

**CALL TO ORDER:** President Dr. Eric Jackson called the meeting to order at 4:03 pm, at the Main Library on November 18, 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; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, PR & Marketing Director; Dawna Bach, Public Service Director; Sherri Slavey, HR Director, Jeff Gurnee, KDLA Regional Librarian.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY**

**PUBLIC PRESENTATION:** Amy Foster, Scheben Branch Manager, gave an update on the Scheben Branch's projects and services. She highlighted the Passport Program at the Scheben Branch. Jeff Gurnee, Kentucky Department of Libraries and Archives Northeast Regional Librarian, gave a presentation on the role of Library Board Members and Executive Director.

**PUBLIC COMMENT:** A community member, Bill Oliver, introduced himself to the Board as a library supporter. One community member addressed various aspects of Chapin Memorial Library services and operations. Specifically mentioned were challenges with staffing and a compliment about the Cincinnati Museum Center program offered by the Library in Petersburg.

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

- ✓ **MOTION TO APPROVE THE OCTOBER MINUTES AS AMENDED, DR EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

**DIRECTOR'S REPORT:** The Librarian's report was emailed to Board members. Carrie Herrmann provided key highlights: BCPL will receive \$27,972 from the Federal E-Rate Program this fiscal year for internet services and hot spots, with a current 60% discount on these services. This discount will increase to 80% in FY2026 due to the rising eligibility for free and reduced lunches in the Boone County School System. In response to community questions, the Collection Development Department reviewed BCPL's magazine and newspaper collection for political bias. The analysis found that 59% of the collection shows no discernible bias, while 16% is centrist. Only a small portion, 9 titles, leans left and 5 titles leans right. Since its opening the new Walton Branch has met with enthusiastic community response. Customers are appreciative of the expanded space, bright layout, and welcoming atmosphere, as reflected in multiple five-star reviews. In just 2 weeks, the branch hosted 5 class visits for 152 children and 75 adults, and furniture installation nears completion. Carrie shared a 5-star Google review for the Florence Branch. Kentucky Library Legislative Day is scheduled for February 13, 2025. She also shared an article from the *New York Times* ("Librarians Face a Crisis of Violence and Abuse") with the Board highlighting the growing challenges faced by librarians as public libraries become spaces for addressing societal issues like homelessness, drug use, and mental health crises. Carrie shared key performance metrics for October 2024.

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

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial report for September 2024. The auditors were on site at BCPL the week of November 11<sup>th</sup>.

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURERS REPORT AND THE ACCOUNTANT'S REPORT, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** Rob Ziegler reported that he continues to work with the Boone Florence Water Commission on the purchase of 3 acres from the Hebron property. He has reviewed several policies.

**BUSINESS:**

BCPL Board of Trustees Code of Conduct Policy: Two versions of the policy were presented to the Board based on October Board discussion and legal review. The Board preferred the second version. Carrie will bring the acknowledgement document to the December meeting.

- ✓ **MOTION TO APPROVE THE LONGER BOARD OF TRUSTEES CODE OF CONDUCT POLICY, DR. EMILY MYERS. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Staff Code of Conduct Policy: Discussion of a new staff policy. Suggestions were made. The Policy will be brought before the Board at the December meeting.

Banking Documents: Carrie presented Banking Documents from Heritage Bank for signatures.

Walton Change Order: Carrie presented Change Order #11, which reflects modifications required by the Walton Fire Department for the branch to open. This change results in an additional cost of \$550.23.

- ✓ **MOTION TO APPROVE CHANGE ORDER #11, DON TRAME. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

Facilities Master Plan & Strategic Plan—Florence Branch: A continuation of the discussion begun at the October meeting. Included in the packet were personas of typical Florence Branch customers and some statistics regarding the Florence Branch, covering FY2020 to 2024. The Facilities Master Plan statistics ended with FY2019. Discussion about community engagement.

Chapin Memorial Library Ad Hoc Committee: Discussion of the committee's composition and scope. The committee will be made up of 7 members total: 2 community members; 2 BCPL Board Members; 2 BCPL employees; and 1 from Boone County. Dr. Jackson will create an application for the community member positions on the committee. Discussion of the scope continued. This item will be on the December agenda.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members. Available grants were highlighted.

**NEXT MEETING:** Monday, December 16, 2024, at 4:00pm at the Main Library.

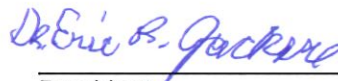
**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 pm,

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

Minutes taken by Sherri Slavey



Secretary



President