

CALL TO ORDER: President Hill called the meeting to order at 4:02pm, Zoom conference on November 16, 2020 at 4:00pm

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

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 October meeting, were emailed to Board members.

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

PUBLIC PRESENTATION: Kristilyn Vercruysse, Matthew S. Kruntorád, and Simona Fischer from MSR Design presented a draft of recommendations related to the Facilities Master Plan.

TREASURER'S REPORT: The August and September Treasurer's Reports were emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORTS, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Pandemic Update: Carrie Herrmann reported that someone has decided to use BCPL to spread misinformation about Covid-19. Staff have found cards hidden in children's books and the newsletter stands that have misinformation about the pandemic and vaccines. After the Governor released his recommendations for counties that are listed as Red in the state's Covid-19 tracking system, Carrie contacted the NKY Health District. After multiple discussions and answering several questions they determined that what BCPL is doing is the template they will use for all other libraries in NKY. The Library can remain open. Several staff have expressed that they are unhappy with the Library staying open.

Facilities Update: All the equipment for the digital inclusion project has arrived. The installation is complete at the Florence Branch and the Main Library. Michael Savarino, BCPL IT Manager, is working with the Florence City Coordinator and their IT company. Later this week Michael and Spencer (the city of Florence IT person) will be doing a site visit to determine the exact placement of our equipment. The Planning Commission has determined that we do not have to seek approval for the antennas. Carrie will present about the wide area mesh network at the Florence City Council Meeting on November 23. Jeff West, Facilities Manager, and ZH Consulting are working on an ROI to change out all fluorescent lighting at all facilities to LED and submit to the mid-year budget adjustment request. At the Main Library a new heat pump was installed and Jeff is working with Advanced Mechanical to install a 1st floor humidifier. At the Scheben Branch facilities staff transformed the 1st floor staff RR into an infirmary/mother's room and replaced a 3'x5' bladder tank for the boiler. At the Hebron Branch on the evening of October 23rd an Amazon truck ran through the height restrictor gate and through several landscaped areas before leaving the property. We captured it on video. After sharing the video with a logistics manager at Amazon, they are going to pay for repairs. The Library officially gave Perkins Carmack a deadline of November 6th to complete all outstanding items. We are still working on the HVAC system. We are no longer working with Perkins and Carmack on this issue. The engineering firm (Elsivere) is taking the lead. We have determined that the engineers did not calculate the heat load correctly and need to add more heat into the building. The BIL will be sectioned off from the rest of the HVAC system. It will have its own standalone unit. The heat that had been in the BIL will be fed into the main section of the building. The vestibule has too much heat in that area. This will be divided and 50% of the heat will be redirected through new vents that will be added in the front area to add heat. The interior modifications on Friday November 27, early morning Saturday November 28 and Sunday November 29 during closing

hours. This way the contractor can work without customer or staff interference. Jeff has contacted 2 companies regarding installing shade sails at the amphitheater at Hebron. They are both out of town and scheduling a visit.

5/3 Savings Account: The only account BCPL has at 5/3 Bank is a savings account with just under \$21,000 in it. That account was opened to secure the Library's corporate credit cards. Late last year we moved our credit cards from 5/3 to BB&T. Carrie recommends that we close that account and move the money to the Heritage Bank General Fund Money Market account.

- ✓ **MOTION TO APPROVE REMOVING MONEY FROM 5/3 ACCOUNT, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn stated that the audit is ongoing. The auditor will be ready to present the audit at the December meeting. The August Financial Report was emailed to Board members.

ATTORNEY'S REPORT: Monitoring pre-filed bills that may impact BCPL. Reviewing policies that will be brought to the Board at a later date.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she had a meeting with Judge Moore and Judge Frohlich regarding starting a Boone County Historical Archive. Over the years, BCPL has become an accidental archive. The county would like to see an archive center at the Main Library. She has started conversations with Jeff West, Facilities Manager, and Ian Holten, ZH Consulting, about Solar Energy and BCPL. Carrie has been asked to co-facilitate a conversation about Library's and reserve funds with KDLA. Four BCPL locations will be a collection point for the Steinfeld Toy Foundation—Main, Scheben, Hebron, and Florence. Barrels will be delivered to the locations soon. Collection dates are November 23 to December 7.

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

NEXT MEETING: Monday, December 21 at 4pm, on Zoom.

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

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SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

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Barbara J. Hill
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