

**CALL TO ORDER:** President Richardson called the meeting to order at 4:00pm at Main on July 25, 2018

**PRESENT:** Eric Richardson, President; Doug Hodnett: Chris Lange; Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley; Shawn Fry, Assistant Director;

**PUBLIC COMMENT:** No public comment

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, CHRIS LANGE SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

**MINUTES:** Minutes of the June meeting, were emailed to Board members. Amended copy provided.

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report will be distributed in next month's board packet.

**BUSINESS:**

**Election:** The Board needs to elect a new Vice President now that Barbara Bardes has termed off the Board.

- ✓ **MOTION to elect DOUG HODNETT TO VICE-PRESIDENT OF THE BOARD, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**Conflict of Interest:** The Board Conflict of Interest Policy and the Trustee Ethic's Policy were emailed to the Board. The policies were also distributed to the Board at the meeting. Each Board Member acknowledged receipt. The annual Disclosure Statement was distributed to the Board. The Acknowledgement form and the Disclosure Statement were collected by Carrie Herrmann to retain on Library premises.

**KPLA Advocacy Committee Membership:** The Board discussed if BCPL should become an Advocacy Committee Membership for the Kentucky Public Library Association.

- ✓ **MOTION TO NOT JOIN THE ADVOCACY COMMITTEE, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**Branch Update:** The CCoW has entered production and is scheduled for delivery at the beginning of August. At that point we will use a local company to wrap the vehicle. The bid for the Scheben HVAC system was opened on July 19<sup>th</sup>. The item will be on the August Meeting agenda. Staff will check references between bid opening and the board meeting. Working on quotes for mini rehabs at the Walton Branch approved in the capital project budget. We have already fixed the concrete sidewalk in the front of the building. A bike rack has been installed. Exterior painting will begin in early August. The offer on Lents Branch building has been pulled. Carrie Herrmann asked the Boone County Planning Commission if it would be beneficial for the Library to seek the zoning change. The recommendation is that without a specific entity in mind for the property it would be very difficult to change the zoning. Carrie Herrmann presented a list of items to be purchased for the Makerspace at the Hebron Branch. The Makerspace is part of the Technology Budget. They would like to purchase the items now, due to backorders and training time for staff.

- ✓ **MOTION, TO APPROVE THE RELEASE OF BUDGETED FUNDS FROM THE CAPITAL FUND FOR MAKERSPACE EQUIPMENT DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**Policy Review:** Carrie Herrmann presented two policies to the Board. BCPL's Staff Development and Training Policy was last reviewed in 2007. There are minor suggested changes. BCPL's Unattended Children Policy was created in 2004. There are major changes to this policy recommended.

- ✓ **MOTION, TO APPROVE THE STAFF DEVELOPMENT AND TRAINING POLICY WITH SUGGESTED CHANGED CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

✓**MOTION**, TO APPROVE THE UNATTENDED CHILDREN POLICY, AS AMENDED, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

**ATTORNEY'S REPORT:** Discussed the pending sale of the Lents Branch.

**ACCOUNTANT'S REPORT:** Provided an update about tax changes in Kentucky and how they affect BCPL.


**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: On July 20<sup>th</sup> from 9 am to 1 pm. Shane Meeker led a full management team training on Developing a Brand Theme, a Pitch and a short narrative for BCPL. Work has begun on the Annual Report to the Kentucky Department of Libraries and Archives. The completed report will be presented to the Board at the August meeting. We are in the process of making available for check-out bike locks for use by customers. This will include a sign posted near the bike stand reminding customers not to leave bikes unsecured. The Scheben Branch will pilot this project. We have added two new digital services—RB Digital Streaming Video and Qello Concerts. RB Digital Streaming Video includes Acorn TV, IndiFlix, and Pongalo. Acorn TV is British TV. IndieFlix contains shorts, feature films, documentaries and series from 85 countries, film festivals and film schools. Pongalo contains Spanish language Telenovelas and translated Hollywood movies. Qello Concerts contains full-length concerts from all genres and music documentaries. In the fall we plan to add Great Courses to our digital services. Great Courses contains lectures by college/university professors recognized as the top in their fields. It is described as the "Netflix of learning." In the fall we will also transition from Zinnio digital magazines to Overdrive magazines. This significantly lowers our subscription price and places our digital magazines in the same catalog with our eBooks. Carrie Herrmann will be on vacation July 26-27 and in Atlanta at RIPL (Research Institute for Public Libraries) July 29-August 1.

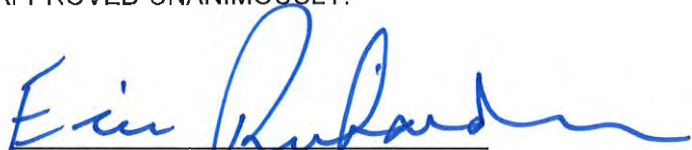
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board Members

**NEXT MEETING:** Monday, August 20 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:32 pm, motion CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Richardson called the meeting to order at 4:00pm at Main on August 29, 2018

PRESENT: Eric Richardson, President; Barbara Hill, Secretary; Kate McClain; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Shawn Fry, Assistant Director

**OATH OF OFFICE:** KATE MCCLAIN sworn in by Debra Pleatman

**PUBLIC COMMENT:** Don Volland, Huff Realtor, spoke to the Library Board regarding the Lents Branch.

- ✓ **MOTION TO ENTER EXECUTIVE SESSION AT 4:08 PM UNDER KRS 61.810(1)(b) TO DISCUSS THE SALE OF PROPERTY, BARBARA HILL. SECOND, KATE MCCLAIN, APPROVED UNANIMOUSLY.**

**Left executive session at 4:30pm**

- ✓ **MOTION TO APPROVE CONTRACT LISTING WITH DON VOLLAND FOR A 30 DAY PERIOD FOR THE SELLING OF FORMER LENTS BRANCH, BARBARA HILL. SECOND, KATE MCCLAIN, APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, BARBARA HILL. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, ERIC RICHARDSON. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The Treasurer's Report will be distributed in next month's board packet.

**ACCOUNTANT'S REPORT:** The accountant distributed copies of Financial Statements for January, February, March, April, and May 2018. A draft update of the June 2018 Financials was supplied. June will not be finalized until after the audit.

**BUSINESS:**

**Branch Update:** The Hebron construction site is going to be used as a teaching opportunity for a class from Cooper High School. The school offers a Civil Engineering and Architecture class. One of the projects in the curriculum is taking an old warehouse and turning it into a library. They will tour the new Hebron Branch while it's going up. The teacher is especially interested in viewing it while the girders and beams are exposed. The schools sees this as a way to connect school curriculum to the real world. Perkins Carmack said they have seen these requests in Ohio and have procedures in place to do this. Three bids related to the Hebron Branch will go out September 6<sup>th</sup> with an opening on October 4<sup>th</sup>. The three bids are the AV Bid package for the meeting room and the amphitheater, the furniture bid and the shelving bid. Carrie Herrmann presented a change order from Brandstetter Carroll and Perkins Carmack to replace the manmade silicate stone with limestone.

- ✓ **MOTION TO APPROVE THE LIMESTONE CHANGE ORDER AT HEBRON, ERIC RICHARDSON. SECOND, KATE MCCLAIN, APPROVED UNANIMOUSLY.**

**KDLA Annual Report:** Carrie Herrmann presented the Kentucky Department of Libraries and Archives Annual Report for FY2018.

- ✓ **MOTION TO ACCEPT THE ANNUAL REPORT, KATE MCCLAIN. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.**

**Scheben HVAC System Bid:** Five bids were received for the Scheben HVAC System.

- ✓ **MOTION TO APPROVE BID FROM PECK, HANAFORD & BRIGGS FOR CHILLER REPLACEMENT AND THOMAS CONTROL FOR THE AUTOMATION SYSTEM, ERIC RICHARDSON. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

Tax Rate: Refund requests for previous years were received from the Sheriff's Office. Stephanie Huhn supplied a history of BCPL's tax rate and an analysis of what the tax revenue would be if BCPL remained at the same tax rate, took the compensating rate, took the 4% rate or took a 1% tax rate.

- ✓ **MOTION TO REFUND \$6,245.16 TO POMEROY IT SOLUTIONS SALE CO FOR TAX YEAR 2016, \$11,072.83 TO LEVI STRAUSS & CO FOR TAX YEAR 2016, \$1,816.73 TO PRIMESOURCE BUILDING PRODUCTS FOR TAX YEAR 2016, AND \$2,188.54 TO PRIMESOURCE BUILDING PRODUCTS FOR TAX YEAR 2017T, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ADOPT THE COMPENSATING TAX RATE OF 5.34% FOR PERSONAL PROPERTY FOR FY2018/2019, BARBARA HILL. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ADOPT THE COMPENSATING TAX RATE 5.2% FOR REAL PROPERTY FOR FY2018/2019, BARBARA HILL. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ADOPT THE STATUTE DEFINED 3% TAXRATE FOR VEHICLES AND WATERCRAFT FOR FY2018/2019, KATE MCCLAIN. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** The Governor's Office filed an appeal with the Kentucky Supreme Court to hear arguments in the pension law case.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

The work we have been doing with technology clubs and school partnerships was shared at the Kentucky Association of School Librarians Summer Refresher.

We are working on an application for the IMLS National Medal Award. The National Medal for Museum and Library Service is the nation's highest honor for institutions demonstrate innovative approaches to community service. The application is due October 1<sup>st</sup>.

Bullitt County Public Library will go live on our SirsiDynix Consortium August 29<sup>th</sup>.

We have begun work to have the Scheben Branch listed as part of the State Department's Passport Acceptance Program. The application is currently under review. We are hoping to be accepted, and receive training in time to start offering this service in January 2019.

November 1-30, 2018, BCPL will host "Patriot Nations: Native Americans in our Nation's Armed Forces." This traveling exhibit comes from the National Museum of the American Indian.

The Local History Department is working to create a new Underground Railroad Tour that covers the Rabbit Hash area and Rising Sun, Indiana. They will be using the new ferry to conduct the tour in both states.

We were notified that we did not receive the NEH Grant to create a teach the teacher training in Underground Railroad resources. Local History staff are currently reviewing the comments and looking for other grant opportunities for this project.

On August 7<sup>th</sup> we released the first of several surveys to the public about BCPL. This survey had 6 questions. Results from the survey were shared at the meeting.

**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board Members

**NEXT MEETING:** Monday, September 17 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:06 pm, **MOTION** BARBARA HILL. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**ATTORNEY'S REPORT:** No attorney's report

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:  
BCPL has been offered the opportunity to bring in a Traveling Exhibit from the Betty Brinn Children's Museum (<https://www.bbcmkids.org/hands-on-harley-davidson/>). She is working with the local Harley Davidson Dealership as a potential sponsor.

Four bids related to the Hebron Branch went out September 6<sup>th</sup>. The bids will be opened October 4<sup>th</sup>. The four bids are the Security Camera & AV Bid package for the meeting room and the amphitheater, the furniture bid, the interior signage bid, and the shelving bid.

The old CCOW finally died on September 10<sup>th</sup>. The weekend of September 7, 8, and 9 had very heavy rain. Water shorted the generator out. Given the fact that the new CCOW is scheduled to begin stops in mid-September, we chose not to spend the additional funds to repair the generator.

During the heavy rains that occurred September 7-9, both the Main Library and the Florence Library had leaks. Florence's will be repaired with a new roof, which is already in the budget for this fiscal year. The Main Library had to have repairs done to the masonry to prevent the leaks from occurring again.

At the Walton Branch, the refurbishing of the exterior of the building and lot are mostly finished. Next projects include remodeling of the public restrooms and the addition of a study room.

We now have two program waivers. One waiver is for any library fitness program. Some examples of programs to use this waive for include yoga, Zumba, and dance. The second waiver will be used for high liability programs and the makerspace. Types of programs that may use this waiver involve carving or using a soldering tool.

BCPL is working with Dr. Jennifer Smith, at NKU, to present a training on school/library partnerships. We will work with teachers and Library Media Specialists to provide this workshop for NKU.

Our summer meal and enrichment programming at the Greens of Turfway and Deer Trace communities concluded the week before school resumed for the new year. A total of 968 meals and 373 books were distributed throughout the 12 week duration of the program. We served an average of 29 meals per night at Greens of Turfway, but saw an average of 37 people. The numbers were lower at Deer Trace, with an average of 20 meals per night and 24 people per program.

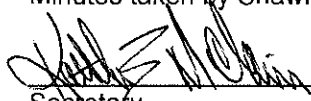
We learned that Ockerman Middle School dedicated an entire yearbook page to one of our outreach efforts, Pizza and Pages. It's wonderful to know our work is being recognized by staff and students.

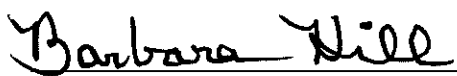
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's Report was emailed to Board members.

**NEXT MEETING:** Monday, October 15 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:01 pm, motion DOUG HODNETT. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Richardson called the meeting to order at 4:00pm at Main on September 17, 2018

PRESENT: Eric Richardson, President; Barbara Hill, Secretary; Kate McClain, Doug Hodnett, Vice President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** Don Volland, realtor, presented an offer for the former Lents Branch.

- ✓ **MOTION** FOR CLOSED SESSION UNDER THE KENTUCKY REVISED STATUTES 61.810, SECTION 1, SUBSECTION F, TO HOLD DISCUSSIONS OF THE SALE OF THE FORMER LENTS PROPERTY, DOUG HODNETT. SECOND, BARBARA HILL, APPROVED UNANIMOUSLY.

**THE BOARD RECONVENED THE OPEN MEETING AT 4:33PM**

- ✓ **MOTION** TO COUNTER OFFER ON THE TERMS SET-FORTH FOR THE FORMER LENTS, ERIC RICHARDSON. SECOND, DOUG HODNETT, APPROVED UNANIMOUSLY.

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

- ✓ **MOTION** TO APPROVE THE AGENDA AS AMENDED, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY

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

- ✓ **MOTION** TO APPROVE THE MINUTES, BARBARA HILL. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

**TREASURER'S REPORT:** The Treasurer's Report will be distributed in next month's board packet.

**BUSINESS:**

BB&T Bank Presentation: Brent Boden and Billy Santos, with BB&T, reviewed the Library's current and potential investment options for short and long term growth.

Lents Branch Update:

- ✓ **MOTION** TO AUTHORIZE DIRECTOR TO LIST LENTS BRANCH WITH CBRE FOR SALE WITH MODIFICATIONS, KATE MCCLAIN. SECOND, DOUG HODNETT, APPROVED UNANIMOUSLY.

Hebron Branch Update: Carrie Herrmann provided an update on the Hebron Branch Construction project. Four change orders from the architect were reviewed.

- ✓ **MOTION** FOR APPROVAL FOR CHANGE ORDER 004, DOUG HODNETT. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.
- ✓ **MOTION** FOR APPROVAL FOR CHANGE ORDER 005, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.
- ✓ **MOTION** FOR APPROVAL FOR CHANGE ORDER 006, DOUG HODNETT. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO ACCEPT NON-ALTERNATIVE OPTION FOR CHANGE ORDER 007, DOUG HODNETT. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

Officer Elections: In accordance with BCPL Bylaws, Officers serve for two years and elections are held in even numbered years. The elections should take place at the July meeting, however the full Board was not present. At that time Doug Hodnett was named as Vice-President to fill the vacant position.

- ✓ **MOTION** FOR BARBARA HILL FOR PRESIDENT, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.
- ✓ **MOTION** FOR KATE MCCLAIN FOR SECRETARY, ERIC RICHARDSON. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.
- ✓ **MOTION** FOR CHRIS LANGE FOR TREASURER, ERIC RICHARDSON. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** No accountant's report

**CALL TO ORDER:** President <sup>Hill</sup>Richardson called the meeting to order at 4:00pm at Main on October 15, 2018

**PRESENT:** Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director;

**PUBLIC COMMENT:** Don Volland, realtor, presented an offer for the former Lents Branch.

- ✓ **MOTION FOR CLOSED SESSION UNDER THE KENTUCKY REVISED STATUTES 61.810(1)(b), TO HOLD DISCUSSIONS OF THE SALE OF THE FORMER LENTS PROPERTY, ERIC RICHARDSON. SECOND, DOUG HODNETT, APPROVED UNANIMOUSLY.**

Entered closed session at 4:08 pm

The Board reconvened the open meeting at 4:32 pm

- ✓ **MOTION TO ACCEPT OFFERED PURCHASE PRICE. PROPERTY WILL BE SOLD AS IS. EPA CLAUSE WILL BE REMOVED FROM THE CONTRACT. IF BUYER CANNOT CLOSE WITHIN 30 DAYS OF ACCEPTANCE, THE EARNEST MONEY IS TRANSFERRED TO THE SELLER. THE OFFER IS OPEN UNTIL 5:00 PM, FRIDAY, OCTOBER 19, ERIC RICHARDSON. SECOND, DOUG HODNETT, APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS CORRECTED, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Lents Branch Update:** In an effort to make the Lents Branch more appealing to buyers, we have done some cosmetic updates to the outside. The landscaping has been cleaned up and some of the exterior has received touch up painting.

**Hebron Branch Update:** Carrie Herrmann provided an update on the Hebron Branch Construction project. Bid packages for Shelving, Furniture, Signage, and the AV & Security System were reviewed.

- ✓ **MOTION FOR APPROVAL TO ENTER INTO CONTRACT WITH STRUCTURED CABLING FOR THE AV & SECURITY BID, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION FOR APPROVAL TO ENTER INTO CONTRACT WITH APG AND RCF GROUP FOR THE FURNITURE BID, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION FOR APPROVAL TO ENTER INTO CONTRACT WITH KPC FOR THE SHELVING BID, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION FOR APPROVAL TO ENTER INTO CONTRACT WITH EXHIBIT THREE FABRICATIONS FOR THE SIGNAGE BID, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Carrie provided examples of suggested wall covering for the Youth Services area at the Hebron Branch. Further information will be provided at a later date.

**Surplus Materials:** The Community Center on Wheels (CCOW) is no longer in service. In accordance with governmental requirements, the Board must declare the vehicle surplus.

- ✓ **MOTION TO SURPLUS THE CCOW AND MAKE AVAILABLE FOR SALE ON GOVDEALS.COM, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**



**ACCOUNTANT'S REPORT:** Stephanie Huhn and Carrie Herrmann met with representatives from BB&T to reinvest maturing CDs. Maturing CDARs will be rolled into the short funds account to be used for the Hebron Branch. Stephanie will assist with the audit preparation.

**ATTORNEY'S REPORT:** No attorney's report

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

United Way contacted the Library about partnering with them on Giving Tuesday this year. All locations will be a collection site for new book children's books for ages birth to third grade. The books will be distributed through three Boone County schools that have been identified as serving families in book deserts. This means that there are few, if any, books in the homes.

Staff Development Day took place on October 11<sup>th</sup>. The Library was closed all day. The keynote speaker was David Chestnut, Deloitte Services. He presented a two hour session on Business Chemistry, a system designed to provide insights about individuals and teams based on preferences and observable traits. The whole staff also received a Diversity training and attended breakout sessions on various topics through the day.

A kickoff meeting was held at the Scheben Branch regarding the HVAC system work.

The old CCOW was vandalized on the evening of September 26<sup>th</sup>. Five windows were broken out. Luckily we had already moved everything to the new vehicle. In addition the individuals also destroyed two signs on the Main Library's property. Unfortunately, none of our cameras captured the incident. Customers started talking about the incident on Facebook and Jack's Glass called us with an offer to replace the windows. They paid for the glass. The Library paid for the labor. The same night the CCOW was vandalized the Tobacco Free Property signs at the Main Library were vandalized.

Work continues towards having the Scheben Branch approved as a Passport Acceptance Agency. It looks like we will begin to offer this service in the spring.

During the Summer Reading Program we participated in the Kentucky Education Savings Plan Trust (KESPT) contest. KESPT offered families a chance to win \$1000 towards a Kentucky 529 education savings plan account for college. One winner, Gabriel Brown (Union), was from our Summer Reading Program. Gabriel is in 4<sup>th</sup> grade. In addition to Gabriel winning \$1000, KESPT has donated \$500 to BCPL towards our 2019 Summer Reading Program. On Sunday, October 28, at 2:00 pm at the Scheben Branch we will have a ceremony to present the check to him. Board members are encouraged to come.

The Hands on Harley Davidson Exhibit is open. We received some unexpected LinkedIn attention when a parent who is an engineer stumbled upon the exhibit during a family trip to the Main Library. She posted pictures and information to several local and national engineering groups. This generated a lot of positive conversation about the Library and the STEM concepts taught for young children through the exhibit.

The new CCOW is on the road. Head Start was the first storytime location. Outreach received a stickers of the new CCOW from PR that they are handing out to children.

Ginger Stapp, Early Literacy Specialist, was invited to speak at Xavier University to a group of freshman and sophomore students in the Education Department. She spoke about the work we do at BCPL to support Early Literacy. It was a very good experience with lots of discussion and questions. Ginger really enjoyed it and has been asked to come back again for the Spring Semester.

We are now offering a sensory storytime at the Florence Branch. This is a storytime designed for children with sensory sensitivities.

We have been offering Play and Learn programs at the Florence Branch in partnership with 4C. This program is designed to have the parent/caregiver and young child birth to 5 years play using activities that promote healthy development and learning. 4C had decided to end their involvement in the Play and Learn groups. BCPL has decided to keep this program. BCPL staff will be meeting in October with 4C regarding how to transition.

September's big event honored Revolutionary War veteran and African American Daniel Goff in a DAR/SAR Marker Dedication. Many local organizations helped with the event including, but not limited to, Northern Kentucky Master Gardeners, Boone County Parks Department, and regional DAR and SAR chapters. We had 183 people participate in the Saturday, October 29<sup>th</sup> event. BCPL's efforts were recognized by Senator Mitch McConnell and Senators Mark Warner and Tim Kaine of Virginia.


Carrie Herrmann accepted a two year appointment to the Romance Writers of America Library Grant Jury. This \$4500 grant allows a public library to build or expand its romance fiction collection, host a romance author, and/or offer romance fiction programming.

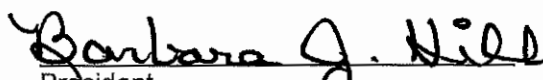
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's Report was emailed to Board members.

**NEXT MEETING:** Monday, November 19, 4pm, at the Scheben Branch

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:50 pm, motion ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

  
Secretary

  
President



**CALL TO ORDER:** President Hill called the meeting to order at 4:10pm at Scheben on November 19, 2018

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services & Outreach Coordinator; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** Don Volland presented an update on the sale of the former Lents Branch

- ✓ **MOTION FOR CLOSED SESSION UNDER THE KENTUCKY REVISED STATUTES 61.810(1)(b), TO HOLD DISCUSSIONS OF THE SALE OF THE FORMER LENTS PROPERTY, KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY. EXECUTIVE SESSION ENDED AT 4:54PM.**

Entered closed session at 4:11 pm

The Board reconvened the open meeting at 4:54 pm.

- ✓ **MOTION TO ACCEPT THE LENTS BUILDING SALE CONTRACT AS AMENDED, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Heritage Bank Presentation: Representatives from Heritage Bank reviewed current and potential investment options for short and long term growth.

Branch Update: Carrie Herrmann provided an update on projects and services at library locations. The Compact Shelving Project at the Main Library has been completed. This doubled the storage capacity of the Local History Department and Collection Services Department. Staff at the Main Library are currently looking at turning the former Computer Lab into an Art Gallery/quiet study area.

The Walton Branch mini rehab continues. Work has begun on the interior areas. The Men's Restroom is complete and work has begun on the Women's Restroom. Once this is completed, we will start on the addition of a study room. Jeff West, Facilities Coordinator, is in the process of inventorying and cleaning out the Walton Basement.

Work on the exterior electronic marquee sign at the Florence Branch will begin in early December.

Jeff West has been testing, and replacing as needed, emergency lighting at all locations.

The Kroger Company asked that we release them from a requirement to provide sidewalks between the Scheben Branch and Kroger in Union. When the Kroger in Union moved, the only request the Library made was for the sidewalk. We declined to release this requirement.

Carrie Herrmann provided an update on the Hebron Construction Project. Several obstacles have been encountered at the sanitary sewer connection point. Solutions are being reviewed. Some carry significant cost or require revision to the current easement. A meeting is being scheduled to review the alternatives. Total days lost due to weather has increased to 35 days. She is waiting for an updated completion date based on this information. Installation of the storefront windows has begun. Limestone masonry will begin with the next month. Final samples of the interior finishes was received. There are not substitutions. According to our architect this is very rare. A crack has appeared in the floor. This seems to be

related to a plumbing drain line. This section is being removed, the line will be buried deeper, and the floor will be repaired.

Policy Review: Two policies were presented to the Board. The Paid and Unpaid Leave Policy was last reviewed in 2007. The Meeting Room Policy was last reviewed in 2017.

- ✓ **MOTION TO ACCEPT SUGGESTED CHANGES FOR THE PAID AND UNPAID LEAVE POLICY, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT AMENDED CHANGE FOR MEETING ROOM POLICY, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Boone County Success by Six MOU: Carrie Herrmann presented an updated MOU between Boone County Success by 6 and United Way.

- ✓ **MOTION TO APPROVE BOONE COUNTY SUCCESS BY 6 MOU, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Capital Transfer: Capital expenditures are paid for out of the general operating budget until the end of the fiscal year. \$2,440,382.86 needs to be transferred from the capital projects account to the general fund account for capital expenditures paid in FY2018.

- ✓ **MOTION TO APPROVE TRANSFER OF FUNDS, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Update on audit preparation.

**ATTORNEY'S REPORT:** Nothing to report at this time.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

Emergent BioSolutions announced on October 24<sup>th</sup> that they will be supplying every public library and YMCA two doses of Narcan to help combat overdose deaths. We have a vote in our minutes where we chose not to carry Narcan or other drugs like this. The Board will need to decide if we should continue that decision or change it.

She has dealt with 4 Open Records Requests this month—1 for parking lot camera footage at the Main Library, 2 related to the AV & Security Bid opening, and 1 from a graduate student researcher at UC Berkeley working on a study analyzing the impacts of pensions spending on local government budgets and fiscal health for our audits covering FY2005-2016.

We received lower than anticipated rates for renewing our health insurance. In 2018, we took the first steps towards a wellness program. All full time employees receiving health insurance from the Library were asked to take advantage of their free annual physical. At the time (and multiple reminders throughout the year) we informed staff that anyone taking a physical and registering for the program would receive a \$50/month discount on the health insurance premium.

We have loaned 3 paintings by local artists to Senator Schickel. The paintings will be hung in his office in Frankfort with a plaque reading "On Loan From Boone County Public Library."

The PR Department is in the process of applying for a Google Ads Grant. This grant gives nonprofit agencies \$10,000 each month for a year to spend on Google Ads.

The Florence Branch has worked with the Freestore Food Bank for several years as a place for the Mobile Pantry to visit. Unfortunately, we will be discontinuing this service due to a new partnership contract from the Freestore Food Bank requiring food safety trained staff to be present at any distribution. During October, Ed McLaughlin, Public Service Associate at the Florence Branch, worked with 42 homeless or

precariously housed individuals. He was able to help 40 find sources of food and 2 find travel or sleeping accommodations

We did not receive the NKY Funders' Grant from the Horizon Community Fund to fund the teach the teacher workshops around the Underground Railroad. Amount of this grant ranged from \$3,000-\$11,000. The Local History Department won the Community Empowerment Award from the NKY NAACP for Outstanding Community Service.

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

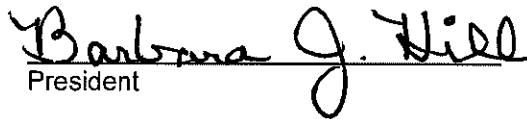
**NEXT MEETING:** Monday, December 17 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:13 pm, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President

**CALL TO ORDER:** President Hill called the meeting to order at 4:07pm at Main on December 17, 2018

PRESENT: Barbara Hill, President; Eric Richardson; Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director, Sherri Slavey, Human Resources Coordinator

**PUBLIC COMMENT:** No public Comment

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Boone County Success by 6 Report: Lauren Kathman, Senior Manager BCSby6, presented an update on the work of the organization and the new strategic plan.

Letters from Kelly Elementary: At the November Board Meeting Carrie Herrmann shared a packet of letters with each Board Member from Kelly Elementary requesting that BCPL rename a branch for Chalkie Fleek. The Board discussed the letters.

Surplus Materials: A list of equipment 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. Most of these items are outdated or broken and will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment.

- ✓ **MOTION TO SURPLUS ITEMS FROM LIST, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

Branch Update: Jeff West, Facilities Manager is working on an inventory of items that have been stored in the Walton Branch basement for decades. He is creating a list of items that will need to be surplussed. Once we surplus the items, we can clean them out of the basement. Most of the items seem to be broken or damaged in some way, making them unusable by the Library or outside organizations.

BCPL now has an account on govdeals.com. The CCOW is currently listed on the site at <https://www.govdeals.com/index.cfm?fa=Main.Item&acctid=12355&itemid=2&preview=1>

The Florence Branch Roof Bid is now available. The bids will be opened on January 16<sup>th</sup> at 1:30 pm at the Florence Branch. Work has been completed on the electronic marquee sign at the Florence Branch. The existing brick sign was repaired and cleaned. The sign face was removed and the electronic sign installed.

Work is ongoing for the Scheben Branch HVAC system.

Hebron:

- Windows are almost completely installed.
- Masonry work has begun on the exterior.
- The building is on schedule to be completed by early March. However, the parking lot is behind schedule. The option of adding lime to the parking lot soil to stabilize the clay as outlined in the geotechnical report has failed. The new recommendation of Geotechnology was to dig 14 inches rather than 8 inches and add the lime to that soil. Before they reached 14 inches the contractor

encountered a large vein of rock that runs most of the length of the parking lot area. After consultation, this rock has to be removed, more soil added and lime mixed in. At this point we are racing the clock to complete this process before the asphalt companies close for the winter. If we cannot get the first layer of the parking lot poured before they close, this will move the opening of the building to late May or early June.

- We are now at 48 days of lost work due to weather.
- We have a continuous stream of materials from around the system coming into Collection Services for consideration for the Hebron collection. Most of these have been called in by the department, and pending passing a condition check, are re-processed and boxed for Hebron. Others are sent by managers around the system for consideration for Hebron. Many of these titles are being re-processed and boxed as well.

**Mapping Usage:** Shawn Fry presented about usage at all locations for FY2018. This data was tied to demographics for Boone County.

**ACCOUNTANT'S REPORT:** Update on audit, investments, and bookkeeping.

**ATTORNEY'S REPORT:** Report on legislation that may affect the Library during the upcoming session.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

We received several requests this month to take donations via credit card. This was not an ability we had. After some research by our webmaster, we have decided to open a Growing Tree Account.

In April, the full staff received a StoryMythos training from Shane Meeker. To take a deeper dive, I invited Shane back to do a workshop for the full management team in August. In September, the full management team took what we learned and brainstormed themes we want to use to tell BCPL's story. The four themes the team chose are Stories, Connections, Lifelong Learning and Customer Experience. Four groups were formed to begin building our stories around those brands. At the December full management team meeting the groups presented their work on how we want to tell our stories around the four themes. This will be work that will be ongoing over the next fiscal year.

The Kentucky Supreme Court published their ruling on the pension bill. They unanimously stated that the pension bill was unconstitutional. You can read the article at <https://www.kentucky.com/news/politics-government/article221665830.html>

I am working with NKU's College of Informatics to conduct a collection audit. A collection audit evaluates the Library's collection to assess gaps. Part of this assessment looks at demographic data (both current and projected for the next 5-10 years) for Boone County and compares that data to the Library's collection. Specifically, I want to look at the collection through the lens of equity, diversity and social justice. I want to know if our collection is portraying different cultures, religions, disabilities, and other factors in a positive light. This will be a capstone project for one of their graduating students.

The IT Department is working with Boone County GIS to create county maps showing households with Library cards and households that use their library cards. All Library locations will be highlighted on the map. Once those maps are created, we plan to work with GIS to map outreach stops.

We have a new video series with our Local History Department called *In The Vault*. The first video is about the Sgt. John Champlin collection. He was a soldier in the Vietnam War and was killed in action. His personal effects and medals were donated to our collection, please check it out:

<https://www.youtube.com/watch?v=Nk7Y3qCym-Q&feature=youtu.be>



The Church of Brethren in Constance is moving out of their building due to structural issues and was concerned about their Mary Amanda Moore baptismal mural. Bridget met with congregation representatives to determine the best outcome for removing the mural for long term preservation. Although BCPL cannot responsibly take ownership of the 6 x 8 foot artwork, Bridget connected the church with Boone County administrators who are interested in the piece for the Old Courthouse Building.

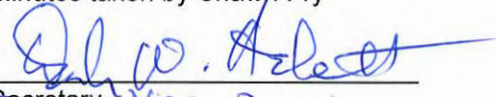
Martha Regenbogen, Business Services Manager, will retire from the Library as of January 1. Martha has been with the Library full time for 25 years

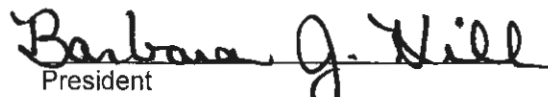
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's Report was emailed to Board members.

**NEXT MEETING:** Monday, January 21 at 4pm, at Florence Branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:55 pm, motion ERIC RICHARDSON. SECOND, CHRIS LANGE ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary Vice President

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:05 pm at Florence on January 21, 2019

**PRESENT:** Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director, Jeff West, Facilities Manager; Jake Moore, Florence Branch Manager

**PUBLIC COMMENT:** No public comment

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Audit Presentation:** John Chamberlin from Van Gorder, Walker & Co., Inc presented the completed audit for fiscal year 2018.

- ✓ **MOTION TO ACCEPT THE AUDIT, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**Community Center on Wheels Bid:** The winner bidder withdrew his bill. The CCOW will be placed on govdeals.com again.

**Florence Roofing Project Bid:** 8 bids were reviewed.

- ✓ **MOTION TO ACCEPT BID FROM ACE FOR FLORENCE ROOF, IF ABLE TO TRANSFER THE WARRANTY, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

**Branch Update:** We are working with Structured Cable to add the same door access security system to all locations that is being installed at the Hebron Branch. The completion of the HVAC project at Scheben has been delayed until mid-January. The updated VAV valves have been installed and staff report that the building is heating better now. Most of the interior at the Walton Branch has been repainted. Installation of the Study Rooms has begun at the Florence Branch. We have determined the staffing plan for Hebron. At this moment we plan to hire 6 full time positions and 14 part time positions. (Branch Manager—1 full time; Reference—1 Full time librarian, 1 full time associate, 2 part time associates; Youth Services—1 Full time librarian, 1 full time associate, 2 part time associates; IT—1 Full time associate; Circulation—5 part time; Pages—5 part time.) Carrie Herrmann shared three proposed names for the Makerspace. Carrie shared a proposal to adjust hours at all locations to coincide with the opening of the Hebron Branch

- ✓ **MOTION TO NAME HEBRON MAKERSPACE BOONE INNOVATION LAB, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO CHANGE HOURS TO PROPOSAL 1, EFFECTIVE JUNE 1ST, LEAVING MAIN OPEN UNTIL 9-9 MONDAY THROUGH THURSDAY, FRIDAY 9-8, CHRIS LANGE SECOND, DOUG HODNET. APPROVED UNANIMOUSLY.**

**Boone County Success by 6 Report:** Carrie Herrmann shared an update of the agenda for the January BCSby6 Board Meeting

**Mid-Year Budget:** Carrie presented a mid-year revision of the general operating budget. This was a flat budget with no adjustments to the bottom line. She also presented a mid-year revision of the capital budget. This revision drops the amount needed by \$157,571

- ✓ **MOTION TO APPROVE MID-YEAR REVISED GENERAL OPERATING BUDGET, CHRIS LANGE . SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE MID-YEAR REVISED CAPITAL BUDGET, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the June 30<sup>th</sup>, financial statements. This presentation always occurs after the audit is presented. She will email July through December financials to the Board.

**ATTORNEY'S REPORT:** Debra Pleatman discussed upcoming legislative session. At the moment there are no bills filed that affect the Library


**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: Kentucky Public Library Legislative Day is February 14<sup>th</sup>. We are working on setting up appointments with all of the Boone County legislators. Our Facilities Manager, Jeff West, has renegotiated our contract with Rumpke for waste removal to save us \$1200 annually. We are applying for a PLA Inclusive Internship Initiative. Through this program PLA offers paid summer internships to high school students at awarded public libraries. The intern will work with the library on a community based learning project. Jennifer Gregory, Collection Services Coordinator, Teresa Sayers, Adult Collection Development Librarian, and Carrie have been working with Ingram to implement Patron Driven Acquisitions. We have decided to test this concept on three collections—Spanish Language Collection, Political Science, and Psychology/Sociology. The idea behind PDA is that we upload "on order" records into our system for customers to discover. BCPL will only order the titles that have holds placed on them. The Northern Kentucky Chamber of Commerce will be featuring BCPL as the Member of the Day on January 31<sup>st</sup>. We will be highlighted through their social media at various times throughout the day. Staff has turned in 5 proposals to present at the Kentucky Public Library Association Conference in late March. We are waiting to see which proposals are accepted. The Boone County Historic Review Board gave BCPL \$2000 to host an intern to assist with researching African American history in Boone County. NKU is interested in using BCPL for a capstone project for the Masters in Public History program to identify African American sites in Boone County and upload this information as a layer in GIS. PR has purchased the parking lot banners and has designed the Library Transform signs for the Hebron Branch. IT has begun to purchase computers for Hebron. Magazines have been ordered for Hebron. The Collection Department continues to purchase items for Hebron and importing the records into our system. They are also busy matching collections with the shelving plan. Carrie is working with HR on the plan/timeline for hiring the staff. BCPL assisted Rising Sun, Indiana in applying for a Historic Marker for a station on the Underground Railroad. Hilary Delaney, Local History Associate, was the key note speaker at the dedication ceremony. Part-time Staff at the Scheben Branch continue to work on completing the 12 modules of online Passport training as well as the accompanying tests for each module. The Full-time staff have completed their training. We hope to begin offering the Passport service in March.

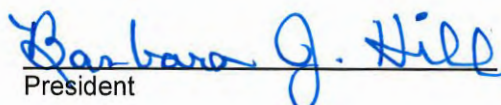
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's Report was emailed to Board members.

**NEXT MEETING:** Monday, February 18 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:55 pm, motion ERIC RICHARDSON. SECOND, CHRIS LANGE APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:05 pm at Main on February 18, 2019

**PRESENT:** Barbara Hill, President; Doug Hodnett, Vice-President; Kate McClain, Secretary; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** Board viewed the video from Kelly Elementary,  
<https://www.youtube.com/watch?v=pS0Vv8c0hRc&feature=youtu.be>

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

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Hours:** Carrie Herrmann requested that the Board amend the motion at the January meeting to read change hours to proposal 1, effective July 1. She would like the new hours to coincide with the opening of Hebron.

- ✓ **MOTION TO AMEND CHANGES IN HOURS, WHEN HEBRON BRANCH OPENS, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

**Community Center on Wheels Bid:** We have received bid for \$11,000 on the old CCOW.

- ✓ **MOTION TO ACCEPT BID OF \$11,000 FOR SALE OF CCOW, WITH MONEY BEING RETURNED TO THE CAPITAL FUND. DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**Branch Update:** Carrie Herrmann provided an update on projects and services at library locations. Included was an update on Hebron Branch Construction Project, including change orders for the project, a discussion of the three acres of land separated from the Hebron Branch by rerouting the road, and a discussion about naming the Art Gallery at the Main Library, The Curt Besette Art Gallery

- ✓ **MOTION TO NAME ART GALLERY AT MAIN AFTER CURT BESSETTE, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT CHANGE ORDER 008 , CHRIS LANGE. SECOND, DOUG HODNETT APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT CHANGE ORDER 009, ERIC RICHARDSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT CHANGE ORDER 016, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT CHANGE ORDER 019, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO DECLINE CHANGE ORDER 020 , CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT CHANGE ORDER 021, KATE MCCLAIN. SECOND, ERIC RICHARDSON, APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO ACCEPT CHANGE ORDER 022, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

Mid-Year Budget Carrie Herrmann provided a plan to move \$8,000 from 063000 (Hebron Grounds/Snow), \$1,150 from 065400 (Hebron Miscellaneous) and \$5,350 from 064000 (Hebron Janitorial) to 05005 (Professional Services Miscellaneous). This is a total of \$14,500. Over the years, we have added desks and rearranged areas on a case by case basis. This has led to overcrowding in some areas and inefficient work areas in others. She would like to use this money to have a Space Planner evaluate and give us recommendations.

- ✓ **MOTION TO APPROVE OF ACQUISITION OF SPACE PLANNER, WITH A MAX OF \$14,500, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Boone County Success by 6 update: Carrie Herrmann provided an update of the agenda for the February Boone County Success by 6 Board Meeting

Policy Review: The Department of Local Governments recommends that the Protection of Personal Information Policy be reviewed annually. Discussed changes to the Policy.

Auto Renewal: Discussion of Auto-Renewal, a service that automatically renews library materials that have not been requested by another customer and are eligible for renewal.

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for October.

**ATTORNEY'S REPORT:** Debra Pleatman discussed the legislative session. SB25 is the only legislation that will affect the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

On February 14<sup>th</sup>, Barabara Hill, Becky Kempf, and I attended Public Library Legislative Day in Frankfort. We met with all 6 legislators that serve Boone County.

Samantha Walker has accepted the position of Business Services Coordinator. She began on February 4<sup>th</sup> and is currently in training.

I have been asked to sit on the Boone County Complete Count Committee for the 2020 U. S. Census. This committee consists of Judge Moore, the three Boone County Mayors, myself, and representatives from the Planning Commission, the Fiscal Court and the Cities of Florence, Union, and Walton

On January 31, the Library was the NKY Chamber of Commerce Member of the day. We were highlighted in their newsletter and on Facebook, Twitter and LinkedIn.

We have installed a system to have all of our servers backed up on-site to disk drives. This is to complement the off-site backup solution we already have in place. When Hebron comes online, this backup unit will be moved to the Hebron server room. This is to ensure that if disaster happens at Main, we will have a failover site.

In March we will move to twice a month Hebron Branch Construction Meetings. We will meet March 5<sup>th</sup> and March 19<sup>th</sup>.

A 2018-19 NPS Network to Freedom Grant request for \$6700 was submitted in December for the African American Historic Resource Sites Project, and in January, NTF allowed a revised budget based on the availability of additional funds. We increased our ask to \$11,700 to add a data specialist and Omeka-S data storage to the project. We were notified on February 15<sup>th</sup> that we had received the grant in the amount of \$11,700.

Consultant Dr. Eric Jackson, has made changes to the 2017 grant submission based on remarks by NEH and the package will be resubmitted at the end of February. This is BCPL's third application to the program and the NEH highly encouraged BCPL to resubmit. Due to how time consuming the application



process is, I agreed, but Dr. Jackson had to do the rewrites. No changes were made to the budget or the support letters. The curriculum in the NEH grant was revised based on the final curriculum project submitted to the NTF in December. The proposed budget for the project is \$167,000 for two one-week teacher workshops in July 2020.

The African American Historic Resource Sites Project is funded through a partnership between BCPL, Boone County Historic Preservation Review Board/Fiscal Court, and the Network to Freedom, and utilizing faculty and students from NKU (1 History undergrad and one Public History graduate. The finalized project will include a GIS database of surveyed resource sites and a GIS StoryMap of the sites located on BCPL's *Underground Railroad of Boone County* website. With Omeka-S, a database management platform, BCPL will consolidate multiple datasets housed in several spreadsheets into one online, fully searchable, integrated database of all of the African American data in Boone County. The purpose of the project is to create relationship links between people: enslaved to slaveholders; enslaved to cemeteries/burial sites; enslaved to their descendants; enslaved to other enslaved; enslaved to Underground Railroad activities and escapes; and people to areas of geographical significance. The database will support the *African Americans of Boone County* initiative as gateway to BCPL's ongoing research and provide a publically accessible research tool for genealogists and researchers interested in Boone County's African American history. BCPL is committed to permanently support the subsequent database as a component of the *Underground Railroad of Boone County* website.  
<https://www.bcpl.org/railroad/>

Planning for the Borderlands Conference June 20<sup>th</sup> and 21<sup>st</sup> is underway. The two-day event will include a new bus tour featuring the UGRR in Rabbit Hash and Rising Sun, an evening reception at the Old Courthouse, a set of speakers on Friday, ending with a Chautauqua presentation at the end of the afternoon. The conference is open to the public and the registration/information webpage should be up by early March the latest.

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

**NEXT MEETING:** Monday, March 18 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:17 pm, motion ERIC RICHARDSON. SECOND, CHRIS LANGE APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry



Secretary



President

Vice-President

**CALL TO ORDER:** Doug Hodnett called the meeting to order at 4:15 pm at Main on March 18, 2019

**PRESENT:** Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** No public Comment

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

- ✓ **MOTION TO APPROVE THE AGENDA, CHRIS LANGE. SECOND, KATE McCLAIN CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, KATE McCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Branch Update:** Carrie Herrmann provided an update on projects and services at library locations. Included was an update on Hebron Branch Construction Project.

**Boone County Success by 6 update:** Carrie Herrmann provided an update of the Boone County Success by 6 Board Meeting

**Policy Review:** The Board reviewed the "Boone County Public Library Standards of Public Conduct." Small changes were suggested by Carrie Herrmann

- ✓ **MOTION TO APPROVE SUGGESTED CHANGES TO THE LIBRARY STANDARDS OF PUBLIC CONDUCT POLICY, KATE McCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**Auto Renewal:** A discussion about Auto-Renewal, a service that automatically renews library materials that have not been requested by another customer and are eligible for renewal.

- ✓ **MOTION TO APPROVE AUTO RENEWAL TO BEGIN 1 JUNE, KATE McCLAIN SECOND, CHRIS LANGE. THE MOTION APPROVED WITH 2 VOTES IN FAVOR AND ONE AGAINST.**

**NEH Grant:** The National Endowment for the Humanities is offering an Infrastructure and Capacity Building Challenge Grant. Carrie Herrmann presented two options for applying for this grant. Because it involves Capital Dollars the Board must approve applying for this grant. The Board asked Carrie to write the grant for the New Walton Branch Construction Project.

**TREASURER'S REPORT:** A treasurer's report for November 2018 was shared with the Board. This is an example of the new report the accounting software can generate. Discussion of information available on the report.

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT, CHRIS LANGE. SECOND, KATE McCLAIN CHRIS LANGE. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for November and December 2018, and January 2019.

**ATTORNEY'S REPORT:** Debra Pleatman discussed the legislative session. SB25 and SB26 are legislation that will affect the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

The State Department has accepted our application to become a passport acceptance agency. We are starting with a soft launch on Monday, March 18<sup>th</sup>. Signs at the front desk and announcing the services at our travel programs. BCPL was notified that we have received the PLA Inclusive internship grant. The

award comes with \$3500 to pay the student, and travel expenses for the student and the staff mentor to Chicago for the kickoff in June and Washington DC for the final presentation in September.

On March 5<sup>th</sup>, the Florence Branch had a customer overdose in the lobby. She was found unresponsive on a bench in the lobby area. She was breathing. Emergency personnel administered at least 2 doses of naran. Angie Grandstaff has been hired as the Branch Manager for the Hebron Branch. She is currently the Youth Services Manager at the Main Library.

We have decided to nominate 4 BCPL projects/initiatives for an award from NACO (National Association of Counties)—Read with a Teen; Maker Kits; Series Project; and African American Project.

On March 1 we started a new marketing campaign. Every new card holder from the previous month received a welcome to the Library email. For three months after that these same people will receive an email from the Library highlighting a different service that we offered. We are looking at retention and usage. In March, we sent out 301 emails. Of those emails 262 were opened. 22 individuals clicked on the link in the email.

On the evening of February 20<sup>th</sup>, a portion of the ceiling in Study Room A at the Scheben Branch collapsed while the room was being used by a customer. Luckily the customer was startled but not hurt. The cause of the collapse was determined to be a leak in the hot water heater. We have had to replace the hot water heater.

Registration is now open for the Borderlands Conference that will take place at BCPL June 20-21, 2019. You can see information and the schedule at <https://www.bcpl.org/railroad/2019-borderlands-conference/>


The photography exhibit "Through Darkness to Light: Photographs along the Underground Railroad" has been announced. This will be installed at the Main Library June 19 to August, 2019. You can see information about the exhibit at <https://www.bcpl.org/railroad/exhibition/>


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

**NEXT MEETING:** Monday, April 15 at 4pm, at Walton Branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 pm, motion CHRIS LANGE KATE McCLAIN. SECOND, KATE McCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President



**CALL TO ORDER:** President Hill called the meeting to order at 4:06 pm at Walton on April 15, 2019

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** No Public Comment

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

- ✓ **MOTION TO APPROVE THE AGENDA, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** A treasurer's report for December 2018 and January and February 2019 were shared with the Board.

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT, DOUG HODNETT SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Digital Librarian Report: Katie Justice provided an overview of eResources offered by BCPL

Households with Library Cards: Carrie Herrmann shared a map created by Boone County GIS for BCPL showing all households with library cards and active library user households.

Branch Update: At the Main Library the HVAC Control system upgrade has begun. The Family Activity Room floor replacement is scheduled for May. The door access control system installation is almost completed. At the Scheben Branch work is complete on the HVAC system. Working on balancing the system now. The Family Activity Room floor replacement is scheduled for May. The door access control system installation has begun. At the Walton Branch the HVAC Control system upgrade is completed. At the Hebron Branch Construction Project the front desk is installed, painting is continuing, carpet has been installed in the work room, Meeting Room, the perimeter of the main area, and the study rooms, Most of the glass walls are installed in the study rooms, and the meeting room moveable walls have been installed. Currently scheduled to start installing shelving and furniture the week of May 13<sup>th</sup>. The collection will be delivered on May 29<sup>th</sup>. Carrie Herrmann presented a document detailing all the change orders the Board had previously approved.

- ✓ **MOTION TO ACCEPT CHANGE DOCUMENT AND HAVE DIRECTOR SIGN, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Tax Refund: Taxpayer refunds in excess of \$1,000 are approved by the Board. The refund requested is if for \$5,492.35 for Target-Innotrac for the 2017 tax year.

- ✓ **MOTION TO REFUND TAX \$5,492.35, TO TARGET CORPORATION, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

Salary Schedule Update: Periodically, BCPL reviews the salary schedule to ensure that we are keeping up with market compensation. Previous, updates took place in 2007 and 2015. Carrie Herrmann presented the current salary schedule and the proposed update.

- ✓ **MOTION TO APPROVE SALARY SCHEDULE ADJUSTMENT, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

FY2020 Operating Budget: Carrie Herrmann presented two drafts of the FY2019 Operating Budget. The first draft includes CERS contribution of 21.48%, a 3% raise for staff, and an 11.5% increase for collection. The second draft includes CERS contribution of 21.48%, a salary schedule update, and an 8% increase for collection. After discussion Carrie Herrmann will continue to work on the second draft for presentation at the May meeting.

FY2020 Capital Budget: Carrie Herrmann presented the FY2019 Capital Project Budget. After discussion Carrie Herrmann will continue to work on the second draft for presentation at the May meeting.

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for February 2019.

**ATTORNEY'S REPORT:** Debra Pleatman discussed the legislative session and legislation that will affect the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: We placed updated pictures of the Hebron Branch Construction project on the Library's Facebook page. On April 4th, we realized that someone posted a comment that the building should be blown up. After consulting with the Boone County Sheriff's Department and the FBI it was determined that this is a known individual to local law enforcement who likes to post inflammatory statements on social media. He is not believed to be a danger. The Curt Bessette Art Gallery is officially open for business! Our first art show has been installed – the watercolors of Yin-Shen Chang. Almost 70 people showed up for her opening reception. Next month the work of artists from the Boone County Visual Art Association will be on display and June 19 – August 9, Local History will have a special a special exhibit called "Photographs along the Underground Railroad."

In two weeks, BCPL has accepted passport applications the Scheben Branch has completed 13 and has 5 more scheduled. This is without PR. The Kids page of our website has been updated. (You can see the page at <https://www.bcpl.org/ys/>)

The Early Childhood Festival, now in its 15<sup>th</sup> year, was a big success with almost 1000 people in 2 hours and 30 vendors who offered information about their services for young children. We did 52 ASQ screenings and referred 18 kids to First Steps. We did 26 Brigance screenings and referred 4 kids to Boone County Schools. The Lion's Club did 78 vision screenings. Main Youth Services had a number of activities for attendees.

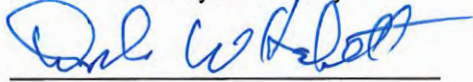
MeetNKY has already started to share our services with bus tours coming into the area. One group has contacted us for information and pricing for October 2019.

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

**NEXT MEETING:** Monday, May 20 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 pm, motion ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary Vice-President

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:04 pm at Main on May 20, 2019

**PRESENT:** Barbara Hill, President; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** Don Volland presented information about the sale of the former Lents Branch

- ✓ **MOTION** FOR CLOSED SESSION UNDER THE KENTUCKY REVISED STATUTES 61.810, SECTION 1, SUBSECTION F, TO HOLD DISCUSSIONS OF THE SALE OF THE FORMER LENTS PROPERTY, DOUG HODNETT. SECOND, ERIC RICHARDSON, APPROVED UNANIMOUSLY.

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

- ✓ **MOTION** TO APPROVE THE AGENDA, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY

**MINUTES:** Minutes of the April meeting, were emailed to Board members

- ✓ **MOTION** TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

**TREASURER'S REPORT:** A treasurer's report for March 2019 was shared with the Board.

- ✓ **MOTION** TO ACCEPT THE TREASURER'S REPORT, CHRIS LANGE SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the financial statements for March 2019.

**BUSINESS:**

**Surplus Materials:** A list of equipment that is no longer in service will be presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Most of these items are outdated or broken and will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment.

- ✓ **MOTION** TO ACCEPT SURPLUS LIST, CHRIS LANGE. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.

**Banking Resolutions:** BCPL's banking documentation needs to be updated. Signature cards and other documentation were submitted for signing.

- ✓ **RESOLUTION** FOR BANKING DOCUMENTS TO BE UPDATED, DOUG HODNETT SECOND, ERIC RICHARDSON APPROVED UNANIMOUSLY.

**Branch Update:** Carrie Herrmann provided an update of work happening at all locations. Included in that update was three change order requests for the Hebron Branch.

- ✓ **MOTION** TO ACCEPT CHANGE ORDER 26, AT \$4,500 FOR A CONCRETE RETAINING WALL IN THE METER PIT NOT USING MODULAR BLOCK WALL, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

- ✓ **MOTION** TO ACCEPT CHANGE ORDER 28, AT \$7,020 FOR WALL COVERING IN THE YOUTH SERVICE AREA AS IS, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

- ✓ **MOTION** TO DENY CHANGE ORDER 29, AT \$29,666 FOR INCREASE IN ASPHALT COST AS IS, CHRIS LANGE. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.

**FY2020 Operating Budget:** Carrie Herrmann presented the FY2020 Operating Budget.

- ✓ **MOTION** TO APPROVE OPERATING BUDGET PROPOSAL ADDING IN \$11,985 FOR LENTS, DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

**FY 2020 Capital Budget:** Carrie Herrmann presented the FY2020 Capital Budget

✓ **MOTION TO APPROVE CAPITAL BUDGET AS PRESENTED, ERIC RICHARDSON.**  
**SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

**ATTORNEY'S REPORT:** Discussed work towards new Hebron Branch.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: A large portion of her time last month was dedicated to the Hebron Branch, fine tuning the budget, budget meetings with Department Heads and writing the NEH Infrastructure and Capacity Building Challenge Grant.

Boone County Public Library's Local History Department received the *Local Government/Organization Award* at the 2019 Boone County Historic Preservation Awards. The award recognizes the continued dedication to the documenting, preserving, and interpreting Boone County heritage, including current and ongoing work relating to African-American heritage and the Underground Railroad.

The National Association of Counties (NACo) awarded BCPL a 2019 Achievement Award for its program titled "African Americans of Boone County Initiative" in the category of Arts, Culture and Historic Preservation. From the email I received, "Due to its exceptional results and unique innovations, your program has been chosen to receive the honor of Best in Category!" We will be recognized at the National Conference in July at a luncheon. The National Association of Counties (NACo) also awarded BCPL a 2019 Achievement Award for its program titled "Kentucky Local History Thesaurus Project" in the category of Libraries. BCPL also received a 2019 Achievement Award for its program titled "Read With a Teen" in the category of Libraries.

BCPL received a \$1,000 grant from Artswave to offer an all ages arts festival in the fall.

Carrie will be attending a Public Hearing on May 23<sup>rd</sup> in Walton. The owner of the property next to the land we own for the new Walton Branch, has requested a zoning change. Currently it is zoned commercial two. The owner would like to change the zoning to allow a three-story 60 unit senior apartment building.

Received an Open Records Request for camera footage of the Florence Branch parking lot from the Florence Police Department. During a routine pass through the parking lot, an officer found a stolen car. The footage was shared and the individual arrested.

The UFIR was sent to the Department of Local Government by the May 1 deadline. The DLG is still unable to upload the documents to the website so we will look like we are not in compliance.

The Scheben Branch is now a Passport Acceptance site. In April they accepted 57 passports. Three passports were done in March for a total of 60 since we began offering this service. They have also fielded 134 phone calls. This has translated to \$2,355.00 in revenue for BCPL.

Pat Yannarella, Information Services Coordinator and Main Branch Manager, has received the Volunteer Award at the 2019 Boone County Historic Preservation Awards on May 9th. The award recognizes her dedication in volunteering across multiple historic organizations in Boone County, including the Boone County Historic Society and the Boone County Chapter of the Daughters of the American Revolution. Pat also started the local history and genealogy work at BCPL.

Daviess County Public Library (Owensboro, KY) was the victim of a cyber-attack. 300,000 files were encrypted after a ransomware attack. The hackers asked for 6 bitcoin (\$30,947) which the library refused to pay. The library was closed for two weeks while they worked with backups and vendor companies to piece together data. They estimate they lost 5% of item records and all new card holders for a year.

Lynette Cookston, Reference Librarian at the Scheben Branch, will retire on July 31, 2019. She has worked for BCPL for 15 years

Pat Rowland, Circulation Assistant at the Scheben Branch, retired in April. She worked for BCPL for 14 year.

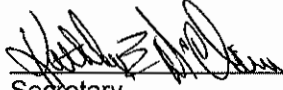
Julie Bockstiegel, Copy Cataloging Assistant at the Main Library, retired April 30, 2019. She worked for BCPL for 12 years.

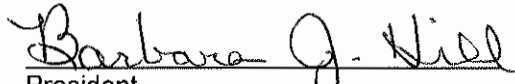
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's Report was emailed to Board members,

**NEXT MEETING:** Monday, June 17 at 4pm, at Hebron branch.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 pm, motion ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:19 pm at Hebron on Jun 17, 2019

PRESENT: Barbara Hill, President; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Kate McClain, Secretary; Eric Richardson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Carlyle Ackley; CPA Bramel & Ackley; Shawn Fry, Assistant Director

**PUBLIC COMMENT:** No comment

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

- ✓ **MOTION TO APPROVE THE AGENDA, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** The treasurer's report for April 2019 was shared with the Board.

- ✓ **MOTION TO ACCEPT THE TREASURER'S REPORT, KATE MCCLAIN. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

**BUSINESS:**

Auditor Engagement Letter: The auditor's letter of engagement was presented to the Board.

- ✓ **MOTION TO RETAIN VAN GORDER & WALKER FOR FISCAL YEAR 2020, DOUG HODNETT. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

Boone County Early Childhood Fund MOU: Boone County Success by 6 and United Way have dissolved their partnership. The remaining partners have formed a new organization, Boone County Early Childhood Fund. The MOU was presented to the Board for review.

- ✓ **MOTION TO APPROVE Boone County Early Childhood Fund MOU, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY.**

FY 2020 Calendar: Carrie Herrmann presented a proposed meeting calendar for FY2020.

- ✓ **MOTION TO APPROVE MEETING THE 3RD MEETING OF EVERY MONTH, EXCEPT FOR JULY, WILL MEET ON 8 JULY. KATE MCCLAIN. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY.**

Branch Update: At the Main Library the Family Activity Center floor was replaced in May. At the Florence Branch there was a leak around the boiler stack. ACE has repaired that and the stained ceiling tiles were replaced. A representative from LDV visited the Library to evaluate the CCOW on June 10<sup>th</sup>. Several issues have been addressed at their cost. We are waiting for the body manufacturer to visit and review the vehicle next. There is rust already showing in some parts. The sale of Lents property did not happen. BCPL has received the earnest money from purchaser.

At the Hebron Branch the painters union went on strike. This slowed the project down. If the walls are not painted, the shelves cannot be installed along the walls, and the books designated for these spaces cannot be shelved. While the strike is over now it has delayed the project. The furniture has begun to arrive. RCF delivered the meeting room tables with the wrong color top. It is 6 weeks to redo. This is rush. Should be ready around July 10<sup>th</sup>. The books arrived on May 29<sup>th</sup>. The Wired Network is up and working and the Wireless network is up and working. We are interested in seeing if we start getting numbers before the location opens. The phone lines are installed and working. Copiers have been delivered and are waiting for installation once the area they will be in is completed. We will be issuing an RFP for UV Window Filters

**ACCOUNTANT'S REPORT:** Carlyle Ackely presented the financial statements for April 2019.

**ATTORNEY'S REPORT:** Debra Pleatman reported on work to grant BCPL an easement from DCT.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

Carrie attended a Public Hearing on May 23<sup>rd</sup> in Walton. The owner of the property next to the land we own for the new Walton Branch, has requested a zoning change. Currently the land is zoned commercial two. The owner would like to change the zoning to allow a three-story 60 unit senior apartment building. After viewing the plans for the facility Carrie believes this is a good neighbor for our new location.

BCPL received \$500 from the Sam's Club Walmart Community Grant Program to pay for adult meals at our meal sites this summer. Airport Mitigation Project: Local History has been awarded \$50,000 through the FAA and CVG to create an online, fully searchable, integrated database of all information related African American history and the Underground Railroad.

Boone County is forming a Homeless Task Force to better identify and enhance the provision of critical services to those who are homeless in Boone County. The Task Force has been charged with developing potential steps towards actionable outcomes. Carrie has been invited to participate. The kickoff is June 27<sup>th</sup>. Leading up to the kickoff I am meeting with staff at the Florence Branch and in our Outreach Department to make sure I understand all the issues the Library is seeing. The county is also partnering with Kenton and Campbell Counties to address the issue of Broadband access for all NKY citizens. Judge Moore has asked Carrie to be part of the representation for Boone County.

On June 7<sup>th</sup> there was an incident at the Main Library. An individual exposed himself to an elderly woman. 911 was called. While we did not have cameras in the area where the incident occurred, thanks to vigilant staff, they were able to tell the Officer that the individual left our Library and went to Kroger. They were able to arrest him at Kroger. His history showed an outstanding warrant from Oldham County for doing the same thing at that library. I have shared the picture with all staff so they can be on the lookout for him. He is banned from the Library for a year. On June 8<sup>th</sup> there was an incident at the Main Library. A teen in the Teen Scene tossed a chair and screamed and cursed that someone had stolen his phone. Attempts by staff to calm him down were unsuccessful. Police arrested him for public intoxication and creating a public nuisance.

Our Passport Acceptance Program continues to keep Scheben Staff busy. Staff accepted 38 passports and fielded 128 phone calls. Revenue received in the month of May from passports was \$1, 675. Cindy Donaldson, Youth Services Associate, worked with a couple who brought their children to use the library. As stated by the couple, "We came to have passports done and it was our first time in the library and we had no idea all of this was here as that was our first time in the building."

Dottie Oestreich's last day was June 4<sup>th</sup>. She was the Administrative Assistant to the Director. Unfortunately, Dottie's husband was transferred to Texas. The position has been posted.

Carrie handed out a report showing how BCPL has met it Strategic Plan goals.

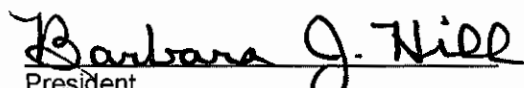
**REGIONAL LIBRARIAN'S REPORT:**

**NEXT MEETING:** Monday, July 8 at 4pm, at Main.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:00 pm, motion DOUG HODNETT. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President