

CALL TO ORDER: President Hill called the meeting to order at 4:00pm, Zoom conference on July 20, 2020

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, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

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

TREASURER'S REPORT: The April and May Treasurer's Report was emailed to Board members

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

BUSINESS:

Pandemic Update: Carrie Herrmann provides an update of BCPL's reopening plan and service efforts during the pandemic. Most people are just coming in for their materials and leaving. We have not yet met our occupancy maximum. We are averaging about 53 people per day using the curbside pickup option. Carrie is monitoring the rising cases closely. She monitors the NKY Health District, Kentucky Cabinet for Health and Family Services, CDC, Johns Hopkins, Harvard University, Georgia Tech, Gradient Metrics (a community of data scientists, analysts, researchers, and technologists), and the New York Times aggregating data from state and federal resources. She also shared the newest phase of the reopening plan. Phase 2.5 allows BCPL to drop back to curbside pickup only using the current reduced hours and 50% staffing. In the first phase of a project to develop science-based information about how materials can be handled to mitigate exposure to staff and visitors, scientists have found that the virus that causes COVID-19 is not detectable on five common library materials after three days. This is a partnership between IMLS and Battelle. This means that the CDC guidelines to quarantine materials for three days was correct. Battaglias Deli, the café at the Main Library will reopen when capacity has increased to 75%.

- ✓ **MOTION TO ALLOW DIRECTOR DISCRETION FOR MOVING THROUGH PHASES OF REOPENING PLAN AS NEEDED DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Branch Update: The courier van was rear-ended at a stoplight on July 2nd. Both rear doors need to be replaced and they will need to be rewrapped. Two fuses on the new Heat Pump at the Main Library are blown. Advanced Mechanical is trying to figure out why this happened. Carrie has been working with a Duke Energy Contractor. Duke is installing a new gas line that will go through the front of the Main Library's property. After review of the drawings we realized that the easement and the construction work would damage our irrigation system. Duke will pay to have the system moved and reinstalled. They are also evaluating the underground electric for the marquee sign. Carrie attended a meeting with the architect, the contractor and the irrigation installer. There are several zones not working. They have two weeks to repair the system and make it operational. We will not accept completion until the system is 100%. New public chairs for the Florence Branch arrived on July 9th. These were ordered and paid for before we closed down for the pandemic. Carrie attended a Planning Commission Meeting regarding a rezoning request for property around the land the Library has purchased at the Walton Towne Center. They want to change from C2 to I1. She is watching this closely and would like to have some conditions placed on this—no smells, noise ordinance, and a green screen between our property and the I1 property. At the Chapin Library, facilities worked with the County to have some overgrown bushes removed from near the doors. There was a homeless man living in them and we considered this a safety

risk for staff at the location. We had to bring in the pest control company as the location was overrun with spiders. Placed a locking cover over an outside outlet. Found two men using the electric.

Storywalk: None of the four story walks BCPL has installed in Boone County show a person of color. Carrie has directed staff to begin research on an appropriate early childhood title. She would like to contact the City of Florence about a partnership to install a Story Walk at one of their parks. We do not have a story walk in the City of Florence. When we have partnered with the Boone County Parks Department, BCPL chooses the book, negotiates the copyright permission, and creates the early childhood activities; the Parks Department creates the signs, installs the signs, and maintains them and the trail.

- ✓ **MOTION TO APPROACH THE CITY OF FLORENCE TO DISCUSS A STORYWALK.** CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Auditor Engagement: Van Gorder, Walker & Co., Inc. has sent an updated engagement letter for the audit covering the fiscal year that ended June 30, 2020.

- ✓ **MOTION TO ACCEPT ACCOUNTING FIRM VAN GORDER, WALKER & CO.** KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Disclosure/Conflict of Interest Statement: In accordance with Board Conflict of Interest Policy and the Trustee Ethic's Policy, said policies were mailed to Board Members. Receipt of the policies was acknowledged. The Disclosure Statement was mailed to Board Members and must be returned in the accompanying addressed and stamped envelope.

ACCOUNTANT'S REPORT: Stephanie Huhn reported on the April and May financial statements.

ATTORNEY'S REPORT: Monitoring and reviewing Executive Orders that may affect the Library

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

The Kentucky Department of Local Government is running behind. She registered BCPL with the department on May 18th and has not yet received the invoice to complete the registration. DLG website has also been shut down so that it cannot accept any uploads—FY2021 budget, end of year actuals, etc. They will not send me the forms to fill out until we have paid the registration fee. On June 24th she had a conversation with someone at DLG. They will not fine us for missing any due dates. She completed the 2019 Annual Survey of Local Government Finances sent out by the U.S Department of Commerce and the U.S. Census Bureau. The Library was notified that BCPL will receive \$60,300.00 in state funding for FY2021. BCPL has been nominated for a Special District Government Technology Award for response to Covid-19. This award program is designed to recognize innovation and leadership within special district agencies across the country.

The KYVL delivery system restarted the week of July 13th. This was very welcome by our ILL Department and customers. We have now added circulating webcams to our collection. Some members of our community struggled with the online meetings because they did not have webcams during the shutdown. On June 10th we began offering "Book Bundles" to children. Parents/Caregivers complete a form with their child and our staff supplies up to 10 books. This helps those families who do not want to stay and browse in the library for an extended period of time. It is also used by those families who prefer curbside pickup. From June 10 to June 30, staff supplied 42 Book Bundles to children. Summer Reading started on June 1 and will run to July 31. This year had a slow start as we were unable to do our summer reading kickoff program. We have three programs—Preschool, Youth (k-12th grade), and Adult. All in door July, August, and September programs are cancelled. Staff are experimenting currently with outdoor and virtual programs. Due to very low engagement on the BCPL Pinterest page, we have decided to close our account on July 31. The logo has been removed from our website and August

newsletter. We have refocused this page three times in an attempt to gain followers and interest. We continue to add online storytimes to our YouTube channel on Wednesdays and Fridays at 10:30 am. We are working with some of the child care centers to deliver collections to them. The centers are still not ready for us to begin programming. We are taking advantage of the pandemic to reset our Youth Services Outreach efforts. Before the pandemic this outreach department was working beyond its capacity. We are working to develop a scope (Early Childhood), a focus (Kindergarten Readiness), and a priority for service (Child Care Centers, Public Title 1 Preschools, Private Preschools, and Public Preschools not Title 1). Adult Outreach programming is currently on hiatus due to the pandemic. While on hiatus, we have been considering the feasibility of a books by mail program in addition to how to resume services as they become feasible. Even though long term living facilities are allowed visitors as of June 15, the centers have told us they do not want us in the buildings and they do not want collections from us at this time.

We have nominated the African American's in Boone County Omeka-S project for a Special District Government Technology Award. This award program is designed to recognize innovation and leadership within special district agencies across the country. We have received a \$5000 grant to create the African Americans of the Kentucky Borderlands digital exhibit from the 400 Years of African American History Commission. The funds will go towards equipment for a traveling display. Of course we currently have issues with installing touch screens in public spaces, but we can figure it out. Just as a reminder, we submitted this grant proposal March 19th, which was very early in the pandemic. It requires a 100% match, but we already have this in the capital projects budget as Pass It Down Exhibit equipment and software. The African Americans of the Kentucky Borderlands Digital Exhibit Project will integrate Initiative projects on to one cohesive platform and create an interactive online exhibit based on BCPL's extensive African American research. BCPL will create a traveling exhibit of the African Americans of the Kentucky Borderlands, which may be installed at schools, museums, or other education-based facilities. The exhibit may also be viewed from any mobile device for free to ensure equitable access via the BCPL website. We have received a \$10,000 grant from the National Parks Service Network to Freedom. This grant will further research on the legacy of enslaved mothers. This grant will be used in conjunction with the grant mentioned above.

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

NEXT MEETING: Monday, August 17 at 4pm on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

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