

CALL TO ORDER: President Barbara Hill called the meeting to order at 4:02 pm, at the Main Library on May 20, 2024.

PRESENT: Barbara Hill, President; Dr. Eric Jackson, Vice-President; Chris Lange, Treasurer; Dr. Emily Myers, Board Member; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn & Amanda Youngman, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Sherri Slavey, HR Director; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, Public Relations & Marketing Director.

Not Present: Don Trame

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

- ✓ **MOTION TO ACCEPT THE AGENDA, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Boone County Commissioner Jesse Brewer presented a draft of a pilot program. He is seeking a partnership with BCPL around a Boone County Public Employee Housing Down Payment Pilot program.

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Stephanie Huhn introduced Amanda Youngman, who assists Stephanie on BCPL financials. Stephanie presented the March treasurers report.

- ✓ **MOTION TO APPROVE THE MARCH TREASURERS REPORT, DR. ERIC JACKSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Chapin Memorial Library: Carrie presented statistics for usage at the Chapin Memorial Library covering November 2023 to April 2024. The two positions have been posted. Still waiting to have a candidate pool to interview.

Walton Construction Project Update: Staff met with Omni and Graybach on April 25th for a progress meeting and on May 9th for a site walk. As of April 30, 2024, BCPL has saved \$114,487.02. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Next meetings are May 23rd at 10:00 am (Progress Meeting) and June 13th at 10:00 am (Site walk). The General Contractor has moved the substantial completion date to July 4, 2024, and the final completion date has moved to August 3, 2024. The GC has been notified that if they do not meet these dates, they will incur penalties as outlined in the contract. The contractor trailer and the fence around the property have been removed. The fiber cement panels have arrived and installation has begun. The curtain wall is in the process of being installed. The lights have been installed, connected to the electrical panel, and are working. They have begun to plant the landscaping on site. A cable tray has been installed out of alignment with the plans. The tray was supposed to be hidden by the cloud ceiling. Where it was installed the tray is visible. It is too late to move the cable tray. We are working on a solution to this issue. From Sharon Franklin, Branch Manager, "As we move closer to May 31 the emphasis has narrowed to cleaning up, clearing out, and just generally getting ready to close. Our collection preparation continues as the first priority. We are now up to the Patterson shelves in Adult Fiction. We have scheduled a work afternoon for the basement to clean out the Walton programming supplies that are not nice enough to be used in the new building." The Walton Branch has all positions filled except Public Services Assistants 2 and Pages. Those are posted. RFPs for Furniture & Shelving, AV & Security, and Electronic Message Center are outstanding. We will have a Special Meeting on May 31st to award the contracts for these RFPs. This will keep the project moving forward. Carrie presented Change Order #7.

- ✓ **MOTION TO APPROVE CHANGE ORDER #7, DR. EMILY MYERS. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Surplus Items: A list of furniture that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Items that are outdated or broken will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment. Any items that cannot be donated will be sold on GovDeals.

- ✓ **MOTION TO SURPLUSS THE ITEMS PRESENTED TO THE BOARD, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Destruction Certificate: Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was presented to the Board for approval.

- ✓ **MOTION TO DESTROY THE IDENTIFIED ITEMS PRESENTED TO THE BOARD, CHRIS LANGE. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

FY2025 Budget Draft: Carrie presented the FY2025 Draft Operating and Capital Project Budgets.

- ✓ **MOTION TO APPROVE THE FY2025 OPERATING AND CAPITAL PROJECT BUDGETS AS PRESENTED, DR. ERIC JACKSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Hebron Land Use: Carrie shared the Hebron Land Use Study conducted in 2011. A discussion of the Drees presentation and the Boone Florence Water Commission land purchase. Board chose to take no action at this time.

Revolutionary War Monument: The Boone County Chapter of the Daughters of the American Revolution is seeking a site in Boone County to locate a Revolutionary War Monument as part of the 250th Anniversary of the United States. This monument will recognize Boone Countians who participated in the Revolutionary War. Carrie presented a plan to locate the monument at the Main Library.

- ✓ **MOTION TO APPROVE THE PLACEMENT OF THE REVOLUTIONARY WAR MONUMENT AT THE MAIN LIBRARY, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Board Recruitment: The Boone County Judge Executive rejected both candidates offered for Barbara Hill's position. Under Senate Bill 167, BCPL has 30 days to send two new names to KDLA and for KDLA to send the names to Judge Moore.

- ✓ **I MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810, SECTION ONE, SUBSECTION F TO DISCUSS A PERSONNEL MATTER WHICH MIGHT LEAD TO APPOINTMENT, DISCIPLINE, OR DISMISSAL OF AN INDIVIDUAL, DR. EMILY MYERS. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library went into closed session at 5:25 p.m.

The Board of Trustees of the Boone County Public Library returned to regular session at 5:38 p.m.

- ✓ **MOTION TO SUBMIT CANDIDATES A AND C, DR. EMILY MYERS. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the financial report for March 2024.

ATTORNEY'S REPORT: Rob reported that he is working with the Boone County attorney regarding the Chapin Memorial Library MOUs. He is reviewing the Hebron land appraisal.

FOUNDATION REPORT: The Foundation Board report was emailed to Board members. The Foundation met on May 16th. Funds related to the fundraising agreement between Boone County Public Library, Boone County Public Library Foundation, and the Boone County Archive Commission have started to be received. To date, we have received \$8,000. More information about this will be placed on the Foundation page on the website and will be available at the Library Table at the 225th Celebration on June 1st. Boone, Campbell, and Kenton County Public Library Foundations received an anonymous

\$100,000 donation to help pay for Dolly Parton's Imagination Library. Most of the donation will be divided among the three counties based on percentage of participation in the program to help pay the monthly invoice. A small portion of the donation will be used for TANK bus ads about Dolly Parton's Imagination Library. We have set a date for the 2025 Trivia Fundraising event—March 27th at 6:00 pm. Two Board members terms would have ended on June 30th, however, the Board voted to appoint those members for another 4-year term. The next meeting is scheduled for July 18h.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that on May 1, 2024, the Main Library had a PC stolen. A report was filed with the Boone County Sheriff's Department. Pictures of the two individuals involved were shared with law enforcement and all staff. She banned one customer from all BCPL properties for six months. This individual has become aggressive towards staff and customers at the Florence Branch. The police have been called several times about this individual. She banned one customer from all BCPL properties for three months. This individual is sleeping and panhandling at the Main Library. He was told several times and had several conversations with the Sheriff's Department that he cannot sleep on library property after hours and that panhandling is in violation of the Library's Code of Conduct. As of April 30, 2024, Dolly Parton's Imagination Library has 4,031 active registrations and 1,034 graduates. This means that the DPI Library has touched the lives of 5,065 children in Boone County. BCPL's Sensory Room was cited in a study conducted by professors from the University of Kentucky, University of Missouri, Emporia State University, and State College of Florida. The study, "Libraries: Spaces for Belonging, Support, and Partnerships," was published in *Young Exceptional Children*. Two images of our space and a link to the "Social Narrative" were included in the article. In addition, during a webinar explaining the results of the study, BCPL's sensory room was pointed to as an example of how libraries are designing spaces specifically for children with disabilities. She included the article in the Board packet. Due to the construction next door to the Scheben Branch and the removal of the fence and growth from the property line, we have experienced issues with runoff and flooding during rain storms. There was significant flooding outside the staff entrance on May 6th. In addition, water had entered both the employee entrance and the emergency door at the bottom of the back stairs. The parking lot was also flooded. We have met with two of the construction managers from the Braxton/Dewey's Pizza project. Facilities cleaned up the water in the building and cleaned up the mud on the sidewalk outside the door. Facilities purchased sandbags to create a barrier to hopefully stop further flooding of the area. We posted the Business Services Director position the week of May 13th. Sam Sizemore has advised us that she cannot return to work. Liza Vance, Local History Associate, will be receiving a Kentucky Historical Society Award for her work on the grant funded "Road to Freedom" project at the Dinsmore Homestead. Carrie shared key metrics for April 2024.

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

PUBLIC COMMENT:

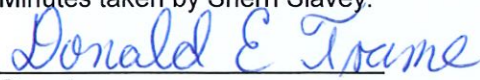
4 Community members spoke. Three spoke about Chapin Memorial Library, requesting programs, updated computers, 3D printer, continuation of visits by the Mobile BIL, asking what staff will do in the building, and about the amount of taxes paid by Petersburg residents. One spoke about the refusal of the Library to add The Epoch Times to the newspaper collection, even as a donation.

NEXT MEETING: Monday, June 17, 2024, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:38 pm,

- ✓ **MOTION TO ADJOURN CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey.


Secretary


President