

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:02 pm, at the Hebron Branch on September 16, 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 RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Angie Grandstaff, Hebron Branch Manager, gave an update on her location's projects and services.

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

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

DIRECTOR'S REPORT: The Librarian's report, previously emailed to Board members, was received. Carrie Herrmann provided key highlights: Year-end actuals have been successfully uploaded to the Department of Local Government website. BCPL has enrolled in two new fraud protection services at Heritage Bank: Reverse Positive Pay and ACH Positive Pay. A fraudulent charge was identified on one of BCPL's credit cards; however, the card was at its limit, preventing the charge from being processed. The issue has been reported, and a new card has been issued. BCPL was awarded a \$5,000 grant from the Kentucky Department for Libraries and Archives and the Institute of Museum and Library Services to support Staff Development Day. An open records request was received from an attorney seeking camera footage from the Scheben Branch related to a domestic/custody case. The Florence Branch extended its hours beginning September 3rd, adding six additional hours to the weekly schedule. The new hours are Monday–Thursday, 9 a.m. to 8 p.m.; Friday, 9 a.m. to 6 p.m.; Saturday, 9 a.m. to 5 p.m.; closed on Sundays. Given the rise in notary requests, three new notaries are being trained and onboarded. The Summer Concert Series concluded in August. The final concert, a tribute to The Everly Brothers, was moved indoors to the Main Library due to rain and drew 605 attendees. Law enforcement was contacted regarding an intoxicated attendee. On August 15th, a minor fire occurred at the Main Library when a customer was using the Glowforge machine to cut acrylic. The situation was promptly contained, with no injuries or damage to the building. The sale of the old Walton Branch closed on September 3, 2024. BCPL received \$799,650 from Walton Verona Independent Schools on September 6th, which has been deposited. All BCPL locations will be closed on October 10th for Staff Development Day. Hillary Delaney, Local History Associate, has been awarded the 2024 Edith S. Bingham Excellence in Preservation Education Award from Preservation Kentucky for her work documenting unmarked African American graves at Florence Cemetery. Liza Pruiksma, Local History Specialist, received honorable mention for the 2024 Excellence in Kentucky Cultural Heritage Tourism Award from Preservation Kentucky for her work on the Dinsmore Homestead African American experience project. Carrie has been invited to serve on KDLA's "Lead From Where You Are" Committee, part of a Laura Bush 21st Century Librarian grant initiative aimed at developing leadership training and resources for libraries nationwide. Information on a free ALA webinar regarding the Public Service Loan Forgiveness (PSLF) program was shared with staff. The webinar, scheduled for October 2nd, will provide practical guidance for library workers applying for loan forgiveness.

Carrie provided an update on Chapin Memorial Library: Staff received training on Dolly Parton's Imagination Library and the 1000 Books Before Kindergarten initiative. A weekly Family Time Storytime launched on Thursdays at 5 p.m., with three children attending the first session in September. The Library Bus will continue visiting CML to collect usage data. The Archive and History Center installed a display on Petersburg at CML, which has received positive feedback. The printer has been relocated to the office and is available only when staff are present. Printing charges have been reinstated. Dawna Bach, Public

Service Director, and Jennifer Gregory, Collection Services Director, are working on a plan to manage the Honor Collection at CML, focusing on keeping materials fresh and circulating. Staff are tracking Honor Collection and magazine usage through "in-house" statistics during library hours. One staff member was out for the entire last week of the month due to family issues, but coverage was arranged for 14 of the 16 hours. Locker usage has increased, with staff providing assistance as needed. A youth services program is scheduled in the Community Center for November, and plans are progressing for an adult program in January. Following the Board's discussion in August about hiring a third-party evaluator for CML, Carrie has begun gathering company names and drafting a scope of work for review.

Carrie shared key performance metrics for August 2024.

AMEND THE AGENDA: A request to amend the agenda

- ✓ **MOTION TO AMEND THE AGENDA TO ADD CHAPIN AD HOC COMMITTEE AFTER PUBLIC COMMENT, DEBORAH DUTTON-LAMBERT. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE JULY TREASURERS REPORT, DON TRAME. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**

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

ATTORNEY'S REPORT: Rob Ziegler reported that the closing for the Walton Branch will happen on September 3, 2024. BCPL must be out of the building no later than October 31, 2024. He has been working with the Boone Florence Water Commission on the sale of land in Hebron. They are agreeable to purchasing rather than seeking an easement. Rob shared renderings of what the water tank will look like. The total purchase price Rob is trying to negotiate is \$357,305.

- ✓ **MOTION TO AUTHORIZE THE LIBRARY ATTORNEY TO NEGOTIATE WITH THE BOONE FLORENCE WATER COMMISSION ON THE SALE OF PROPERTY LOCATED AT THE HEBRON BRANCH, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

BUSINESS:

Banking Resolution: Carrie presented a resolution to update the signers on all accounts at Truist Bank and Heritage Bank.

- ✓ **MOTION TO APPROVE THE BANKING RESOLUTION AS PRESENTED, DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Walton Construction Project Update: Carrie presented an update on the Walton Branch construction project. Substantial completion was certified on August 22nd. This gives Graybach until September 21st to complete punch list items. The PV solar array system had a successful startup on August 23rd. The shelving is completely installed. The collection was moved from the old location to the new location the week of August 26th. The whole collection has been shelved, and reshelved, and shifted, and shifted, and shifted again. The first shipment of furniture arrived on August 28th and the second shipment arrived on September 12th. KPC (Shelving) and ID&A (furniture) are working on punch list items. On September 5th the commissioning company conducted an air barrier test of the building. The building came in well under the allowable leakage specified in the design and construction documents. There are a few doors that will need better door seals and sweeps at the threshold. This is a very solid building envelope. As of August 31st, BCPL has saved \$145,745.79 in sales tax by doing direct purchase orders. Change Order #1-9 and the increase in Omni Architects Contract has resulting in a total savings on the project of \$49,565.70. Carrie shared a summary of expenditures by category as of September 11th

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.

Policy Review: The "Collection Development Policy" was presented to the Board for updating. Several changes were recommended, the largest change coming from including more information about the Archive & History Center Collection.

- ✓ **MOTION TO APPROVE THE UPDATED COLLECTION DEVELOPMENT POLICY AS PRESENTED, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED 4-0 WITH DEBORAH DUTTON-LAMBERT ABSTAINING.**

The "Civic Leave Policy" was presented to the Board. Carrie proposed that this policy replace the "Voting Leave Policy" and the "Court Leave Policy" in the Employee Manual.

- ✓ **MOTION TO REPEAL THE VOTING LEAVE POLICY AND THE COURT LEAVE POLICY AND TO APPROVE THE CIVIC LEAVE POLICY AS PRESENTED, DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

The "Photo/Video/Recording Policy" was presented to the Board. Several small changes were recommended to clean up language.

- ✓ **MOTION TO APPROVE THE UPDATED PHOTE/VIDEO/RECORDING POLICY AS PRESENTED, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Executive Director's Review: Sherri Slavey, Human Resources Director, provided an overview of the process for the Executive Director's annual evaluation. She informed the Board that she will send an electronic copy of the evaluation form, along with the Executive Director's job description, to Dr. Jackson for review. Sherri also clarified that, as per Boone County Public Library's procedure, new managers are not eligible to conduct performance evaluations until they have been in their role for at least six months. Consequently, Patty Reisz and Deborah Dutton-Lambert will not participate in this year's review process.

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

PUBLIC COMMENT: A community member requested that Boone County Public Library add *The Epoch Times* to the newspaper collection at the Main Library or permit her to donate a subscription. Another community member raised several points regarding the Chapin Memorial Library, including a request to have the doors unlocked when staff are present, relocating the printer back to the public area, adding more public computers, implementing a quarterly rotation of the collection, and increasing the availability of games. Additionally, community members referenced an upcoming event in October to which BCPL was invited but was unable to attend.

Chapin Memorial Library Ad Hoc Committee: The Board engaged in a discussion regarding the scope and charge of the ad hoc committee. Board members were asked to submit their input on the committee's scope and responsibilities to Dr. Jackson by October 1, 2024. Dr. Jackson will compile the submitted feedback into a single document for review and discussion at the October Board meeting. This item will be included on the October meeting agenda.

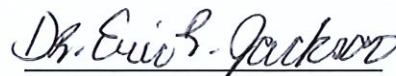
NEXT MEETING: Monday, October 21, 2024, at 4:00pm at the Main Library.

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

- ✓ **MOTION TO ADJOURN DR. EMILY MYERS. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


President