to invite two firms, MSR Design and Steinberg Hart, for interviews at the January meeting.

**Trustee Recruitment:** Two Trustee appointment expires June 30, 2020—Barbara Hill and Chris Lange. The Kentucky Department of Libraries and Archives have 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. Carrie Herrmann presented an updated application and a timeline for the process. Applications will be available on December 18, 2019. There will be an Informational Session on February 3, 2020, at 4:00 pm at the Main Library. Applications are due February 12, 2020. The Board will review the applications at the February 17, 2020, meeting. PR will include information on the Library website, social media channels, blog post, and a Boone County Recorder notice.

**TREASURER'S REPORT:** Stephanie Huhn distributed the Treasurer's Report for October 2019.

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT FOR OCTOBER, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn reported that the financial statements for October 2019 would be emailed with the Board at a later date.

**ATTORNEY'S REPORT:** Discussed the sale of the Lents Branch. Discussed updating the appraisal for the 3 acres of property in Hebron separated from the Library by road construction.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

We received notification that the employer contribution for CERS will increase from 24.06% of an employee's salary to 26.95% on July 1, 2020.

We are exploring participating in Project Ready (<http://ready.web.unc.edu/>). The program was developed by the University of North Carolina. There are three modules and we estimate it will take about six months to complete each module. This is a series of free, online professional development modules for school and public librarians, library administrators, and others interested in improving their knowledge about race and racism, racial equity, and culturally sustaining pedagogy. The primary focus of the Project READY curriculum is on introducing library staff to research in areas such as race and racism; establishing a shared understanding of foundational concepts and issues related to race, racism, and racial equity; encouraging self-reflection related to race and racial identity for both white and BIPOC (Black, Indigenous, and People of Color) library staff in public and school libraries; and providing concrete strategies for creating and/or improving library programs and services for Black, Indigenous, and children and teens of color. We are in the process of working with KDLA to have this approved for CE. To evaluate the program, we are looking for managers to commit to completing the modules and meeting once per month as a group to discuss each module. Work would be completed on staff time. If we like the program, this would then be offered to all full-time staff.

At the Main Library we have started doing drills to practice disaster related procedures quarterly. This quarter we are working on Code Adam. The procedure for the drill is to do the drill, debrief, and then do the drill again at a later date incorporating lessons learned. The Scheben Branch participated in a fire drill and basic fire safety and first aid training conducted by the Union Fire Department.

We are now offering smart card readers at all locations. These are for members of the military and veterans who are using our public PCs. The readers allow them to use their Military IDs or CAC cards on government websites. They can be used on all public pcs and are plug and play (meaning you don't have to install any software.). We are moving forward with a plan to offer a new Library Card user category—Military Adult and Military Juvenile. Anyone who shows a staff person a current military ID would be eligible for a BCPL library card. This would work very similar to the Nonresident cards BCPL already offers.

#### Upcoming Programs:

- Drop Your Drawers Campaign will run December 1 to December 31, 2019. We are asking customers to drop off packages of new underwear for boys and girls, preferably sizes 4-16, and children's socks. Donations will help replenish Boone County elementary schools' supplies of emergency underpants and socks and provide direct assistance to each school's Family Resource Center. Schools are handing out underwear and socks to children who have accidents at school or issues at home. Because parents are often unable to bring fresh underwear to their children during school hours, children can miss valuable learning time in the classroom. The Drop Your Drawers campaign is easily recognizable by the popular character of Captain Underpants by author and illustrator Dav Pilkey. This is a state-wide initiative. Recently Mr. Pilkey granted permission to take this campaign nation-wide.
- BCPL will host the 2020 Kentucky History and Genealogy Conference from August 21 to 22, 2020 at the Main Library.

Bridget Striker, Local History Coordinator, answered a call for assistance from the new Director of the Cynthiana-Harrison County Public Library. They have a Kentucky room that has been closed for several years and needed suggestions for organizing and caring for the items they have in the room. Bridget met with the staff at Harrison County Public Library to assess their Local History Room and Collection. Bridget will be providing mentoring and consulting support over the coming year. They offered us all of their historical microfilm. It is now in the Library, is being inventoried, and will be digitized.


We are monitoring United States Bill S 2827, which would establish within the National Park Service the African American Burial Grounds Network. If enacted, this legislation would authorize the National Park Service (NPS) to establish a voluntary, nationwide network of African-American burial grounds. The legislation would also create an NPS program, in coordination with governmental, private, and non-profit partners, to assist communities across the country in identifying, preserving, and restoring these historic and cultural sites. The bill is modeled after the two other successful voluntary networks NPS currently manages, "We Shall Overcome: Historic Places of the Civil Rights Movement" and "The National Underground Railroad Network to Freedom Program." If passed Boone County has several sites that would be immediately added.

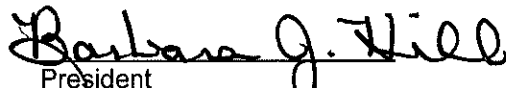
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members.

**NEXT MEETING:** Monday, January 20 at 4pm, at Florence.

**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

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at Florence on January 20, 2020 at 4:00pm

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Carlyle Ackley; CPA Bramel-& Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator;

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

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

**PUBLIC COMMENT:** No public Comment

**PUBLIC PRESENTATIONS:**

Representatives from MSR Design presented and answered questions regarding a Facilities Master Plan.

Representatives from Steinberg Hart presented and answered questions regarding a Facilities Master Plan.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The November Treasurer's Report was emailed to Board members

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT FOR NOVEMBER, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Carlyle Ackley reported on the November financial statements.

**BUSINESS:**

Branch Update: Discussion regarding the Facilities Master Plan presentations.

- ✓ **MOTION TO APPROVE CONTRACT WITH MSR DESIGN FOR FACILITIES MASTER PLAN, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Carrie Herrmann presented the proposals for Window Treatments at the Hebron Branch. No proposals were received for the Amphitheater screen at the Hebron Branch. The Facilities Coordinator will solicit three quotes from local vendors for the amphitheater screen.

- ✓ **MOTION TO APPROVE CONTRACT FOR WINDOW TREATMENTS AT THE HEBRON BRANCH WITH BUDGET BLINDS, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Mid-year Budget: Carrie Herrmann presented mid-year budget requests for the Operating and the Capital Budget.

- ✓ **MOTION TO APPROVE MID-YEAR BUDGET WITH DISCUSSED CHANGES, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** Debra Pleatman discussed bills presented in the current legislative session that may affect libraries.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:



The individual who broke into the Lents Branch and vandalized the building negotiated a plea deal where he plead guilty and was sentenced to 2 years diversion.

On January 14<sup>th</sup> the first floor Family Restroom at the Main Library was vandalized. Many of the fixtures were pulled from the wall. Ceiling tiles were moved. Items were missing from the restroom. After viewing security camera footage, we were able to determine that only one person had entered the restroom that morning. Staff were able to match the security footage to a minor being tutored in a study room. The police were called and after talking to the minor found the missing items in his backpack. We are working to determine ~~the~~ <sup>the</sup> cost to repair the damage.

The zone change request was on the January 14<sup>th</sup> Fiscal Court agenda. This was the first reading of the zone change. The second reading will occur at the January 28<sup>th</sup> Fiscal Court Meeting. If all goes well, the purchaser would like to close on the property in early February.

I received notification from the National Endowment for the Humanities (NEH) that we did not receive the Infrastructure and Capacity Building Challenge Grant. They had 114 applications and awarded 30 grants.

We have filed a letter of intent to apply for a grant from the National Trust for \$120,000. The plan is to fund an African American Research Fellowship for two years. If the National Trust accepts our LOI, we will be eligible to apply for the grant.

The Kentucky Public Library Association Conference is April 15-17<sup>th</sup> in Bowling Green. If any Board Member would like to attend please let me know. (<https://kpla.org/2019-conference/>)

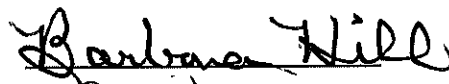
Planning for Summer Reading programs and learning and developing the online program, Beanstack, is in full motion. We are working on a partnership with Boone County Parks for summer 2020.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members  
**NEXT MEETING:** Monday, February 17 at 4pm, at the Main Library.

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

Minutes taken by Shawn Fry

  
Secretary

  
President

Minutes

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at ~~Main~~ on February 12, 2020 at ~~4:30pm~~

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice President; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Carlyle Ackley CPA Bramel & Ackley, ~~Assistant Director~~; Shawn Fry, Assistant Director

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

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

**PUBLIC COMMENT:** No Comment

**PUBLIC PRESENTATIONS:** MSR Design was onsite to lead the Board in a visioning exercise related to the Facilities Master Plan.

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

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

**ACCOUNTANT'S REPORT:** Carlyle Ackley reported on the December financial statements

**BUSINESS:**

Branch Update: Carrie Herrmann provided an update on projects and services at all library locations.

Policy Review: Board Members reviewed the "Purchasing Policy" and the "Open Records Policy and Procedure Policy." Small changes were suggested to bring the Library in line with state law.

- ✓ **MOTION TO APPROVE PURCHASE POLICY AND OPEN RECORDS POLICY AS PRESENTED, ERIC RICHARDSON.** SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

**ATTORNEY'S REPORT:** Debra Pleatman discussed bills presented in the current legislative session that may affect libraries.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

The Fiscal Court approved the zoning change for the Lents Branch on January 28<sup>th</sup>. We closed on the property on February 4<sup>th</sup>.

February 6<sup>th</sup> was Library Legislative Day in Frankfort. Barbara Hill, Becky Kempf (PR Coordinator), Jennifer Timmerman (Youth Services and Outreach Coordinator), and I met with all 6 legislators that represent Boone County.

The Kentucky Public Library Association Conference is April 15-17<sup>th</sup> in Bowling Green. If any Board Member would like to attend please let me know. (<https://kpla.org/2019-conference/>)

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

**NEXT MEETING:** Monday, March 16 at 4pm, at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

Motion to include to be signed after state of emergency

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm at on April 20, 2020

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

**MOTION FOR VIRTUAL BOARD MEETING:**

- ✓ I move with regard to Board meetings held on and after the adoption of this Motion and until the conclusion of the current state of emergency, the Board shall, unless otherwise determined by the Board, conduct its meeting in conformity with the procedures set forth in KRS 61.826 for video teleconferencing of meetings and in conformity with OAG 20-05, which interpreted those provisions and other provisions of the Kentucky Open Meetings Act in light of the exceptional circumstances of the current state of emergency, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY

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

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, ERIC RICHARDSON.** SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED AND TO BE SIGNED AFTER STATE OF EMERGENCY LIFTED, ERIC RICHARDSON.** SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** Stephanie Huhn reported on the January financial statements

**ATTORNEY'S REPORT:** The Legislative session has ended. All state aid to libraries was eliminated. SB5 passed (was vetoed by the Governor) and overridden by the Senate and House. The new law basically means for SPGEs that we can take up to the compensation rate each year without approval. Anything above the compensating rate would require Fiscal Court or other governing body approval. The bills calling for the appointment of board members directly by the fiscal court, the election of board members, and the large payments to the PVAs all failed.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

BCPL received three Open Records Requests this month. One was from a bidder for the cleaning RFP for current invoices. The other two were from possible bidders for printer/copier services for current invoices and contract. (We are approximately a year out from doing an RFP for this service.)

MSR was on site in early February. They toured all locations, and met with the System Management Team, staff, the Library Board, Judge Moore, the Planning Commission, the City of Florence, and Boone County Schools. The meetings scheduled for March 18, 19 and 20 were cancelled. They had planned to meet with the City of Walton, the City of Union, TANK, KY Transportation District 6, and the YMCA. At this time Carrie is working to reschedule these as virtual meetings. MSR has also been working with the Boone County GIS Department to create maps to help them visualize our community. We have been emailing reports and information as they request.

Hillary Delaney, Local History Associate, and Bridget Striker, Local History Coordinator, went to Berea College and interviewed students for summer internships in Local History. Two students have been selected for the summer program and they will start May 25<sup>th</sup>.

A couple held their wedding ceremony in the Main Library under the dome on February 28<sup>th</sup>.

We have added three new databases to our website: NicheAcademy--the public can access quite a few brief tutorials to many of our resources and then access them through the "Go to" link at the bottom of each tutorial; NewspaperArchive Library Edition is a trial that's made available to the public until May 15 - unless we decide to subscribe; and Creative Bug which gives access to instructional videos for arts-and-crafts projects that you can watch on your favorite device. Projects include art and design, sewing, quilting, paper crafts, knitting, crochet, food, jewelry, and holidays and parties.

Becky Kempf, PR & Marketing Coordinator, and members of the social media team (known as Skynet) have been posting information and resources on all our social media channels. Our social media team has really kicked it into high gear. I recommend you follow us on Facebook for ideas on how to keep yourself and your family educated and entertained.

A Summer Reading Team is working on a plan to move our summer reading program to all online, should this be needed.

I worked with Overdrive, the vendor we use for our state-wide eBook and eaudiobook consortium, to create an Instant Digital Card. I know there are a lot of people who do not have library cards and without a card cannot access our Kentucky Libraries Unbound materials. This will allow customers in consortium member's counties to register with their cell phone and have instant access. I am happy to say, that while negotiating the cost with Overdrive, they decided to waive the cost of this service until June 30<sup>th</sup>. As of April 14<sup>th</sup>, 6,246 Instant Digital Cards have been issued. Of that number, 355 are Boone County residents or 6%.

Speaking of Kentucky Libraries Unbound, there has been a huge increase in Juvenile Fiction and Juvenile Non-Fiction and the rest have seen a slight uptick but not an astronomical one.

Fox 19 interviewed me via phone on Sunday, March 29<sup>th</sup>. We talked about what we are doing to provide library service during this time, especially to children.

We are working on storytimes that will be posted on our YouTube channel and then shared to our Facebook page. Three are live currently. These take some time as we work through copyright issues with authors and publishers.

We found 15 N95 respirator masks and 50 nitrile latex free gloves and donated them to Boone County Emergency Management. Local History uses these items for donations that are moldy. We donated 1500 gloves and 500 hydrogen peroxide wipes to Boone County Emergency Management. We had purchased a large supply just before we closed. I wanted to get these items into the hands of the people who need them now.

I had a conference call with Chris Bryson from the Ignite Institute. He is responsible for setting up internships for seniors at the school. The goal is to give students real world experience and to give them a problem to solve that they may see in the workplace. The school has 6 colleges. After a discussion, he believes we may be able to help with internships in 4 of the colleges if we are interested. The internships would run the school year and students would not be at the Library on days that school is not in session. Interns would work one of two shifts: 8:00-10:40 am or 11:30 am-2:30 pm. Monday through Friday.

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

### **BUSINESS:**

Pandemic Plan: A draft plan to reopen library locations was shared with the Board. Library locations cannot open until the Governor's Executive Order expires or is rescinded. A discussion of staffing during the Pandemic Closing. Carrie Herrmann recommended that BCPL continue to pay staff while the Library is closed during the pandemic. This follows our Emergency Closing Policy. ~~A~~ short discussion of the Library's vacation leave policy

*There was a*

Carrie presented a plan to offer amnesty to all customers who had fines prior to March 14. This is a one-time amnesty. BCPL would erase all debts of any kind owed to the Library. This would mean lost items and overdue fines. Any charge would be deleted and every cardholder would have a fresh slate on the day we reopen. She is not proposing that we go fine free after this date. Carrie recommends we begin charging fines again 30 days after we are operating normal hours.

- ✓ **MOTION TO GRANT AMNESTY TO ALL ACCOUNTS WITH FINES OF 14 MARCH, FINES WILL RESUME 30 DAYS AFTER ALL BRANCHES HAVE OPENED, KATE MCCLAIN. SECOND, ERIC RICHARDSON APPROVED UNANIMOUSLY.**

Cleaning Bids: Cleaning bids were previously shared with Board Members. A discussion of the bids received.

- ✓ **MOTION TO AWARD THE CONTRACT TO BAKER CLEANING. CHRIS LANGE SECOND, DOUG HODNETT APPROVED UNANIMOUSLY.**

Tax Refund: Taxpayer refunds in excess of \$1,000 are approved by the Board. BCPL has received two requests for a refund:

- ✓ **MOTION TO REFUND \$6,324.18 TO SANTRADE LTD GRANTING DIRECTOR ABILITY TO SIGN THE DOCUMENTATION, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO REFUND JOHNSON CONTROLS BATTERY GROUP \$2,448.54, GRANTING DIRECTOR ABILITY TO SIGN THE DOCUMENTATION, KATE MCCLAIN. SECOND DOUG HODNETT. APPROVED UNANIMOUSLY.**

FY2021 Operation Budget Draft: Carrie Herrmann presented two drafts of the FY2021 Operating Budget and asked the Board to give her direction on which one she should more fully develop. Both revenue versions include no state aid funds, reduction of fines paid, reduction of interest earned, reduction from the Passport Vending, reduction in Real Property Taxes, and reduction in Auto Taxes. Both expense versions include a 0% raise for staff, FY2021 has 27 pay periods rather than 26 (This happens every 8 to 10 years), health insurance assumes a 6% increase; and a freeze in CERS contributions instead of the expected 12% increase (The freeze was passed by KY Legislation). Version A of the expense budget included a freeze from FY2020 on collections, programming, and continuing education, travel and includes funds for some of the requested Furniture/Equipment purchases (0X2700 line item). Version B of the expense budget includes cuts 10% from collections, programming, continuing education, travel, PR, and contribution to the Boone County Early Childhood Fund; and cuts all Furniture/Equipment purchases (0X2700 line item). A 3% raise for staff would add \$86,000 to the budget for salaries, retirement, and FICA. After some discussion the Board asked Carrie to prepare version B.

FY2021 Capital Budget Draft: Carrie presented a draft of the capital budget. The budgeted items include projects moved from FY2020 to FY2021 Capital budget due to the pandemic, and scheduled repairs and updates per the project plan.

- ✓ **MOTION TO APPROVE THE FY2021 CAPITAL BUDGET, CHRIS LANGE. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Trustee Recruitment: Two trustee appointments expire June 30, 2020. Barbara Hill and Chris Lange left the meeting to avoid a conflict of interest. Applications were reviewed.

- ✓ **MOTION TO NOMINATE CANDIDATES C & E FOR BOARD OF TRUSTEE POSITION, ERIC RICHARDSON SECOND. KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO NOMINATE CANDIDATES D & E, FOR SECOND BOARD OF TRUSTEE POSITION, ERIC RICHARDSON. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO NOMINATE CANDIDATE G AS ALTERNATE, ERIC RICHARDSON. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**NEXT MEETING:** Monday, May 18 at 4pm.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:34 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Motion to be signed after library opens

**CALL TO ORDER:** President Hill called the Zoom meeting to order on May 18, 2020 at 4:00pm.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator.

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

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

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The February Treasurer's Report was emailed to Board members

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn reported on the February financial statements

**BUSINESS:**

Pandemic Update: Library locations cannot open until the Governor's Executive Order expires or is rescinded. There was a discussion of the reopening plan and services currently offered. Carrie Herrmann shared the results of a community survey regarding services during and post pandemic. The Board had a short discussion regarding vacation time accrued by staff. There was a discussion about Emergency Closing pay.

- ✓ **MOTION THE USE OF EMERGENCY CLOSING PAY WILL BE DISCONTINUED FOR EMPLOYEES WHO DO NOT QUALIFY FOR FFCRA OR EFMLA AND REFUSES TO RETURN TO WORK BY 8 JUNE, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Branch Update: Carrie Herrmann shared information from Drees Home regarding the construction of a sidewalk on Library property in Hebron. We took advantage of not having people in the parking lot at the Hebron Branch and fixed a parking lot drainage issue. We had water pooling near the exit of the drive through circle. They had to install a drain on one side and drill under the parking lot to the bioswale.

- ✓ **MOTION TO ACCEPT A CHANGE ORDER AND PAY PERKINS/CARMACK FOR DRAINAGE ISSUES AT HEBRON BRANCH. CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Due to ongoing HVAC issues and loss of cold weather time, BCPL will need to extend the Hebron Branch commissioning contract with ZH Consulting.

- ✓ **MOTION TO SIGN EXTENSION CONTRACT WITH ZH CONSULTANTS FOR HEBRON BRANCH. CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Tax Refund: Taxpayer refunds in excess of \$1,000 are approved by the Board. BCPL received two requests for a refund. Novolex Duro Bag requested a refund of \$3,039.27 for the 2017 tax year. Novolex Duro Bag requested a refund of \$5,070.42 for the 2017 tax year.

- ✓ **MOTION TO REFUND \$3,039.27 AND \$5,070.42 TO NOVOLEX DURO BAG, GRANTING DIRECTOR ABILITY TO SIGN DOCUMENTATION, CHRIS LANGE. ERIC RICHARDSON. SECOND, APPROVED UNANIMOUSLY.**

FY2021 Operating Budget Draft: Carrie Herrmann presented the FY2021 Draft Operating Budget. The revenue portion of the budget included no state aid funds (100% reduction); reduction of fines paid (15% reduction); reduction of interest earned (48% reduction); reduction from the passport vending (61% reduction); reduction in real property taxes (4.5% reduction); and a reduction in auto taxes (6.6% reduction).

The expense portion of the budget included 0% raise for staff; 27 pay periods rather than 26; health insurance assumes a 6% increase; a freeze in CERS contributions instead of the expected 12% increase; a 20% reduction in membership to SWON; a 10% reduction for collections, programming, PR, and contribution to the Boone County Early Childhood Fund; a 20% cut to continuing education and travel; cuts all furniture/equipment purchase requests; and all Janitorial line items are doubled. The budget draft is \$1,896 below FY2020 approved budget. The 27<sup>th</sup> pay period added \$154,450 to the budget. Doubling the janitorial line items added \$22,750 to the budget

- ✓ **MOTION TO APPROVE OPERATING BUDGET, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Investments Update: Two CDARS matured on May 7<sup>th</sup>. One was a 24 month CDAR at 2.15% in the amount of \$2,500,000.00. The other was a 12 month CDAR at 2.23% in the amount of \$2,517,282.00. Both were rolled over into 12 month CDARS at 0.95%.

- ✓ **MOTION TO APPROVE FOR DIRECTOR TO SIGN PAPERWORK FOR ROLL-OVER CD, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** Monitoring and reviewing new legislation passed that may affect the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann wanted it reflected in the Board notes that the staff have done a wonderful job at pivoting from in person services to virtual services. She wanted to publicly thank the staff for their patience, their help,

Carrie Herrmann highlighted that she spent a lot of time working on the Reopening Plan. This plan has been submitted to a state agency. It must be approved before we can open to in person in the building operations. In addition, KPLA and KDLA submitted a statewide plan for reopening libraries. The Governor has mentioned libraries several times in his 5:00 pm daily briefing. The state is not sure where we belong in the phased plan to reopen the state. "Libraries are complex."

KDLA has released a CARES Act Grant Application to purchase PPE for library districts. Carrie is in the process of writing the application. The grant will supply \$1,000 for the Main Library, \$500 per location (\$2,500 for BCPL), and \$200 per bookmobile and outreach vehicles (\$400 for BCPL). The application is due June 5<sup>th</sup>. KDLA has sent the four names recommended for the Library Board appointments to Judge Moore. Carrie is waiting to see when this will be placed on the Fiscal Court Meeting agenda. As a reminder, the current Trustee remains on the Board until a new appointment is made by the Fiscal Court.

Received notification from the Boone County PVA that we should prepare for a November or worst case scenario December tax bill this year. It is highly unlikely that tax bills will go out in October. The Department of Revenue has extended the tax calendar by 60 days. This will delay certification of values. All Boone County governmental entities have 45 days after the certification to set the tax rate.

Becky Kempf, PR Coordinator, will be retiring May 31. We wish her luck. She will be missed. We conducted interviews the week of May 11<sup>th</sup>. Most positions that were open when we closed on March 13<sup>th</sup> or have been vacated since the pandemic began are not being filled. At this time, I do not plan to fill these positions until the Library resumes normal hours.

The state-wide delivery system we use for ILL is looking at a September 8<sup>th</sup> restart date. As part of this they are offering to lower the cost from \$750 per stop to \$450 per stop. While lowering the price is nice, it does not offset the cost to mail ILL items to libraries in Kentucky. BCPL officially notified the service that we would prefer an early July start date.



BCPL is supposed to host the Kentucky Genealogy and History Conference in August. We are exploring the option of offering this virtually. The 2020 Network to Freedom Grant application is due at the end of May. BCPL will accept the Power of Libraries Award on May 19<sup>th</sup> during SirsiDynix' virtual conference.

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

**NEXT MEETING:** Monday, June 15 at 4pm.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:20 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

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Secretary

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President

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Secretary

*Barbara Hill*  
President


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Minutes taken by Shawn Fry

  
Secretary

\_\_\_\_\_  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:02pm, Zoom conference on June 15, 2020 at 4:00pm

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Eric Richardson; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator; Chris Bischoff, KDLA North Region Consultant

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

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

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, ERIC RICHARDSON SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The March Treasurer's Report was emailed to Board members

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT, DOUG HODNETT, SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Pandemic Update:** Carrie Herrmann provided an update on BCPL's work during the pandemic. Library locations opened June 15<sup>th</sup> with reduced maximum capacity. She shared the updated "Reopening Plan."

**Branch Update:** Facilities changed toilets, urinals, and sinks to automatic and touchless. We took the opportunity to have some preventative maintenance done on the CCOW and the AOV. All locations have picnic tables for staff and/or customers to use. Facilities is working on building a covering for those picnic tables so that staff have a shaded space to take off the masks. We painted the second floor of the Main Library. This was in the budget. The Florence Branch Developed a leak in the building on May 18<sup>th</sup>. There was a valve in a rooftop HVAC unit that needed flashing and caulking around it. At the Hebron Branch the landscaper on the building project has replaced several trees, bushes and plants, and re-seeded the hill near the monument sign. We requested that Perkins Carmack and Brandstetter Carrol review the grading of the retention pond. We do not think it is correct. The way it is now, we cannot mow that area. We formally requested that warranties on certain items be extended a year because some systems have not worked correctly yet. Jeff West, Facilities Manager, and I met with all entities involved in the HVAC system. Formally requested that warranties on the HVAC system be extended a year because it has not worked correctly yet. We need to go through another winter to balance the system

- ✓ **MOTION TO ACCEPT A CHANGE ORDER AND PAY PERKINS/CARMACK FOR DRAINAGE ISSUES AT HEBRON BRANCH. CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO SIGN EXTENSION CONTRACT WITH ZH CONSULTANTS FOR HEBRON BRANCH. CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**FY2021 Board Meeting Calendar:** Carrie Herrmann presented a copy of the proposed meeting calendar for FY2021.

- ✓ **MOTION TO APPROVE BOARD CALENDAR. KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

**Accountant Engagement Letter:** Bramel and Ackley presented an updated engagement letter for FY2021.

- ✓ **MOTION TO APPROVE ACCOUNTANT ENGAGEMENT LETTER. CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Attorney Engagement Letter: Ziegler and Schneider presented an updated engagement letter for FY2021.

- ✓ **MOTION TO APPROVE ATTORNEY ENGAGEMENT LETTER.** DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** Stephanie Huhn reported on the March financial statements

**ATTORNEY'S REPORT:** Monitoring and reviewing new legislation passed and Executive Orders that may affect the Library

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that KDLA announced that they will pay KYVL membership fees for all of Kentucky's public libraries over the coming year, utilizing federal funds allocated to the agency. BCPL's membership fee is \$18,800. The new PR Coordinator is Jennifer Cheek. She has worked in the PR Department for three years as the previous coordinator's assistant. BCPL submitted a National Parks Network to Freedom Grant for Local History in the amount of \$10,000. We submitted an application to OCLC for an award for our African Americans in Boone County project that has a \$5,000 prize. We submitted a CARES Act Grant application to KDLA in the amount of \$4,000 to help pay for PPE.

Adult Programmers are working on virtual programming for late June and all of July. Book discussion groups, Writer's Groups, D&D games are a few of the examples of what will be virtual. Online storytimes continue. A new storytime is released on our YouTube channel every Wednesday and Friday at 10:30 am.

The Kentucky Libraries Unbound consortium voted to permanently raise the number of holds and checkouts allowed from 10 to 20 each. There is a second vote out for members regarding whether or not we keep the cell phone number registration option permanently.

Jessica Mastranardo, Office Assistant at the Main Library, will be retiring after 20+ years at BCPL. Her last day is June 30<sup>th</sup>. Vida Jaehnan, Cataloging Assistant at the Main Library, retired as of May 31<sup>st</sup>. She worked for BCPL for 10+ years.

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

**NEXT MEETING:** Monday, July 20 at 4pm.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:50 pm, motion, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

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Secretary

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President

Attorney Engagement Letter: Ziegler and Schneider presented an updated engagement letter for FY2021.

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*Barbara O. Hill*

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