

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on January 18, 2021.

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; 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, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES WITH AMENDMENTS, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: Treasurer's reports for October and November were emailed to Board members.

- ✓ **MOTION TO APPROVE THE OCTOBER TREASURER'S REPORT, ERIC RICHARDSON SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**
- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURER'S REPORT, KATE MCCLAIN. SECOND, ERIC RICHARDSON**

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial reports for September, October and November.

BUSINESS:

Pandemic Update: Carrie Herrmann provided an update of BCPL's reopening plan and service efforts during the pandemic. Managers worked on plans that have no more than 50% of staff in the building at a time, and will have staff using less MISC/emergency Closing Pay. This will look different depending on Branch/Department, physical space, staffing, and needs. This started on January 18th. Carrie is watching the numbers closely and is starting to develop a plan to return to normal hours. The KPLA Advocacy Committee is working to having frontline library staff listed as part of the essential workers category that will receive the Covid-19 vaccine as part of the 1c state guideline.

Facilities Update: At the Main Library Facilities and the Branch Manager are working on setting up a time to paint the first floor and a plan for how to do this while remaining open. Main Youth Services was closed to the public during the majority of December; following curbside only service, the department floors were steam cleaned and walls and trim redone with a fresh coat of paint. Extra displays were added to second floor lobby to increase accessibility during department closure. The Scheben Branch carpet RFP was posted on December 22nd. PR began pushing the RFP out on January 4th. The opening is scheduled for February 4th at 2:00 pm. At the Hebron Branch we finally had two days at the low temperatures we need to test the newly installed HVAC equipment. Those two days were Christmas Eve and Christmas Day so no one was in the building. The temperature readings we received seem to indicate that the fix works, but unfortunately, we need more than two days to be sure this worked. Over the Christmas Holiday a Rumke truck drove through the height restrictor at the Hebron Branch. We will be presenting them with a bill for the repair. Someone is cutting down trees near the retention pond at the Hebron Branch and putting up small growing cages in the area. There are 40-50 of these cages. We do not have cameras around the retention pond. We have removed the cages and are looking at possibly installing a camera in that area.

2nd Quarter Statistics: Carrie Herrmann shared second quarter statistics with the Library Board.

Mid-year Capital Budget Adjustments: Carrie Herrmann presented midyear capital budget adjustments for an increase of \$52,985.

- ✓ **MOTION TO APPROVE THE MID-YEAR CAPITAL BUDGET AS PRESENTED, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Midyear Operation Budget Adjustments: Carrie Herrmann presented midyear operating adjustments. There was no change to the bottom line of the budget. All new expenses are reallocated.

- ✓ **MOTION TO APPROVE THE MID-YEAR OPERATION BUDGET AS AMENDED, ERIC RICHARDSON SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman reported that she is monitoring the legislative session for any bills that may affect libraries.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that in December BCPL issued 2,835 new library cards. 73 cards were the temporary cards that expire after 3 months and are filled out online. 2,540 were Student Digital Access Cards. Staff have decided to move the Early Childhood Fair online. Staff decided to forgo a comprehensive virtual version, but will create a presentation/exhibit of vendors for the community. We are beginning to reach out to past vendors to see who is still in business and interested in participating this year. PR is helping with the platform presentation. 1,000 books before Kindergarten launches on January 20th. Staff submitted three requests to publishers for a StoryWalk and were very surprised to have all three approved. We typically have to move pretty far through a list before we receive permission for one title. I have been working with the City of Florence to choose the appropriate park. Currently, we plan to install *What If...* by Samantha Berger at the Nature Park. Staff are meeting with Boone County Parks to place the other two titles, *Saturday* by Oge Mora, and *I Believe I Can* by Grace Byers. Bridget Striker, Local History Coordinator, and I met with Judge Tony Frohlich and staff from KDLA regarding the possible consolidation of all Boone County historical records into one repository. Bridget will coordinate with KDLA to secure grant funding for archive projects. KDLA is very excited about this project. They view this project as a model that can be shared statewide.

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

NEXT MEETING: Monday, February 15 at 4pm, on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:18 pm, motion, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Secretary



President

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