

CALL TO ORDER: President Hill called the meeting to order at 4:03pm, Zoom conference on May 17, 2021.

PRESENT: Barbara Hill, 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 and Outreach Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members

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

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

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

TREASURER'S REPORT: Treasurer's report for March was emailed to Board members

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

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial report for March. Two CDs matured at Heritage Bank at the beginning of May. One CD was renewed for a year. One CD was moved to the General Fund Money Market. This repays almost half of the funds owed from the Capital Projects Account to the Operating Account. The rest of the funds will be moved to the Operating Account by June 30th.

BUSINESS:

Policy Review: A review of the "Staff Development and Training Policy" and the "Display & Distribution of Materials by Outside Groups Policy". Small changes were recommended to each policy.

- ✓ **MOTION TO ACCEPT THE RECOMMENDED CHANGES TO THE STAFF DEVELOPMENT AND TRAINING POLICY, ERIC RICHARDSON. SECOND, KATE MCCLAIN APPROVED UNANIMOUSLY**
- ✓ **MOTION TO ACCEPT THE RECOMMENDED CHANGES TO THE DISPLAY AND DISTRIBUTION OF MATERIALS BY OUTSIDE GROUPS POLICY, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

FY2022 Operating Budget Draft: Carrie Herrmann presented a draft of the fiscal year operating budget. The revenue portion of the budget does not have State Aid Funds, reflects an increase in Real Property Taxes, and includes the grants we have applied for. On the expense side, the budget supports spaces, collections, and then programming in that order; it includes a 4% raise for staff who are eligible for a raise; materials line item increase of 4%; and CERS contributions increase of 12%. The budget continues to fund a Covid-19 line item and a district wide budget line item has been added—Services. This line item will help track Passport and Notary Services.

- ✓ **MOTION TO APPROVE 2022 OPERATING BUDGET, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

FY2022 Capital Budget Draft: Includes starting some of the projects listed in the Facilities Master Plan at the Main Library in FY2022. This budget is \$248,819 less than FY2021

- ✓ **MOTION TO APPROVE 2022 CAPITAL BUDGET, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman reported that she had reviewed several policy updates. Explained TIFs to the Library Board.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she presented to the Florence City Council giving them an update on the Wi-Fi Wide Area Mesh Network, the Nature Park StoryWalk, the AARP grant to install a history storywalk at the Florence Senior Center, and the Facilities Master Plan on April 27th. On the same night the Boone County Fiscal Court adopted a resolution forming the Boone County Archive Commission. This is the first step towards the creation of a Boone County Archive that will be housed at the Main Library. In addition this is the first step towards rebranding the Local History Department to the Boone County Borderlands Archive and History Center. KDLA is very excited about this project and hopes to use this project as a model for the rest of the state. Currently doing a collection assessment for the Clerk and the Circuit Court. We plan to merge records by the end of fiscal year 2023.

Several grants were completed and turned in this month. Carrie completed and turned in a \$200,000 Ebsco Solar Grant application to install roof top solar panels at the Florence Branch. The grant will be awarded in June 2021. Michael Savarino, IT Manager, completed and turned in a \$50,000 Horizon Fund Community Impact Grant application to continue to grow our Wide Area Mesh Network in the City of Florence area and to install a new network in the City of Walton. Bridget Striker, Local History Coordinator, completed the 2021 AARP Communities Challenge Grant proposal with a request of \$4000 to create a History of Florence Storywalk situated at the Florence Senior Center adjacent to the Florence Branch. Bridget also completed the 2021 CLIR Digitizing Hidden Collections Grant initial application with a request of \$198,740. Boone County Public Library's *Voices Silenced No More: Digitizing the African Americans of the Kentucky Borderlands Collections* two-year project seeks to digitize primary resource materials related to enslaved persons and their descendants who lived in the Northern Kentucky region.

BCPL has been notified that we may be eligible to claim funds set aside in A Blue Cross/Blue Shield settlement. We have filed the necessary paperwork. Final determination of eligibility and check disbursement will not occur until early 2022.

The American Rescue Plan Act had \$1.9 billion allocated to libraries. KDLA has received \$2.9 million dollars of that money. \$2.8 million will go directly to public libraries using the state aid formula. BCPL should receive about \$20,000. The application process will open in June. Staff are brainstorming ideas to apply for the funds. The FCC Emergency Connectivity Fund may provide money to the Library for connectivity for the public. These funds are first come first serve. The application process will open in June. Staff are brainstorming ideas to apply for the funds.

During the next school year, BCPL will host 5 interns from the Ignite Institute—2 in Local History, 2 in IT, and 1 in the BIL.

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

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

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:12 pm, motion, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary

President

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Barbara J. Hill

President