

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:02 pm, at the Main Library on August 19, 2024.

PRESENT: Dr. Eric Jackson, President; Dr. Emily Myers, Vice-President; Don Trame, Treasurer; Deborah Dutton-Lambert, Secretary; Patty Reisz; 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; Sherri Slavey, HR Director; Jennifer Cheek, PR & Marketing Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS AMENDED, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Anastasia Perez, Walton Branch Manager, gave an update on her location's projects and services.

MEETING PROTOCOL: Carrie Herrmann provided an overview of meeting protocols and procedures. Key topics included the guidelines for Board Members attending virtually, best practices for public comment, and BCPL's policy regarding public comments.

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

- ✓ **MOTION TO APPROVE THE JULY MINUTES AS RECEIVED, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that staff are working on a blog post about the Ransomware attack. This is a look at how federal, state, and local governments worked with BCPL to successfully fight off the attack. The blog will end with suggestions for community members to be more cyber aware. We have hired and are in the process of training the Business Services Director. He started on July 29th.

The U.S. Federal Communications Commission (FCC) voted to allow libraries and schools to receive e-rate funding to purchase Wi-Fi hotspots for lending. We have been permitted in the past to use e-rate funding for hotspots we use as part of outreach. This allows us to request additional funds to cover some of the costs of BCPL's hotspot lending program. We currently lend 20 hotspots at an annual cost of \$14,000. With the e-rate discount this should drop to around \$5,600 or we can choose to add additional hotspots up to the \$14,000 to expand this service. Carrie has submitted a Library Services & Technology Act 2025 Continuing Education Grant to KDLA for \$5,000. If BCPL receives the grant, the funds will be used for the 2024 Staff Development Day on October 10, 2024. The CVG library has been submitted to the Urban Libraries Council for consideration for the Innovation Award.

The committee reviewing *V is for Voting* written by Kate Ferrell and illustrated by Caitlin Kuhwald has determined that the book fits our collection development policy and that the item should be retained in our collections as is. Carrie reported she received an Open Records Request for her performance evaluation conducted in December 2023 and the record of attendance at the December 2023 Board meeting. She gave written permission to a political organization to gather signatures on a petition at the Main Library. This is something BCPL has to allow on our property as a limited public forum

The Archive & History Center will be offering an Underground Railroad Tour on September 11th. They are in the process of updating the script with the Network to Freedom based on new research the team has completed. The Archive & History Center will be offering a Ghost Walk at the Burlington Cemetery on October 7th. This is a history program in disguise. The Ghost Walks move throughout the county. In 2023, it was at the Gaines Tavern in Walton and in 2022, the ghost walk occurred in Petersburg.

Carrie shared key metrics for August 2024

TREASURERS REPORT: Stephanie Huhn presented the June treasurers report and general ledger report for June 2024.

- ✓ **MOTION TO APPROVE THE JUNE TREASURERS REPORT, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn presented the draft financial report for June 2024. This report will remain a draft until the FY2024 audit is completed and accepted by the Board.

ATTORNEY'S REPORT: Rob Ziegler reported that he has been working with the Boone Florence Water Commission on the sale of land in Hebron. He also reported that he had an updated contract from the Walton Verona Independent School District for the old Walton Branch. The School District wishes to close on the property on September 3, 2024 with BCPL vacating by October 31, 2024.

- ✓ **MOTION TO MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810, SECTION 1, SUBSECTION b, TO DISCUSS THE SALE OF THE PROPERTY FOR THE LIBRARY, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The Board of Trustees of the Boone County Public Library entered closed session at 4:42 pm to discuss the sale of property for the Library.

The Board of Trustees of the Boone County Public Library returned to regular session at 5:05 pm.

- ✓ **MOTION TO APPROVE THE UPDATES TO THE CONTRACT, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO AUTHORIZE THE LIBRARY ATTORNEY TO NEGOTIATE WITH THE BOONE FLORENCE WATER COMMISSION ON THE SAL OF 3 ACRES OF LAND LOCATED AT THE HEBRON BRANCH, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

BUSINESS:

Chapin Memorial Library Update: Carrie provided an update on Chapin Memorial Library. A brief discussion of an Ad Hoc Committee and hiring an outside consultant to evaluate Chapin Memorial Library.

Walton Construction Project Update: Carrie presented an update of the Walton Branch construction project. On July 16th, BCPL failed to obtain a Temporary Certificate of Occupancy (TCO) which would have allowed BCPL to start moving into the building. None of the items are required by Boone County or state code. They are all strong requests from the Walton Fire District. If they do not sign off on the inspection we cannot get the necessary occupancy permissions. The inspectors requested: (1) That an additional sprinkler head be installed in the janitor's closet; (2) That a horn strobe be installed on exterior of the building outside the mechanical room with fire alarm panel; and (3) That an additional tamper switch be added in the water meter vault on the second valve. After some negotiation BCPL achieved the TCO. Shelving installation began on July 25th. The telephone system was moved from the old location to the new location on August 7th. The internet service at the old Walton location was terminated on August 5th. The new Walton location had the internet installed on August 7th. The copier/scanner/fax machine was moved from old Walton to new Walton on August 13th. We have been notified that some of the furniture will arrive after the grand opening. Most of these items are not critical, so we can open without them and add as they arrive. Staff workstations are critical and will not arrive until after we open. ID&A will supply temporary stations for us to use at no charge to BCPL. We have worked out a temporary solution. Neither the first attempt nor the second attempt to start up the PV Solar Array went well. ZH Consulting, Graybach, and Omni have been working with the manufacturer and the electrician on the project to track down the issue. We have determined that it is installed correctly. The issue is somewhere in the computer program. The curtainwall spray test occurred on August 8th. One leak was identified. The

grand opening is set for Sunday, September 29th. There will be a ribbon cutting at 1:00 pm. The building will be open 1:00 to 5:00 pm that day.

An updated contract with Omni Architects and Change Order # 9 were presented. The updated contract with Omni increases the contract by \$21,611.44. The update is required due to the extension of the construction phase. Change Order #1-8 has resulted in a \$49,495.85 savings. Change Order #9 was discussed. It saves an additional \$21,681.38. Change Order 1-9 and the increase in Omni Architects contract results in a total \$49,565.70 savings.

- ✓ **MOTION TO APPROVE THE UPDATED CONTRACT WITH OMNI ARCHITECTS AND CHANGE ORDER #9 AS RECEIVED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Archive & History Center Ad Hoc Committee: The Archive & History Center Ad Hoc Committee is tasked with looking at the long term needs of this department and making recommendations. At the June 2024 Board meeting a report was made and the work of this committee was extended. This committee is made up of 2 Board members and 2 community members. One of the Board members has termed off and a replacement needs to be named. In addition, a staff person should be added to the committee.

- ✓ **MOTION TO ADD PATTY REISZ TO THE ARCHIVE & HISTORY CENTER AD HOC COMMITTEE, PATTY REISZ. SECOND, DR, EMILY MYERS. 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, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO SURPLUSS 3 ACRES OF LAND LOCATION AT THE HEBRON BRANCH, DON TRAME. SECOND,PATTY REISZ. APPROVED UNANIMOUSLY.**

Policy Review: The "Programming Policy" was presented to the Board for updating. Several changes were recommended, including changing the name of the policy to "Programming, Displays, and Exhibits Policy. Several changes were recommended. During discussion the Board requested that future policy reviews include strike through versions.

- ✓ **MOTION TO APPROVE THE UPDATED PROGRAMMING, DISPLAYS, AND EXHIBITS POLICY AS PRESENTED, DEBORAH DUTTON-LAMBERT. SECOND,PATTY REISZ. APPROVED UNANIMOUSLY.**

Annual Report: Review and discussion of key data points of the Boone County Public Library District 2024 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27th. To help put the data into context the display of both the previous fiscal year and the current fiscal year data was included. This report is structured to be a snapshot in time at the end of the FY (June 30th) and does not align with auditor's report due to accruals. This report also acts as our request for state aid should this return to the state budget.

- ✓ **MOTION TO ACCEPT THE 2024 ANNUAL REPORT, DR. EMILY MYERES. SECOND DON TRAME. APPROVED UNANIMOUSLY**

Tax Rate: Stephanie Huhn, accountant, presented budget projections based on the information received from the PVA and KDLA. She presented information on the compensating rate and a 4% increase. Deborah Dutton Lambert suggested lowering the tax rate to 3.5. This would have resulted in an estimated \$1.2 million drop in revenue.

- ✓ **MOTION TO ADOPT THE COMPENSATING RATE OF 4.1% FOR BOTH PERSONAL PROPERTY FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR 2024/2025 FISCAL YEAR, DR.EMILY MYERS. SECOND DON TRAME. APPROVED 4-1 WITH DEBORAH DUTTON-LAMBERT VOTING AGAINST.**

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Jeff Gurnee, Regional Librarian was in attendance. He highlighted that KDLA has a new state Data Coordinator.

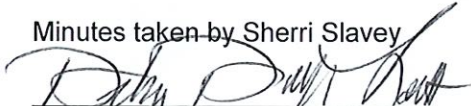
PUBLIC COMMENT: One community member requested that BCPL add the Epoch Times to the Main Library newspaper collection or allow her to donate a subscription. Two community members spoke about Chapin Memorial Library—wanting hours on the front windows, wanting the door unlocked while staff are in the building, wanting to keep the Library Bus and BIL visit, wanting a circulating collection, and disagreeing with the statistics.

NEXT MEETING: Monday, September 16, 2024, at 4:00pm at the Hebron Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:57 pm,

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

Minutes taken by Sherri Slavey


Secretary


President