

CALL TO ORDER: Vice-President Dr. Eric Jackson called the meeting to order at 4:42 pm, at the Main Library on ~~June 17,~~ ^{July 15,} 2024.

PRESENT: Dr. Eric Jackson, Vice-President; Don Trame, Secretary; Dr. Emily Myers; Patty Reisz; Deborah Dutton-Lambert; Rob Ziegler, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Executive Director; Dawna Bach, Public Service Director, Jennifer Timmerman, Youth Services & Outreach Director.

OATH OF OFFICE: Rob Ziegler administered the Oath of Office to Patty Reisz and Deborah Dutton-Lambert

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS AMENDED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Removed from the Agenda.

INTRODUCTIONS: Introductions of Board Members, Staff, Attorney, and Accountant.

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

- ✓ **MOTION TO APPROVE THE MAY MINUTES AS RECEIVED, DON TRAME. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

TREASURERS REPORT: Stephanie Huhn presented the May treasurers report. New Board members requested that the general ledger also be included in the Treasurer's Report moving forward.

- ✓ **MOTION TO APPROVE THE MAY TREASURERS REPORT, DR. ERIC JACKSON. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

BUSINESS:

Role of Board Members and Director: Carrie presented a review of the role of Board Members and Director.

Election of Officers: Per Library Board bylaws, Officers of the Board of Trustees shall be elected from among the appointed trustees at the regular annual meeting. July is considered the regular annual meeting. These elections happen in even numbered years. Positions of the Board are President, Vice-President, Treasurer, Secretary. A slate of candidates was proposed: President—Dr. Eric Jackson; Vice-President—Dr. Emily Myers; Treasurer—Don Trame; Secretary—Deborah Dutton-Lambert.

- ✓ **MOTION TO APPROVE THE SLATE OF CANDIDATES, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Open Records and Management of Records: All Board members received a copy of the Attorney Generals "Open Records and Management of Records" document. Board members signed proof of receipt.

Disclosure/Conflict of Interest Statement: The "Conflict of Interest Policy," the "Trustee Ethic's Policy," and the Disclosure Statement were distributed to the Board and receipt acknowledged. Board members signed proof of receipt. Those attending digitally will stop by the Library to sign the document.

Contact List: Carrie distributed a contact list for FY2024 and asked Board members to update information.

Accountant Letter of Engagement: Bramel & Ackley presented an updated engagement letter for fiscal year 2025.

- ✓ **MOTION TO ACCEPT THE ACCOUNTANT LETTER OF ENGAGEMENT AS PRESENTED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Attorney Letter of Engagement: Ziegler & Schneider presented an updated engagement letter for fiscal year 2025.

- ✓ **MOTION TO ACCEPT THE ATTORNEY LETTER OF ENGAGEMENT AS PRESENTED, PATTY REISZ. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Chapin Memorial Library Update: Carrie provided an update on Chapin Memorial Library, including history for the new Library Board members. The Board closed the Express Location evaluation period as of July 31st. A new Hybrid Location evaluation period will start September 1st. A brief discussion of an Ad Hoc Committee.

Walton Construction Project Update: As of June 30, 2024, BCPL has saved \$143,737.71. This is related to the Direct Purchase Orders that do not pay Kentucky's 6% sales tax. Furniture color and fabric meetings continued with Omni and ID&A. All furniture finishes have been chosen. We had some finishes that would not meet the delivery deadline so we had to change some colors and finishes. In some instances, we made the decision to wait for the preferred color and finish. The shelving has been ordered and is on schedule to be installed the week of July 25th. The Walton BIL mural is still in the works (to be complete by August). The Walton Branch has all positions filled except one Youth Services Associate 2 position and Pages. The YSA2 position is posted. The Pages will be posted in July. Carpet, vinyl flooring and tile has been installed throughout the building. The Dedication Plaque has been installed. PR is working to create buzz, generate excitement and attract new customers to the Walton Branch Grand Opening event. Sunday, September 29th is the grand opening. The speeches and ribbon cutting will happen at 1:00 pm with the building open until 5:00 pm that day. Carrie presented Change Order #8.

- ✓ **MOTION TO APPROVE CHANGE ORDER #8 AS RECEIVED, PATTY REISZ. SECOND, DON TRAME. 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, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Policy Review: The "Boone County Public Library District By-Laws" was presented to the Board for updating. One small change is recommended. This was tabled at the last meeting to allow the attorney to research the suggested change. Rob reported that he spoke to other municipal attorneys and the State Attorney General's Office. The Library Board can restrict virtual attendance by Board members. This is not a right. The Board chose to take no action on this policy.

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

ATTORNEY'S REPORT: Rob Ziegler reported that he is starting to work with the Walton Verona School Board on the final sale of the Walton Building.

DIRECTOR'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that she ended FY2024 with 278.5 hours. She will need to use 38.5 hours before December 31, 2024. She is in the process of interviewing for the Business Services Director position. BCPL has received a Request for Reconsideration for *Vis for Voting* written by Kate Ferrell and illustrated by Caitlin Kuhwald. The committee is reviewing the book currently. Two community members have reserved a meeting room at the Scheben Branch and the Main Library on August 24th for "Brave Books See you At the Library Day."

JC Morgan, KY State Director of Dolly Parton Imagination Library met with Carri Chandler who works at St. Elizabeth's foundation and Ellee Adams, who runs St. Elizabeth's birthing center. Ellee has agreed to register kids (including the NICU babies) while the mom is in the hospital. They will ask the parent for consent, then register the child online. The Kentucky Department for Libraries and Archives announced that they are providing a stipend this year to allow all Kentucky public libraries to participate in KYVL. This stipend will reduce the cost of current KYVL subscribers by \$1,000 for each library.

Summer Reading is in full swing and already our numbers are above last year. The summer concert series has started. 1,463 people attended the 4 concerts. With library staff from Main and other locations attending the concerts in the park along with the Parks staff, we are getting more attention and recognition for the partnership and it's less stressful for the library staff who have to facilitate a concert moved into the library due to weather. We've had one concert move to the library so far this summer. June Adult in house programs saw lower than anticipated attendance. We may need to scale back on in-house programming in June to focus on the concerts and fewer more impactful programs.

The Archive and History Center has begun planning for the September 11th Underground Railroad tour by securing transportation and a stopping place in Petersburg and sending information in for promotion. The Library of Congress grant was completed, and deliverables included a landing page for the LOC: CCDI (Connecting Communities Digital Initiative) linking to the new records discovered for the African Americans of the Kentucky Borderlands database and a virtual exhibit. The database's user count increased by approximately 12% compared to average use from the previous eight months. The increase could be contributed to the LOC work and/or the department information shared at the two Juneteenth events. Holly Hall, Archive & History Center Director, met with Boone County Clerk, Justin Crigler, Real Estate Supervisor, Elizabeth Shinkle, and Judge Tony Frohlich to discuss moving forward with second transfer of county vital and retention records dating from 1799-1920 to BCPL. Exhibit A, inventory of documents, will be created and sent and Transfer Agreement will be completed before move. All 318 identified items (marriage index, marriage book, court order index, court order books, estate settlements, wills, and tax assessor/commissioner books) have been entered into Archive Space.

Work has begun on the Braxton Brewery and Dewey's Pizza construction project next door to the Scheben Branch. When these businesses open there will be a walkway installed between the library property and the property next door to ease walking between the two areas. We have identified the ideal placement for the Revolutionary War Monument at the Main Library. Carrie shared key metrics for June 2024.

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

PUBLIC COMMENT:


Three Community members spoke about Chapin Memorial Library—wanting children's books to check out, wanting to keep the Library Bus visit on a different night, wanting a banner on the building and hours on both doors, discussed Petersburg taxes, and plans for when staff are sick.

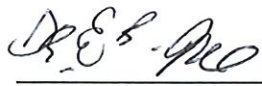
NEXT MEETING: Monday, August 19, 2024, at 4:00pm at the Main Library

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:37 pm,

- ✓ **MOTION TO ADJOURN DR. EMILY MYERSE. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Minutes taken by Carrie Herrmann.


Secretary


President