

CALL TO ORDER: President Hill called the meeting to order at 4:02pm, Zoom conference on Dec 21, 2020.

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; Jeff West, Facilities Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

Director's Evaluation: Barbara Hill reminded board members that it is time to do the director's evaluation. She will send the evaluation questions to board members after the meeting. The completed evaluations need to be returned to her by January 11. After that she will meet with Carrie.

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

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

PUBLIC PRESENTATION:

John Chamberlin from Van Gorder, Walker & Company, Inc. presented a draft of the FY2020 audit.

- ✓ **MOTION TO APPROVE AUDIT PRESENTATION, WITH CHANGES TO BE MADE FROM VAN GORDER, WALKER AND COMPANY, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: No report this month.

BUSINESS:

Pandemic Update: The Library moved back to curbside November 23 to December 13. The Library reopened to the public on December 14. The current mask executive order expires January 2. Given the current vaccination timeline, programmers have begun to plan in person programs. Adult in person programming will begin in April with programs of less than 10 people and preferably outside. For example, book groups and yoga could meet in person. In May, adult programs of less than 25 people will return and Teen in person programs will start in late May. In June BCPL will host in person adult programs of less than 50. Youth Services in person programming will begin in June with programs for school agers and storytimes in the parks. In person storytimes in the buildings will return in July. Virtual programming is here to stay in some form. These are subject to change based on local, state, and CDC guidelines, and vaccine distribution. Discussed permanently relaxing the dress Code. It was recommended that the relaxed dress code be extended until March 31. Discussed that currently BCPL is not charging fines for overdue materials. Overdue fines were dropped for an indefinite period of time. The Library does charge fines for lost and damaged items. This practice will continue until March 31. Carrie recommended that BCPL not mandate the Covid-19 vaccine. It should be treated the same way we treat the flu vaccine. It is encouraged, but not required. Carrie reported that staff are still working 1 week in the building and receiving 1 week of Misc. Emergency Closing Pay. Staff who can do some work from home are doing some but not 40 hours. The majority of our staff cannot work from home. The Board is still comfortable with this, but asks that we begin to use less Emergency Closing Pay. Carrie is watching Congress very closely. The Families First Coronavirus Response Act is due to expire on December 31. This is the law that has granted additional paid time for people quarantined because they have been exposed or diagnosed with Covid-19 or for child care issues related to Covid-19. The Library has been using the FFCRA and EFMLA during the pandemic under the guidance that BCPL would receive a credit on the FICA. This has all been coded in our time keeping software and reported quarterly to the IRS. On November 25, the IRS changed/updated its information. Based on what KDLA has shared this sounds like we will not receive credit. Some organizations have decided to extend this themselves until the end of January. Board recommended we extend this until January 31.

Facilities Update: We received the check from the insurance company to repair the delivery van. It was rear ended by someone while stopped at a light. At the Main Library we removed the balloon, clouds and letters from the walls. Painting in the Youth Services area started on December 16. The YS Department is closed to the public for this project. At the Scheben Branch we are waiting on a quote for new counter-tops in the bathrooms. The Board reviewed the Scheben Carpet RFP. The RFP will be posted on January 4. Opening is scheduled for February 4 at 2:00 pm via Zoom. We do not need to do an RFP for moving the shelving. This will fall below the \$30,000 threshold. At the Hebron Branch the majority of the HVAC work was completed on November 27-29. The Board reviewed the Amphitheater shade sail quote. We have forwarded the repair bill for the height restrictor, the landscaping, and the irrigation system to Amazon. One of Amazons semi-trucks drove through these. Carrie received a request from Warm Realty Development for surveys, land use plans, etc. for the excess land the Library owns in Hebron. They would like to put together a proposal about purchasing the land. This would be for industrial development. The Board is not interested in selling property at this time. Discussed the proposed 20 year Hebron development project in front of the Boone County Planning Commission and the impact this will have on the Hebron Branch. This information has been forwarded to MSR to be included in the Facilities Master Plan. Given the timeline of the project, this development should impact the next 20 year plan, not the current one MSR is working on. Discussed the approved apartment complex in Florence on Turfway. This will impact the Main Library more than the Florence Branch. The Walton Branch needs new windows. Some are rotting. Working on getting a quote for this repair.

Board Recruitment: Two Trustee appointment expires June 30, 2021—Eric Richardson and Doug Hodnett. 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. Applications will be placed on the library website on December 28 and available to be picked up at locations. PR will begin January 4 and will include social media channels, blog post, and a *Boone County Recorder* notice. There will be an informational session on February 1, 2021 at 4:00 pm via Zoom. Applications are due on February 12, 2021. The Board will review the application at the February 15 meeting.

Policy Review: A review of the "Taxing Authority and Rates Policy." Small changes were suggested to bring the Library in line with state law that will go into effect January 1, 2021.

- ✓ **MOTION TO MODIFY THE TAXING AUTHORITY AND RATES POLICY EFFECT JANUARY 1, 2021, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Discussed CDs that have matured or will mature before the next Board meeting at BB&T. Stephanie Huhn is researching the FFCRA and whether or not the Library is eligible for the tax credits on FICA.

ATTORNEY'S REPORT: Reviewed the Taxing Authority and Rates Policy. Debra Pleatman is researching the FFCRA and whether or not the Library is eligible for the tax credits on FICA.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she will be on vacation December 27 to January 3. She is working on an update of the Emergency Manual and the Operations Manual. These will be brought to the Board for approval by March 2021. For the last year, she has been part of a Boone County task force on homelessness. That work resulted in the document shared with the Board as part of the December packet. The first recommendation the task force made was the need for an Emergency Cold Shelter in Boone County. That recommendation was approved by the Boone County Fiscal Court and the Cities of Florence, Union, and Walton. This is not a permanent shelter. It is activated by emergency declaration.

On Sunday, December 6th, the Main Library hosted a visit with Santa. This was the first in person children's program the Library has hosted since March 12. The Library rented a life-size snow globe. Mr. and Mrs. Claus are a husband and wife. Mrs. Claus works for the Library. Families registered for a time,

drove up to the snow globe, children could get out and talk to Santa and have pictures taken, and then drive away.

In late January 2021 BCPL will launch "1,000 Books Before Kindergarten." This program will promote reading to newborns, infants and toddlers; encourage family engagement; and lead to academic success. We will use our summer reading tracking software.

We became aware in the fall of a new database created by Michigan State University <https://en-slaved.org/>. They have been quietly acquiring other enslaved databases and adding them to their work. We were approached in December about allowing BCPL's African American's in Boone County History database to be added. We declined. If they want to link to our database, we would approve that, however, they want our research.

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

NEXT MEETING: Monday, January 18 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:28 pm, motion, CHRIS LANGE. SECOND, ERIC RICHARDSON APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary

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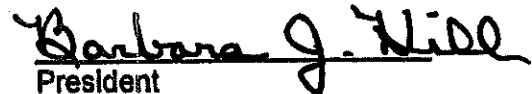
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