

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on October 19, 2020.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; 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; Jeff West, Facilities Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

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

TREASURER'S REPORT: No report for this month due to prepping for annual audit.

BUSINESS:

Pandemic Update: Currently the Library has 17 positions open throughout the system. Carrie cancelled the October Staff Development Day. Her Annual State of the Library presentation will be a recorded message released later this week. The Governor has extended the Mask regulation another 30 days. This will end on November 6th. Carrie asked for a plan from each public services department for instituting Monday through Thursday 10 am to 7 pm, Fridays 10 am to 6 pm, and Saturdays 1 to 5 pm. After receiving the plan, she decided to phase in the additional hours—Main and Scheben in November, Hebron and Florence in December, and Walton and Chapin in January. Staff are still working on Teams. We work 1 week in the building and 1 week outside. In December this will change so that each team works 3 days per week in the building. Libraries have to follow both the Governmental and the Educational and Cultural Activities Guidelines. It is the Governmental guideline that limits our staffing to no more than 50% of staff in the building at any one time. The Educational and Cultural Activities guideline limits us to 50% max occupancy for customers. We have added 3,569 Student Digital Access Card users between RA Jones, Cooper and Ryle. Overall the actual creation of the cards has gone really well and we haven't had any issues getting the accounts set up and the information sent back to the schools.

Facilities Update: Equipment for the digital inclusion project has been purchased. The County is very excited about this. We are working to make sure the antenna meets the Planning Commission guidelines. We are still working with Brandstetter Carrol, Perkins Carmack, and contractors on the HVAC system and the Irrigation System at the Hebron Branch.

Facilities Master Plan: A draft of the plan was shared with Board members. Comments were collected to be shared with MSR. MSR will make a presentation to the Board with recommendations at the November 16th Board meeting. The plan should be completed by the end of the year.

Destruction Certificate: Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was supplied to the Board for approval.

- ✓ **MOTION TO SUBMIT INFORMATION ON MATERIAL TO STATE FOR SHREDDING, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn stated that the audit is ongoing. The auditor is on site the week of October 19th. Most of the accountant's work has been in support of the audit.

ATTORNEY'S REPORT: Monitoring pre-filed bills that may impact BCPL.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted BCPL's partnership with the Boone County Clerk to use 3 of the Library's locations for ballot drop boxes was mentioned during the NKY Chamber Government Forum as a creative way to make voting more accessible. The PR Department created a Facebook post on October 6th showing one of the ballot drop-off boxes and letting the community know that these drop-off boxes are located at three BCPL locations. After several negative comments about voting options, the Boone County Clerk stepped in and posted in the comments section.

We have asked for an extension on the Boone County Early Childhood Fund Grant. This grant had two parts—an in house STEM Storytime and an Outreach STEM Storytime at two centers identified as at risk. We have identified and have begun to present the in house STEM Storytime (see my report under Strategic Plan). As yet, we have not identified an alternative for the Outreach portion of the grant.

Staff at the Scheben Branch will begin online Passport Agent recertification. While we have no immediate plans to resume Passport Acceptance we want to be prepared for the time when this is once again being offered. The BIL opened on Sept 15 at the Hebron Branch. We had 15 reservations between the 15th and the 30th. Things seem to be going well - no issues with masks or social distancing.

We have begun to offer some in-person programming using our outside spaces. Yoga and several book discussion groups are meeting this way.

Carrie handed out a report on the summer reading program 2020. This year the program was 100% virtual. While participation numbers are down, the ones who participated were very involved. Participation rates across Northern Kentucky were down.

Carrie shared the first quarter statistical report. September 30th was the end of the first quarter of FY2021. We are down in every category.

The Power of Libraries Award video will debut on October 27th, during the SirsiDynix Connection Summit Virtual Conference. Bridget Striker, Local History Coordinator, will join the summit to watch the video and answer any questions. Local History commemorated the 2020 International Underground Railroad Month in September by compiling 30 of Boone County's escapes into a daily Facebook post. Every day in September, LH posted a different story including a related image (church, river scene) or newspaper clipping (obit, advertisement). Additionally, two videos about UGRR history in Boone County were produced and shared via Facebook during the month. Local History will have the first ever Facebook Live Ghost Walk on Thursday, October 29th starting at 6:30p in Petersburg.

Carrie received notification that the nominating committee has decided to place my name on 2021 ALA Election Slate for Councilor at Large. Pat Yanarella, Information Services Coordinator and Records Retention Officer, will celebrate 40 years of employment at BCPL on November 17th.

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

NEXT MEETING: Monday, November 16 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:48 pm, motion, CHRIS LANGRISH. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

President

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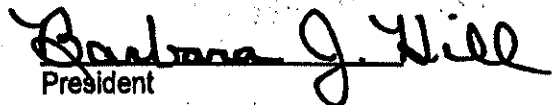
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