

CALL TO ORDER: President Hill called the meeting to order at 4:06pm, at the Main Library and Zoom conference on February 21, 2022.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson, Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Sherri Slavey, HR Coordinator; Jennifer Cheek, PR Coordinator

APPROVAL OF AGENDA: The agenda was emailed to Board members.

- ✓ **MOTION TO ACCEPT THE AGENDA, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, KATE MCCLAIN. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

PUBLIC PRESENTATION: Omni Architects provided an update on the Programming Validation Process for the new building project.

Lori Warden from Kelley, Galloway, Smith, Goolsby, PSC presented the FY2020 audit.

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

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, CHRIS LANGE. SECOND, DOUG TRAME. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the December Financial Statements.

BUSINESS:

Hebron Land: Carrie has received several enquiries regarding purchasing a portion of the land BCPL owns in Hebron. The Boone-Florence Water Commission has put together a proposal for the Board. Carl Cassell, General Manager of the Boone-Florence Water Commission, was at the meeting to answer any questions regarding the proposal.

- ✓ **MOTION THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810(1)(b) TO DISCUSS THE SALE OF PROPERTY FOR THE LIBRARY, DR. ERIC JACKSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

The Board of Trustees of the Boone County Public Library went into closed session at 5:02 pm.

The Board of Trustees returned to regular session at 5:16 pm.

- ✓ **MOTION TO AUTHORIZE LIBRARY DIRECTOR CARRIE HERRMANN TO EXPRESS INTEREST IN THE SALE OF 3 ACRES OF LAND OWNED IN HEBRON TO THE BOONE-FLORENCE WATER COMMISSION, CHRIS LANGE. SECOND, DOUG TRAME. APPROVED UNANIMOUSLY**

Contract Review: Raymond Wagner Lawn Service Inc. is under contract with BCPL to provide landscaping services at all BCPL locations. Carrie Herrmann presented a contract to hire this company to be part of the Walton building project from the design phase to post opening.

- ✓ **MOTION TO APPROVE THE CONTRACT WITH RAYMOND WAGNER LAWN SERVICE INC, DOUG TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Policy Review: Two policies were submitted for the Board for review. The "Vacation Policy" eliminates the 1st tier and revises the 2nd tier to include all classes from LA to LS3. The "Holidays Policy" has been revised to clarify the "Designated Floating Holiday".

- ✓ **MOTION TO ADOPT THE VACATION POLICY AND THE HOLIDAY POLICY AS PRESENTED, KATE MCCLAIN. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

Boone County Dolly Parton Imagination Library: Carrie Herrmann presented an MOU to create a partnership between Boone County Public Library, Boone County Schools District, and Walton Verona Independent Schools District. The purpose of the MOU is to create a Boone County Dolly Parton Imagination Library.

- ✓ **MOTION TO ACCEPT THE MOU TO CREATE A BOONE COUNTY DOLLY PARTON IMAGINATION LIBRARY AS PRESENTED, DOUG TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

Mid-Year Budget Adjustment: Carrie Herrmann presented the midyear budget requests for the Capital Budget and the Operating Budget. There was not change to the bottom line of the operating budget. All new expenses are reallocated. The capital budget adjustments are an increase of \$35,972 due to increases in costs from when the budget was prepared in March 2021.

- ✓ **MOTION TO APPROVE THE MID-YEAR OPERATING AND CAPITAL BUDGET AS PRESENTED, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Trustee Recruitment: One Trustee appointment expires June 30, 2022—Kate McClain. The Kentucky Department of Libraries and Archives has requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for the position. Review of applications received.

- ✓ **MOTION TO SUBMIT CANDIDATES C AND D AS POSSIBLE REPLACEMENT FOR KATE MCCLAIN WITH CANDIDATE A AS AN ALTERNATE, CHRIS LANGE. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman presented an update on the Boone County Library Foundation and on bills before Legislators that may impact BCPL.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

KPLA Library Legislative Day is Thursday, March 3rd in Frankfort. If anyone would like to join her in meeting with legislators, please let her know.

We have run into some issues with transferring the materials from the County Clerk and the Circuit Clerk to BCPL. PR has designed a logo for the Boone County Borderlands Archive & History Center.

Patricia Yanarella, Information Services and Records Retention Officer, announced her retirement after 42 years at Boone County Public Library. Pat's last day is February 28th. She will be missed.

In a perfect storm moment, we lost both Maintenance Assistants at the end of January. One chose to retire and the other left for other opportunities. Both positions were full time. One of the positions was also the Library's courier. We have decided to test hiring one full time and either one full time or two part time Maintenance Assistants. The funds we are saving for benefits we are using to pay for a courier service. We currently have a three-month trial. If we do not feel this meets the Library's needs, we will repurpose those funds to a part time courier position.

The Chapin Memorial Library is staffed by two part-time employees who do not work at the same time. At the beginning of the pandemic one of the employees at Chapin left our employment. We have been unable to fill that position. Due to lack of staffing Chapin is short 15 open hours per week. To date, I have received one complaint about the reduction in hours. The one employee left at Chapin has now turned in her resignation. The position has been posted for three weeks with no one expressing interest. In the best of times, BCPL runs with a lean staff. Given the current number of open positions, we do not have the staff to send to Chapin Memorial Library to maintain hours. At this time, if we do not find

someone, we will have to close that location. I am highly recommending we revisit how Chapin is operated and explore offering this as an unmanned outpost. Since 2006, the population of Petersburg has dropped by 49.65%. The estimated population in 2022 is 579. 71 unique people have used the Chapin Memorial Library July 2021 to January 2022. In addition, I have safety concerns about this location. When Chapin first opened, the Fire Department staffed their portion of the building. That is no longer true. This location is violating our safety standard of having two employees in a building at the same time.

Ghost Hunters filmed an episode at the Gaines Tavern in Walton. They used research from the Library's Local History Department.

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

NEXT MEETING: Monday, March 21 at 4pm at the Main Library and on Zoom.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:40pm, motion, CHRIS LANGE. SECOND, DOUG TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.


Secretary


Vice President