

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm, Zoom conference on September 21, 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 Coordinator

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

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

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

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

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

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Pandemic Update:** The reopening plan has been updated. A section has been added to the introduction on page 1. This replaces the blanket statement about closing for 14 days if someone tests positive for Covid-19. That statement has been removed from the document. Every case or suspected case is unique. When we are made aware of an issue, Carrie or Sherri or both call the Northern Kentucky Health Department for guidance. Carrie has been advised by the Northern Kentucky Health Department that employers do not need to contact employees about possible exposure that this will happen as part of the contact tracing they conduct. She has decided, as an employer, that BCPL should contact staff who may be affected while maintaining the infected person's privacy. Currently we have 17 positions open throughout the system that we are holding. Carrie has cancelled the October Staff Development Day. She plans to offer her Annual State of the Library presentation as a recorded message. The Governor has extended the Mask regulation another 30 days. This will end on October 7<sup>th</sup>. The Management Team is recommending that BCPL keep this in place even after the regulation ends. Staff tested three new masks. None of the three masks received good reviews. We will continue to look for masks that will help with accessibility issues, especially for those who are deaf or hard of hearing. The Management Team is look at adding additional hours for the community. A small team has been working on student digital access cards. We have worked out an internal procedure for issuing these cards. R.A. Jones, Cooper High School, and the World Language Department at Ryle High School will be testing these cards. All three schools chose to use an opt out letter for the cards. We believe that as word gets out, more schools will request this card for their students.

**Facilities Update:** MSR has sent a Facilities' Master Plan that is 80% complete. This report will be shared with Board Members. The charging system on the Library Bus is not working correctly. Something is draining the battery. The mechanic is now trying to track the issue. At the Main Library, all needed paperwork is signed, notarized and in the hands of Duke for the easement. At the Hebron Branch facilities installed a fence along a portion of the StoryWalk. We were concerned children would fall down the hill. The Boone Innovation Lab reopened on September 14<sup>th</sup>. Still working with Brandstetter Carrol, Perkins Carmack, and contractors on the HVAC system and the Irrigation System at the Hebron Branch. We have resurfaced the parking lot at the Florence Branch. We are receiving monthly restitution payments from the individual who damaged the Lents Branch just prior to closing on the sale.

**Annual Report :** Review and discussion of key data points of the Boone County Public Library District 2020 Kentucky Annual Report of Public Libraries. This report is due to the state library by September 27<sup>th</sup>. To help put the data into context Carrie included the display of both the previous fiscal year and the current fiscal year data. This report is structured to be a snapshot in time at the end of the FY (June 30<sup>th</sup>)

and does not align with auditor's report due to accruals. This report typically acts as our request for state aid. State Aid has been zeroed out in the budget. KDLA asks that we still submit the paperwork requesting state aid in case it is reinstated in the 2021 budget session.

- ✓ **MOTION TO ACCEPT ANNUAL REPORT, ERIC RICHARDSON. SECOND, CHRIS LANGE APPROVED.**

Digital Inclusion: A staff team has been working on digital inclusion in Boone County. We would like to expand the library's network and create a wide area mesh network. Additional access points, both inside the building and outside the building, will be added to each location. This will increase the Wi-Fi reach. As a pilot project to increase Wi-Fi reach, a Wi-Fi bridge antenna would be placed on the roof or on a pole at the Florence Branch Library. Another will be placed at a location in Florence. This will extend our network. On location at the partner agency, a network switch and 1- 3 outdoor Wi-Fi antennas will be placed in strategic locations. This will ensure we get the best coverage. Both the Wi-Fi bridge antenna and the access points will be connected to a switch so they can talk to one another. In order to expand our Wi-Fi network we need: \$1,891 per location (Total for 5 locations \$9,455. Hebron already has this capability.); \$3,000 to upgrade the firewall; and \$3,194 to pilot the wide area mesh network in Florence. The total project cost is \$15,649.

- ✓ **MOTION TO AMMEND THE CAPITAL PROJECT BUDGET TO ADD \$15,649 TO THE DISTRICT LINE ITEM TO FUND THE DIGITAL INCLUSION PROJECT, ERIC RICHARDSON. SECOND, DOUG HODNETT APPROVED.**

Thanksgiving Holiday: For this year only Carrie requested that BCPL close the Friday after Thanksgiving (November 27, 2020).

- ✓ **MOTION TO HAVE THE FRIDAY OFF AFTER THANKSGIVING FOR THIS YEAR ONLY, KATE MCCLAIN. SECOND, ERIC RICHARDSON APPROVED**

**ACCOUNTANT'S REPORT:** Several CDs have matured and been reinvested. The July Financial Report will be emailed after the Board Meeting.

**ATTORNEY'S REPORT:** Monitoring pre-filed Kentucky legislative bills for any that may affect BCPL. Monitoring executive orders and regulations related to the pandemic for any that may affect the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: Carrie received notification from the Department of Local Government that BCPL was noncompliant with turning in required reports on August 18<sup>th</sup>. We are in compliance. She has email acknowledgements of receipt from the DLG for all required reports. The website shows we are noncompliant to the public. They are trying to correct the problem. Carrie has been asked to serve on the Kentucky Public Library Association Advocacy Committee.

On September 8<sup>th</sup> Carrie presented BCPL's tax rate to the Boone County Fiscal Court. She read the following statement and then answered questions. "In 2019, the Library's tax rate per \$100 of assessed value was 5.1 cents for Real Property and 5.35 cents for Tangible Personal property. The Library Board voted unanimously to lower both rates to 4.9 cents for 2020. This is despite losing all state aid and increased costs of janitorial cleaning, insurance, utilities, and library materials. The last time BCPL had a rate less than 5 cents was in 2000 when the rate was 4.6 cents."

The City of Florence is very interested in partnering with the Library on a storywalk. They are determining which park would be the best for this project. Carrie had a conversation with the City of Florence regarding the Dolly Parton Imagination Library. They have had several inquiries about this service and they did not want to duplicate efforts if we planned to offer this. Jennifer Timmerman, Youth Services & Outreach Coordinator, and Carrie have looked at this program. This fits neatly into the Library's strategic plan, as one of the areas of emphasis is early childhood. Using census data and a cost calculator supplied by the Imagination Library, we estimate that the program will cost between \$30-40 per child per year or \$17,000 per year. The Library cannot sustain that cost over several years alone. Through our research we determined that the model we like involves a partnership with the School Systems in Boone

County. All partners contribute funds to the project to make the largest impact. We have not contacted the schools yet. They have been busy trying to offer NTI to all students and we did not want to place more stress on them. Our hope is to pick this project up later this year as things settle into a more normal status.

Three ballot drop-off boxes will be at BCPL locations. At the moment it looks like they will be located at the Florence, Scheben and Walton Branches. The Boone County Clerk has agreed to write (and update as needed) a BCPL blog post about voting in Boone County.

The FY2020 audit is scheduled to take place October 19-21, 2020. Carrie has been invited to a meeting with the PVA and SPGEs in Boone County. There is a PVA Legislative Task Force looking for possible sources of funding. She wants to have a county-specific discussion on where the money to fund our office should come from and how it could possibly be allocated. The PVA want to take the ideas generated at this meeting to the Task Force.

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

**NEXT MEETING:** Monday, October 19 at 4pm, on Zoom.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 4:48 pm, motion, ERIC RICHARDSON. SECOND, DOUG HODNETT APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

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Secretary

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President