

CALL TO ORDER: President Dr. Eric Jackson called the meeting to order at 4:01 pm, at the Main Library on December 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; Jennifer Timmerman, Youth Services & Outreach Director; Dawna Bach, Public Service Director; Sherri Slavey, HR Director.

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS RECEIVED, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

PUBLIC PRESENTATION: Cara Frank, Early Literacy Librarian, gave an update on the 1000 Books Before Kindergarten program.

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION TO APPROVE THE NOVEMBER MINUTES AS RECEIVED, PATTY REISZ. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

DIRECTOR'S REPORT: The Librarian's report was emailed to Board members. Carrie Herrmann provided key highlights. The Archive & History Center received a \$2,000 grant to support NKY History Day and acquire Civil War pension records. Budgetary work is in progress, including the mid-year budget update and multiple surveys submitted to federal and library organizations. Challenges with KitKeeper software prompted immediate efforts to find a replacement and secure a prorated refund. Notable programs included hosting Frank X. Walker with the African American Genealogical Group and a Northern Kentucky Chamber Women's Initiative event, both of which drew strong attendance and positive feedback. The 1000 Books Before Kindergarten program and Dolly Parton's Imagination Library continue to grow, though rising book costs will impact future budgeting. A decision was made to not host the Verona Farmers and Artisan Market due to logistical issues and limited library engagement. The Walton Branch is receiving outstanding feedback, with construction and operational budgets remaining under control. Planning for future renovations at the Florence Branch is actively underway, with staff excited about the branch's potential development. The Chapin Memorial Library resumed full staffing after prolonged disruptions, marking a significant milestone in stabilizing operations. Carrie also shared an article from the *Medium* ("Can Libraries Help Solve Our Connection Crisis") with the Board highlighting the growing challenges faced by librarians as public libraries become spaces for the loneliness epidemic. She shared key performance metrics for November 2024.

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

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

- ✓ **MOTION TO APPROVE THE SEPTEMBER TREASURERS REPORT AND THE ACCOUNTANT'S REPORT, DR. EMILY MYERS. SECOND, PATTY REISZ. 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. This should closed end of February or beginning of March. He has reviewed several policies.

BUSINESS:

Policy Review: Carrie presented three policies to the Board: Staff Code of Conduct Policy, Internet Usage Policy, and Drug Free Policy. Changes were discussed for the Drug Free Policy. This policy will be presented again at the January meeting

- ✓ **MOTION TO APPROVE THE STAFF CODE OF CONDUCT POLICY, PATTY REISZ. SECOND, DR. EMILY MYERS. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE INTERNET USAGE POLICY, DEBORAH DUTTON-LAMBERT. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

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

Board Code of Conduct Acknowledgement Carrie distributed the Board Code of Conduct and the Acknowledgement form for signatures.

Trustee Recruitment: Two Trustee appointment expire June 30, 2025—Dr. Eric Jackson and Don Trame. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each open position. Both Dr. Jackson and Mr. Trame are eligible to be reappointed. Carrie distributed a new tool from KDLA to evaluate the Board and determine needed skills for upcoming appointments. Discussion about the new tool. The Board requested that Carrie create an online form for Board members to fill out. The compiled results will be brought to the January meeting for further discussion.

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 shared the application for the community member positions on the committee. Discussion of the scope continued. The community form is due to Dr. Jackson by 5:00 pm, January 20th. This item will be on the January agenda.

FOUNDATION REPORT: The BCPL Foundation Board met on November 21st. They have set a date for the 2025 Trivia Fundraising event—March 27th at 6:00 pm at the Main Library. Sponsorship letters have been mailed to 40 organizations. The goal for this year is to raise \$15,000 for Early Childhood initiatives. This includes Boone County Dolly Parton's Imagination Library and 1000 Books Before Kindergarten. The Foundation awarded the Youth Services Department \$950 for a 1000 Books Before Kindergarten Outreach pilot project. The 2023 Form 990 has been submitted. The Foundation currently has \$8,833.30 invested with the Horizon Community Fund and \$47,195.46 in the bank.

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was emailed to Board members. Carrie highlighted that Library Legislative Day is February 13, 2025.

NEXT MEETING: Monday, January 20, 2025, at 4:00pm at the Florence Branch.


- ✓ **MOTION TO CANCEL THE JANUARY 20TH MEETING AND TO SCHEDULE A SPECIAL MEETING ON MONDAY, JANUARY 27, 2025, AT 4:00 PM AT THE FLORENCE BRANCH, DR. EMILY MYERS. SECOND, DEBORAH DUTTON-LAMBERT. APPROVED UNANIMOUSLY.**

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:14 pm,

- ✓ **MOTION TO ADJOURN DON TRAME. SECOND, PATTY REISZ. APPROVED UNANIMOUSLY.**

Minutes taken by Sherri Slavey


Secretary


Vice - President