

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:00pm at the Main Library on 20 July, 2015

PRESENT: Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director

PUBLIC COMMENT: No public comment.

AGENDA:

- ✓ **MOTION TO APPROVE THE AGENDA AS AMMENDED PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: Treasurer's report for June will be presented at the August meeting. Books are in the process of closing for fiscal year end.

BUSINESS:

Distribution/Collection of Annual Acknowledgement and Disclosure Statement: In accordance with Board Conflict of Interest and Trustee Ethic's Policy, said policies were distributed to the Board and receipt acknowledged and disclosures made if applicable.

Approve Meeting Schedule: Meeting schedule for Fiscal Year 2016 was reviewed.

- ✓ **MOTION TO APPROVE MEETING SCHEDULE AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

CDs Maturing: Two CDs matured and have been reinvested. Signatures were required from Board Members to complete the process.

- ✓ **MOTION RESOLUTION TO APPROVE CD's TO TRANSFER TO BB & T TO REINVEST, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

Lents Branch closing update: The ability to choose Lents as a pick-up location via the online catalog was turned off on July 1st. Carrie Herrmann held 2 Coffee with a Director meetings at the Lents Branch to discuss the relocation project. We advertised these meetings via a Constant Contact email and a paid Facebook ad. We are working to add a stop in Hebron to the Community Center on Wheels schedule.

Surplus Equipment: A list of phone and network equipment that is no longer in service was previously emailed. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of.

MOTION TO SURPLUS THE ITEMS ON THE PHONE AND NETWORK EQUIPMENT LISTS AND TO ACCEPT BIDS TO SELL THE EQUIPMENT, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.

Records Management Policy: In accordance with Kentucky's new information security law, BCPL must approve a Records Retention Policy. This was the first review of the policy.

Display and Distribution of Materials by Outside Organizations Policy: This policy was approved in 2010 and was reviewed with recommended changes.

Accountant Engagement: The accountant's letter of engagement was presented for the Board's review. The engagement letter for FY2016 maintains the same rate as FY2015.

- ✓ **MOTION TO ACCEPT THE ACCOUNTANT'S LETTER OF ENGAGEMENT, JIM HENNING. SECOND PAM GOETTING APPROVED UNANIMOUSLY.**

Auditor Engagement: Per KY Statute, BCPL must conduct an audit annually. An RFP was issued and responses were presented to the Board. The Audit conducted in 2014 was \$7,200.

- ✓ **MOTION TO ENGAGE VAN GORDER AND WALKER TO CONDUCT THE AUDIT, JIM HENNING. SECOND PAM GOETTING APPROVED UNANIMOUSLY.**

KPLA Institutional Membership: The Library received an invoice for a KPLA Institutional Membership. Carrie Herrmann recommends that BCPL continue with individual memberships and not add an Institutional Membership.

ACCOUNTANT'S REPORT: No accountants report. FY2015 is still being closed.

ATTORNEY REPORT: Debra Pleatman, Attorney Ziegler & Schneider provided an update on the Kentucky Supreme Court, which is in recess.

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

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

Carrie Herrmann attended the ALA Annual Conference. There she was trained on Project Outcomes, the new PLA initiative to measure the impact of public libraries in their community. BCPL is one of 29 libraries chosen from national candidates to participate. We are working to identify which 2 or 3 areas we will measure. PLA highly recommends we do not test all 7 measures as part of this pilot project.

We are partnering with NKU and the Cincinnati Museum Center on a NEH Landmarks of American History and Culture: Workshops for School Teachers grant (due in February 2016). The program is a week-long in-residence workshop for 32 educators and would be offered twice—once in late June 2016 and once in July 2016. The curriculum will focus on the history and cultural impacts of the Underground Railroad in the Ohio River Valley. BCPL would be the lead organization and the host for the event. NKU and the Cincinnati Museum Center will contribute scholars to help deliver the curriculum. Most awards through this grant are around \$175,000 and all costs, except an opening reception are covered with awarded funds. Many past recipients receive the grant awards for multiple years in a row. Vanessa Van Zant with the Cincinnati Museum Center will be writing the majority of the grant. You can read more information <http://www.neh.gov/grants/education/landmarks-american-history-and-cultureworkshops-school-teachers>

Public Libraries across Kentucky have received an Open Records Request from SmartProcure. We have not received a request, however KDLA expects that all libraries in Kentucky will receive one. This is a

company that aggregates purchase order records from local, state, and federal government agencies to "validate pricing, find additional vendors and communicate with other government agencies." The Open Records Request asks for all purchase orders from 2011 to the present.

The Café, now known as Battaglia Deli, had a soft opening July 20th with a grand opening in mid-August. Lents Branch:

BCPL acquired the Noel and David Walton Collection on June 18th with the assistance of the Boone County work crews and Tim and Danny coordinating the move of the materials. The collection, consisting of aerial photographs, survey maps and notes, and subdivision layouts, is the accumulation of 50 years-worth of work by County Surveyors Noel and David Walton. The materials filled a U-Haul truck and are now being stored on the Garden level of Main. Stored in file cabinets, map cases and boxes of various sizes, the collection will take years to fully process. The end goal is to have the collection fully digitized and accessible online to the public- much like the family file collection. Boone County GIS will partner with BCPL to make the aerial photographs and survey maps available as layers in Boone Map.

In June we held several family programs:

1. Family Fun Night at the Walton Branch had 115 in attendance. This is a large program for the Walton Branch.
2. ComicFest at the Main Library: This was a midsummer program to rejuvenate summer reading. 440 people attended this program. 94 people participated in the Costume Contest.
3. All Star Read On at the Main Library had 350 in attendance.

NEXT MEETING: Monday, August 17, 2015 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:06 pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.

Sheree Breitholle, Secretary

Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main Library on August 17, 2015

PRESENT: Eric Richardson, President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director, Amanda Hopper, Assistant Director

PUBLIC COMMENT: None

AGENDA:

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, PAM GOETTING SECOND, JIM HENNING. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for June was previously emailed to Board Members.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

BUSINESS:

1. **Lents:** Staff have been met with and given their new permanent positions. Staff will report to their new position on September 2. We will not use Lents staff to shutter the building. Several positions were held open waiting to fill them with Lents Branch Staff. Carrie Herrmann answered questions regarding the Lents Branch at the Public Forum held by Fiscal Court. A plan and timeline are in place for the movement of the collection to begin September 2.
- ✓ **MOTION TO APPROVE JEFF THIEMAN FROM AMERICAN APPRAISAL COMPANY TO CONDUCT AN APPRAISAL OF THE LENTS BRANCH BUILDING AND PROPERTY, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**
2. **Records Management Policy:** A Records Management Policy was presented to the Board at the July meeting. Suggestions from that meeting were incorporated into the policy presented to the Board at the August meeting.
- ✓ **MOTION TO APPROVE RECORDS MANAGEMENT POLICY, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**
3. **Display and Distribution of Materials by Outside Organizations Policy:** An updated policy was presented to the Board at the July meeting. Suggestions from that meeting were incorporated into the policy presented to the Board at the August meeting.
- ✓ **MOTION TO UPDATE DISPLAY AND DISTRIBUTION OF MATERIALS BY OUTSIDE ORGANIZATIONS POLICY, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

4. **2015 Tax Rate:** Stephanie Huhn presented budget projections based on the information received from KDLA and her own analysis.
 - ✓ **MOTION TO ADOPT THE COMPENSATING RATE OF 5.2% FOR REAL AND TANGIBLE PERSONAL PROPERTY FOR 2015/2016 FISCAL YEAR, JIM HENNING. SECOND PAM GOETTING. APPROVED UNANIMOUSLY.**
5. **2015 Auto/Watercraft Tax Rate:** This rate was established in 1983 and by statute may not be increased.
 - ✓ **MOTION TO ADOPT THE AUTOWATERCRAFT TAX RATE OF .3 PER \$100 VALUE FOR 2015/2016 FISCAL YEAR, JIM HENNING. SECOND PAM GOETTING. APPROVED UNANIMOUSLY.**
6. **Annual Report:** Carrie Herrmann distributed the Boone County Public Library District 2015 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 28, 2015. The report reviewed by the Board shows both the FY2013-2014 and FY2014-2015 data for comparison purposes. The report filed with the state and other agencies reflects the FY2014-2015 data. This report is a snapshot in time at the end of the fiscal year.
 - ✓ **MOTION TO APPROVE THE ANNUAL REPORT, PAM GOETTING. SECOND SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Stephanie Huhn distributed and reviewed financial statement update on audit for 2014/2015 fiscal year.

ATTORNEY REPORT: Nothing to report.

REGIONAL LIBRARIAN'S REPORT: There was not a Regional Librarian's report this month. Our Regional Librarian retired July 31 and a new Regional Librarian began work on August 17, 2015.

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

BCPL received word that we did get e-rate funding for the new contract we signed with Cincinnati Bell. We will receive \$43,380 a year for the next five years for Telecommunications costs. We received \$49,665.51 for hardware cost reimbursement. That is a total of \$266,565.51 over the next five years. We are currently accepting bids for the Phone and Network Equipment declared as surplus. The bid period is open from 8/10/2015 to 9/7/15.

KET is producing a new Underground Railroad (UGRR) in Kentucky piece. They filmed an interview with Bridget Striker and gathered information regarding our UGRR research in Boone County. KET will return in September to film our UGRR bus tour. The segment will air in February 2016 and the footage of the bus tour will be made available on the KET site for more information. We will be able to link to the filmed tour and the program after it airs in February 2016.

BCPL has applied for a \$2,000 National Center for Families Learning (NCFL) grant to hold three 1.5 hour workshops, which will include family activities along with a meal. The target group is children 3-5 and

their families. The purpose of the program is to help families prepare their children for Kindergarten, and to encourage them to use the library as a resource for doing so. The workshops will cover key areas of early learning based on the five tenants of school readiness (General Knowledge and Mathematics; Health and Physical Well Being; Social and Emotional Development; Language and Communication Development; and Approaches to Learning). NCFL will provide support for librarians in presenting the workshops, early learning materials to share with families, and practical and fun literacy building strategies for young children and their parents to continue at home and in their communities.

We are exploring the option of renewing our health insurance in December rather than January. The new Community Marketplace rates go into effect in January. We are hearing that prices in the marketplace are 40-60% higher. By renewing in December we will not be subject to the Community Marketplace prices. This will give us a year for the marketplace to settle so we will have a better idea of health insurance pricing.

Rich Webster is working on a new website design. We hope to unveil the new design in September.

Becky Kempf is trying a new PR Campaign for the Library. Over the next 4 months you will see 4 billboards in Boone County with an ad for the Library. (1 on Burlington Pike, 1 on Turfway, 1 on Hwy 25, and 1 on Pleasant Valley)

Carrie Herrmann handed out the Show Us Your Card Brochure. This marketing campaign turns 12 this year! Discounts are only available in the month of September when you show either a Boone or Grant County Public Library card.

Halfway Report for Summer Reading a. Our focus this year was on school-age children. Our efforts were successful! The participation rate is skewed because of the # of children who were registered by schools. Finishing in the schools next month will have an impact on goal attainment and participation rates. Adult's numbers are down. In 2014, 2507 adults registered. This year 2,185 have registered. We believe this is due to the Challenges being added to the log.

Bridget Striker, Local History Coordinator, has been accepted into the 2015/2016 class for EXCEL (Executive Curriculum for Emerging Leaders) offered through the Nonprofit Leadership Institute of Greater Cincinnati. EXCEL was designed to address the need for highly skilled leadership for cultural and social service organizations in the Greater Cincinnati region.

Pamela Jayne has had a proposal accepted for Public Libraries & STEM: A National Conference on Current Trends & Future Directions. She is highlighting the programs BCPL offers in this area (coding clubs, partnership with NKY Makerspace, partnership with the Greater Cincinnati STEM Collaborative, Space Nights, etc....)

Emily Kean has been named a Digital Public Library of America (DPLA) Collection Curator. She is one of 9 librarians across the county named to this initiative. In April, the White House announced a project to give free access to 10,000 ebooks to low income children. Large publishers have given \$25 million of

content to this project. DPLA is the platform for access. Emily will be ranking the titles and working on the metadata to enhance searching for children.

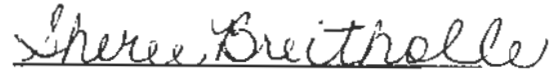
NEXT MEETING: Monday, September 21st, 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:12pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry.

A handwritten signature in cursive script, reading "Eric Richardson".

Eric Richardson, President

A handwritten signature in cursive script, reading "Sheree Breitholle".

Sheree Breitholle, Secretary

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main Library on September 21, 2015

PRESENT: Eric Richardson, President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director, Amanda Hopper, Assistant Director; Lucinda Chandler, Regional Librarian, KDLA

PUBLIC COMMENT: None

AGENDA: The September agenda was previously emailed to Board members.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, ERIC RICHARDSON SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY**

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

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

TREASURER'S REPORT: The Treasurer's Report for July and August were previously emailed to Board Members.

- ✓ **MOTION TO APPROVE THE JULY TREASURER'S REPORT AS RECEIVED, BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE AUGUST TREASURER'S REPORT AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

BUSINESS:

1. **Banking Resolution/Signature Cards:** An updated credit card form was presented to the Board to sign.
2. **Lents Branch:** Lents Branch staff are in place at their new locations. All changes have been made in the automated system to accommodate the timeline. The appraisal of the Lents property was received and distributed. The process of Request for Proposals for the architect will be reviewed at the October Board meeting.
3. **Exhibit Sponsorship:** Duke Energy would like to contribute \$11,000 toward the cost of the Robot Zoo exhibit. RC Durr Foundation would like to contribute \$5,000 toward the cost of the Robot Zoo exhibit. Duke Energy would like to hold a VIP reception after hours on October 10, 2015 at the Main Library in celebration of the exhibit.
 - ✓ **MOTION TO ACCEPT THE \$11,000 FROM DUKE ENERGY, SHEREE BREITHOLLE. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**
 - ✓ **MOTION TO ACCEPT THE \$5,000 FROM RC DURR FOUNDATION, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**
 - ✓ **MOTION TO ALLOW DUKE ENERGY TO PROVIDE ALL FOOD AND DRINKS AT THE ROBOT ZOO RECEPTION, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

4. **Statewide E-Rate Consortium:** Through the state-wide KY Wired Project, Kentucky Department for Libraries and Archives is establishing a consortium to submit Request for Proposals for best pricing options on E-Rate funding. There is no cost to be a member of the consortium.
- ✓ **MOTION TO APPROVE THE "E-RATE CONSORTIUM LETTER OF AGENCY," AS PREPARED BY THE KENTUCKY DEPARTMENT FOR LIBRARY AND ARCHIVES, AND AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE LETTER ON BEHALF OF THE BOARD, BARBARA BARDES. SECOND SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**
5. **Director Evaluation:** The Board will use the prior Director Evaluation Form for current Director, Carrie Herrmann. In addition, Carrie will send out an annual report to the Board by October 9, 2015. The Board will review the report by October 26, 2015.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statement update for 2014/2015 fiscal year.

ATTORNEY REPORT: Nothing to report.

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

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

The Auditors were at BCPL September 2 and 3, 2015. The current plan is for Van Gorder, Walker & Co. to present the audit at the October Board Meeting.

BCPL received the \$2,000 National Center for Families Learning (NCFL) grant to hold three 1.5 hour workshops in the month of October.

Lisa Sensale-Yazdian will be attending a workshop, Mind in the Making, in November 2015. BCPL is the only institution in the region that is attending this training. Lisa will commit to 16 hours of training beginning in the next six months.

On September 24th, a group of community stakeholders will meet with Carrie to talk about BCPL's strategic plan. This group includes individuals from Boone County Fiscal Court, the City of Florence, Boone County Schools, and Senior Services. Carrie's plan is to present a draft of the plan at the November Board meeting.

Planning for the upcoming Robot Zoo exhibit has taken considerable time over the last few weeks. Staff have moved furniture around and the whole library is being used for this exhibit. We are the first Library, this exhibit has visited. All other locations have been museums. This has been a learning experience for both the Library and the exhibit company.

The city of Florence took over the side parking lot at the Florence Branch to park their equipment for construction on New Uri. BCPL was not notified that the parking lot would be used until the morning

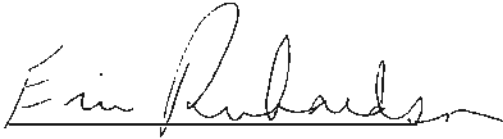
they moved in with the equipment. The heavy equipment damaged the lot. We are currently working with the Florence Public Works Department to have the damage fixed.

Our partnership with Boone County Schools for Summer Reading was very successful. The Library's goal in offering a Summer Reading program is to combat the summer slide. We set 2 goals for the youth summer reading program: Goal 1 was to read 5 hours and Goal 2 is to read 10 hours. Compared to last year, we saw a 174.4% increase in the number of children who reached Goal 1 and a 34.4% increase in the number who reached Goal 2. Library staff have met to talk about lessons learned from this year. The principals have met to talk about the partnership. Both groups agree this partnership should continue and grow next year.

NEXT MEETING: Monday, October 19th, 4:00 p.m. at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:25 pm. ERIC RICHARDSON. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Amanda Hopper.

A handwritten signature in cursive script, reading "Eric Richardson".

Eric Richardson, President

A handwritten signature in cursive script, reading "Sheree Breitholle".

Sheree Breitholle, Secretary

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main Library on October 19, 2015

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Shawn Fry, Assistant Director

PUBLIC COMMENT: None

AGENDA: The November agenda was previously emailed to Board members.

- **MOTION TO APPROVE THE AGENDA AS RECEIVED, PAM GOETTING SECOND, JIM HENNING. APPROVED UNANIMOUSLY**

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

- **MOTION TO APPROVE THE MINUTES AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for September was previously emailed to Board Members.

- **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

BUSINESS:

1. **Audit Presentation:** John Chamberlin with Van Gorder, Walker, & Co, Inc. presented the FY2015 audit.
- **MOTION TO ACCEPT AUDITOR REPORT, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**
2. **Request for Qualifications:** A Request for Qualification for architect and engineering firms for the new location in Hebron was presented to the Board. There was a discussion about the timeline.
- **MOTION TO APPROVE REQUEST FOR QUALIFICATIONS AS MODIFIED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT:

With the audit completed, the next meeting the Board will be presented with four months of reports.

ATTORNEY'S REPORT:

No new information to report.

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

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

Administration

On September 24th, a group of community stakeholders met with me to talk about our strategic plan. This group included individuals from Boone County Fiscal Court, Parks Department, the City of

Florence, Boone County Schools, and the Northern Kentucky Health District. I felt this was a very successful meeting. My plan is to present a draft of the plan at the December Board meeting.

Michelle Foster, IT Manager, has resigned. We have posted her position and are accepting applications now.

We have reduced the corporate limit on the Library credit cards. Annually the risk for our cards is reviewed by the bank, typically this is done and renewed automatically. This year, the Credit Analyst recommend a reduction from \$40,000 to \$25,000. This recommendation is based on the average usage in 2014 (\$9100) and 2015 (\$6800) as well as the High Balance in the past 12 months (\$14500).

We held our second Staff Development Day on September 30th. Evaluations are very positive and have some good ideas for planning our next one in March 2016.

Operations/Facilities-

Lents Branch:

The community stops are in place. We had a soft launch on October 15th. We have a stop at Remke's on the first Wednesday of the month from 5 pm to 7 pm; and at Lakeside Christian Church on the third Thursday of the month from 10 am to noon.

A sign was installed on September 22nd on the North Hebron property, "Future Site of Boone County Public Library."

Youth Services is working with the McDonald's near the Lents Branch to offer a book club after school. Evidently, when the teens stopped coming the Lents Branch they moved to McDonald's. Youth Services is also working with Lakeside Christian Church to offer Programming in their facility. A book sale for the public will be held on Saturday, November 7th at the Lents Branch.

Programming/Services

The Local History Department has been awarded the Thomas D. Clark Award of Excellence from the Kentucky Historical Society for their work on the Underground Railroad Project in Boone County. This award is presented to a local historical organization for outstanding achievement throughout the year.

A new show on PBS called *Inside Northern Kentucky* filmed a piece at the Library on October 12th about the Robot Zoo. It will be featured on the show in November.

The Robot Zoo has been very popular. We decided to explore traveling exhibits in the Library to increase program attendance and visitors to the building. On October 10th, the Main Library hosted "Star Wars Reads Day," an annual national event in libraries. Typically we see around 100 people attend this event. This year we saw 258. Individuals who came to see the Robot Zoo stayed for the program. Boone County schools were not in session Friday, October 9th or Monday, October 12th. Both days were very busy with people coming to view the Robot Exhibit.

Our first school Robot Zoo field trip was October 14th. We had 40 adults and children.

Miscellaneous

Kaitlin Barber, Local History Associate, received a Graduate School Reimbursement Tuition Grant from KDLA. The funds are from a grant KDLA received from the Institute of Museum and Library Services. She will receive up to \$2,000 per semester as she works on her MLS.

NEXT MEETING: Monday, November 16, 4:00 p.m. at SCHEBEN Branch Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:10 pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.

Sheree Breitholle

Sheree Breitholle, Secretary

Eric Richardson, President

Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Scheben Library on November 16, 2015

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Lucinda Chandler, Regional Librarian, KDLA, Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: No public comment.

APPROVAL OF AGENDA: The agenda was previously emailed to Board Members

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED PAM GOETTING, SECOND, JIM HENNING. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for October will be reviewed at the December meeting.

BUSINESS:

Tax Refund Requests

- ✓ **MOTION TO REFUND \$26,419.01 TO AVIO, INC., FOR TAX YEAR 2009, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO REFUND \$21,475.01 TO AVIO, INC., FOR TAX YEAR 2010, PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Lents Branch Update

A booksale for the public was held on Saturday, November 7th. Community stops have started in Hebron. So far, they have seen few people, however, we expect this to grow. The Request for Qualifications for an Architect was made available on October 26, 2015. The RFQ is on our website and was shared via Facebook and LinkedIn. An add was placed in the Cincinnati and the Kentucky Enquirers. On advice from KDLA, Carrie Herrmann emailed a message to architects that had contacted her when the announcement was made in June about building the new location

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for July, August, and September.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann handed out copies of three articles about the Robot Zoo at the Library. She also highlighted:

Amanda Hopper, Shawn Fry and she would be attending the *Library Journal* Design Institute on December 4th in Nashville, TN. LJ invites libraries that are in varying stages of building projects to share information, hear from speakers (architects, designers, engineers, sustainability experts) and work on real world design projects. As part of the application process, we talked about the Hebron Branch. LJ has

contacted us that they are interested in using our Hebron project as one of the design projects for the Institute.

We are looking at leasing 10 T-Mobile 4G LTE HotSpots. These small devices allow wireless service for up to ten users at once. The lease is for unlimited data and has global service. We will be able to use hotspots for outreach and offer to library users to check-out. Based upon usage of our test group, a decision will be made about increasing the number of BCPL hotspots. The Hotspot unit is equipped with a remote shut-off in case of theft. The data speed on the network in some locations of Boone County will be in excess of 100 Mbps. Federal Communications Commission lists 4-6 Mbps as the minimum speed "generally required for using today's video rich broadband applications and services."

The new IT Manager started on November 11th and resigned on November 16th. We are evaluating what needs to be done now.

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

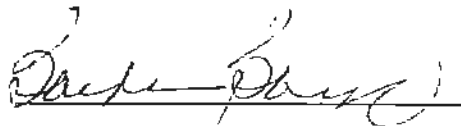
NEXT MEETING: Monday, December 21, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:05 pm. BARBARA BARDES. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

Barbara Bardes, Vice-President

CALL TO ORDER: Barbara Bardes called the meeting to order at 4:07 pm at Main on December 21, 2015

PRESENT: Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Hermann, Director; Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: No public comment.

APPROVAL OF AGENDA: The agenda was previously emailed to Board Members

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED PAM GOETTING**
SECOND JIM HENNING. APPROVED UNANIMOUSLY

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

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED JIM HENNING.**
SECOND SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

TREASURER'S REPORT: The Treasurer's Reports for October and November were emailed to Board Members

- ✓ **MOTION TO APPROVE THE OCTOBER TREASURER'S REPORT AS RECEIVED, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**
- ✓ **MOTION TO APPROVE THE NOVEMBER TREASURER'S REPORT AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

BUSINESS:

BOARD RECRUITMENT

Will post application online, follow amended timeline for process of selecting two new board members in 2016.

INTEGRATED LIBRARY SYSTEM

Carrie will create a list of ILS vendor pros and cons to present to the board at the January meeting

LENTS BRANCH

The Board discussed real estate agents and possible architects for new Hebron location.

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for October and November.

ATTORNEY REPORT: Filed motion to dismiss stayed lawsuit.

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

Administration

There is a new provision under the Affordable Care Act called the Stability Period. BCPL's Stability Period is January 1 to December 31. ACA now requires the Library to pay for all benefits until the end of this period for any employee that goes from full time to part time.

In early December, senior Library staff, senior administration staff from Boone County Schools and two professors from the University of Kentucky met to discuss our Summer Reading Program. What started as a simple partnership has become a rather large endeavor. BCPL started the partnership with a simple question: Does our summer reading program help to combat summer slide? It has grown into a 3 to 5 year study that will help the Library and the Schools know if there is a cumulative effect of summer reading on students in the gap group. UK will be analyzing the data. This year will give us baseline data. We are working on an IMLS three year research grant. KDLA is very interested in what this study finds.

In October, BCPL signed a MOU to join a new state-wide e-rate consortium. The KDLA Public Library Consortium was formed in order to seek bids on the cost of adding libraries to a new statewide fiber optic network and to ensure that Internet service through the network would be eligible for E-rate discounts. In October, the Finance and Administration Cabinet released a request for proposal to select a vendor for the statewide network, and the library consortium used the RFP as part of the E-rate competitive bidding process. Unfortunately, the Finance Cabinet canceled the RFP on 30 November 2015. There has not been an official statement explaining why the RFP was canceled.

On January 13, 2016, BCPL will be highlighted as the Member of the Day by the Northern Kentucky Chamber of Commerce. We will be featured on the Chamber's EFlash newsletter and on their Facebook, Twitter and LinkedIn pages.

Boone County Planning and Zoning sent me notification of a public meeting to take comment on a request to adjust the zoning of property next to the land we purchased in Walton. A developer has asked for a Conditional Use Permit for a three-story, forty-five unit apartment building with accessory parking.

After some evaluation, we have decided to change the hours of operation at Chapin Memorial. Chapin is currently open Tuesday through Saturday. Statistics showed, and staff verified, that Saturday is the slowest day of the week. Current staff seem to think the majority of the Petersburg residents leave the city to do their weekly errands on Saturdays. Opening Chapin on Mondays and staying open until 8 pm will benefit students who can start their weekly school projects immediately instead of waiting until Tuesday to use the library resources. Chapin would open on Saturdays when a community event is planned at the Community Center, such as Breakfast with Santa, Breakfast with the Easter Bunny, and the Petersburg Community Yard Sale. The new hours will be: Monday 12pm – 8pm, Tuesday 12pm – 6pm, Wednesday 10am – 6pm, Thursday 12pm – 8pm, and Friday 12pm – 6pm

Our first ever Native American Day, where Local History partnered with Adult Programming and Youth Services, brought in over 400 people to experience Native American culture. We had storytelling in an authentic teepee, regional Native dancers and drumming, and kids were able to try their hand at creating pinch pots.

The Christmas on Main celebration held in conjunction with the city of Walton had a great turnout with 600+ in attendance. The Walton Branch offered children's stories, crafts and a musical program. This year Tales and the CCOW were part of the Walton Branch festivities. They were very popular.

Strategic Plan Staff are actively working on the new plan. This plan will be presented to the Board for approval before March. I want the new plan to take effect July 1, 2015. Having the plan approved no later than the March meeting will allow Department Heads to create activities and budgets based on the new Strategic Plan. Based on information gathered through the surveys, Coffee with the Director and County Wide Conversation programs, the stakeholder meeting and staff brainstorming sessions, we are in the process of developing three areas of emphasis for our strategic plan: 1. Customer Experience 2. Lifelong

Learning 3. Community Center Our current work is creating definitions, goals and objectives for each area of emphasis.

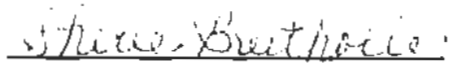
On December 14th a gun was lost in the Library. After an exhaustive search by a Boone County Deputy the gun was found.

REGIONAL LIBRARIAN'S REPORT: No report for December.

NEXT MEETING: Monday, JANUARY 18, at Florence Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:51 pm. JIM HENNING, SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Florence Library on January 18, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director, KDLA, Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: No public comment.

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

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED JIM HENNING, SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE ^{Minutes} TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for December was previously emailed to Board Members.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for December.

ATTORNEY'S REPORT:

The Boone County Public Library Board will go into closed session at 4:12 pm.

- ✓ **MOTION TO MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY GO INTO CLOSED SESSION UNDER KRS 61.810 (1)(c) TO DISCUSS POTENTIAL LITIGATION BARBARA BARDES, SECOND JIM HENNING. APPROVED UNANIMOUSLY.**

Exited closed session at 4:58 pm.

BUSINESS:

Tax Refund Requests: Taxpayer refunds in excess of \$1,000 are approved by the Board. The refunds requested are:

1. Applied Industrial Technology requested refund: \$1,149.15 for the 2015 tax year.
2. Flint Group North America requested refund: \$1,301.25 for the 2014 tax year.
3. Flint Group North America requested refund: \$2,201.05 for the 2013 tax year
4. IG Direct Real Estate 33C LP request refund: \$2,062.86 for the 2014 tax year

- ✓ **MOTION TO REFUND ALL FOUR REQUESTS BEFORE THE BOARD, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Integrated Library System: Two proposals were placed before the Board.

- ✓ **MOTION TO APPROVE SIRSI DYNIX AS NEW ILS, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Mid Year Budget Adjustment: The adjusted operating budget was presented to the Board. A discussion regarding the Capital Projects Budget took place.

- ✓ **MOTION TO APPROVE AMENDED OPERATING BUDGET, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Strategic Plan

Provided information to the board of direction of the plan.

Lents Branch, update on the closing of the branch and book sales.

- ✓ **MOTION TO APPROVE REAL ESTATE CONTRACT WITH DON VOLLAND OF HUFF REALTY, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

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

The Trustee application is on our website and a press release was sent to the Boone County Recorder. The first informational meeting was Thursday, January 14th. A second opportunity to attend an informational meeting is Monday, January 25th

Bridget Striker has been working on a NEH proposal that is due in February. The NEH Landscapes in American History and Culture: Workshops for School Teachers focuses on the Underground Railroad in the Ohio Valley Region and its impact nationally. The workshop will consist of two one-week sessions for 32 teachers in July and August 2017. Partner organizations include: NKU; the Freedom Center; Camp Joy; The John Rankin and John Parker Historic Sites in Ripley, Ohio; the Ohio River National Freedom Corridor organization, and the City of New Richmond, Ohio. Some of the confirmed guest scholars include: Dr. C.G. Newsome of the Freedom Center; Joseph McGill of the Slave Dwelling Project; and Ann Hagedorn, author of Beyond the River.

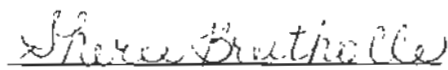
Kentucky Libraries Unbound had a record-setting calendar year in circulation. The consortium had 1,308,491 checkouts (a 29.9% increase from 2014 to 2015) and will be recognized by OverDrive at ALA Midwinter. BCPL also set a record with over 100,000 Unbound checkouts for the calendar year: 104,234 - a 26% increase from 2014.

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

NEXT MEETING: Monday, 15 February at 4pm, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:05pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main Library on February 15, 2016 **PRESENT:** Eric Richardson, President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director, Lucinda Chandler, KDLA; Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director. **PUBLIC COMMENT:** No public comment.

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

- **MOTION TO APPROVE THE AGENDA AS RECEIVED, JIM HENNING SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

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

- **MOTION TO APPROVE THE MINUTES AS AMENDED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for January was previously emailed to Board Members.

- **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley reviewed financial information about collection of taxes. Expected to hit projected revenues this year.

ATTORNEY'S REPORT: Legislative update provided.

BUSINESS:

Mid-Year Budget Adjustment: As discussed at the January Board Meeting, a revised Capital Projects Budget and a revised Operating Budget was presented to the Board.

- **MOTION TO APPROVE REVISED OPERATING BUDGET, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**
- **MOTION TO APPROVE REVISED CAPITAL BUDGET, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Review Trustee Applications: Two Trustee appointments expire June 2016. Two names must be submitted for each position. Board reviewed the applications.

- **MOTION TO SUBMIT A and I AS POSSIBLE REPLACEMENT FOR JIM HENNING, SHEREE BREITHOLLE. SECOND PAM GOETTING. APPROVED UNANIMOUSLY.**
- **MOTION TO SUBMIT F and J AS POSSIBLE REPLACEMENT FOR PAM GOETTING, SHEREE BREITHOLLE. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.**

Strategic Plan: A draft of the strategic plan was given to the Board for review at the January meeting. Board discussed the plan.

- **MOTION TO APPROVE STRATEGIC PLAN 2017-2020, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY.**

Policy Review: Proposed changes to the Fund Balance Policy were presented to the Board. Carrie Herrmann will bring an updated policy to the March board meeting.

Lents/Hebron Branch: Letters were sent to local nonprofit organizations (i.e. Women's Crisis Center, VA, Brighton Center) inviting them to make an appointment to look at the books. So far three organizations have visited and taken materials. Once this is completed we will recycle the books left in

the building. The Lents Branch has been shown to 5 organizations/businesses. Feedback has been that the \$1.2 million price is too high--the building needs work. Tim Fritz and Carrie Herrmann have identified a \$150,000 grant for the new location to install Solar Panels. This is offered through EBSCO, a vendor we use for several services, as part of a green initiative.

- **MOTION TO MOVE THAT THE BOONE COUNTY PUBLIC LIBRARY GO INTO CLOSED SESSION UNDER KRS 61.810(1) (c) TO DISCUSS POTENTIAL LITIGATION, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

The Boone County Public Library Board went into closed session at 4:12 pm and exited closed session at 4:58 pm

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

Terry Manual has been named the Acting Commissioner for the Kentucky Department of Libraries and Archives. Terry is the Library Services Division Director at KDLA.

We received an Open Records Request for security camera footage for the exterior of the Scheben Branch. The requested record was provided in accordance with the requirements of the KRS.

We are watching developing issues with KYVL. With the latest round of budget cuts, they have temporarily suspended the Director's search and are watching carefully to see if they will have the funds to pay for the statewide databases at the negotiated prices. If their budget is cut as predicted, BCPL may incur a larger expense than currently budgeted to continue access to KYVL services.

BCPL has applied for 3 grants and an extension of 1 grant:

- Smart Investing @ Your Library extension grant—\$40,000 to continue the financial literacy programming at the Florence Branch. This will include funding the summer lunches, programming, 2 staff for the summer to coordinate the meals and programs, and purchase of store to be installed at Florence.
- FINRA Traveling Exhibit—This is a \$1,000 grant to have interactive stations to help teach financial literacy. This exhibit would be installed at Florence.
- NEH Landscapes in American History and Culture: Workshops for School Teachers grant--The NEH grant project period is Oct 2016-Dec 2017 and is in the amount of \$175,000. The grant covers two week-long sessions during July 2017. There will be 64 participants (teachers) from across the United States. Of that number several spots will be reserved for Boone County teachers.
- IMLS National Leadership Research Grant—This is a 3 year \$500,000 grant to partner with Boone County Schools and the University of Kentucky to study the longitudinal effect of our Summer Reading Program.

Facilities Manager is refining our Capital Projects timeline. This timeline tracks by branch when we believe end of life or updates will need to happen. It also includes a projected budget for each project. We continue to work on HVAC issues at both Main and Walton. Main's is related to our geothermal system that has not worked correctly from the beginning. Several issues have been identified. Walton's system is beginning to age. We are looking at updating the outdoor lighting at Main. Tim Fritz would like to switch to LED lights. Tim Fritz is looking at a lighting project for both Florence and Walton for the next fiscal year. Switching to new lighting systems could save the Library in utility costs and staff time.

All locations of BCPL will open at 1 pm on Thursday, March 17th. This is the date of our spring Staff Development Day.

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

NEXT MEETING: Monday, 21 March at 4pm, at Main Library.

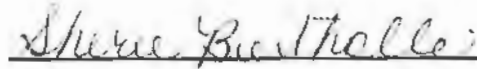
ADJOURNMENT: There being no further business, the meeting was adjourned at 6:07pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry.



~~Eric Richardson~~, President

Barbara Bordes, Vice-President



Sheree Breitholle, Secretary

CALL TO ORDER: Vice-President Barbara Bardes called the meeting to order at 4:00pm at Main on March 21, 2016

PRESENT: Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director, KDLA, Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: No public comment.

APPROVAL OF AGENDA: The March agenda was previously email to Board members.

- **MOTION TO APPROVE THE AGENDA AS RECEIVED, JIM HENNING SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

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

- **MOTION TO APPROVE THE MINUTES AS RECEIVED, PAM GOETTING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for **February** was previously emailed to Board Members.

- **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

ACCOUNTANT'S REPORT: Carlyle Ackley distributed and reviewed financial statements for February.

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

We received our state aid check in the amount of \$44,788. This is less than the \$54,417 we budgeted.

In 2013 Gale Cengage requested a refund of this amount for overpayment of 2010 taxes. That amount was approved by the Board and the money was paid to Gale Cengage. Evidently, an audit discovered that they did owe us the money. BCPL received a \$23,898.33 tax credit.

The contract with SirsiDynix has been signed. A BCPL implementation team has been convened to work with SirsiDynix' team assigned to our project. We had our first conference call to start working out timelines and now have weekly scheduled calls. Polaris has been notified of our intent to leave December 31, 2016.

Grants and Awards Update:

- **National Historical Preservations Society--\$80,000 grant to organize, inventory and prepare the Walton collection donated to Local History for digitization. If we receive this grant, BCPL will be eligible to apply for the digitization grant available from the Society after completing our work. (In Process)**
- **Library Journal Library of the Year Award--Celebrates the library that most profoundly demonstrates: (1) Service to the community; (2) Creativity and innovation in developing specific community programs or a dramatic increase in library usage; and (3) Leadership in creating programs that can be emulated by other libraries. We are highlighting our early literacy work, the summer reading partnership, the Underground Railroad tours and programs, and the robot zoo as part of this nomination. Besides bragging rights, the award comes with \$10,000 (In Process)**
- **El Dia grant—This is a \$2,000 ALA grant to offer El Dia programming. We plan to offer this program at Greenlawn, one of our community outreach stops. (Received)**
- **First Book & Mind in the Making Grant: This grant was only available to institutions that took part in the Mind in the Making Institute. First book supplied \$200 to purchase books to give away to young children.**

We decided to look at statistics from the Robot Zoo. It arrived with one week to go in the 1st quarter and left with one month to go in the third quarter. The Robot Zoo was installed at the Main Library for all of the second quarter.

The information below compares Q2 2014 with Q2 2015.

- o Gate Count saw Main increase by 127%. With four months to go Main is 24% higher than all of last year.
- o Circulation was up 4% at Main. The increased foot traffic did not correspond to an increase in circulation.
- o Main adult offered 8 less program and saw attendance decrease by 907 people.
- o YS Main staff offered 20 more programs than Q2/14 but saw attendance dip by 1700. (We have feedback that children didn't want to attend the program they wanted to do the Robot Zoo.)

Total amount spent for Robot Zoo PR: \$15,977.57 + Rental & Shipping: \$28,000 – Duke Sponsorship: \$11,000 – Anonymous Donation: \$5,000 = Total Cost to library: 27,977.57 Total cost before donations: \$43,977.57 Total Visitors Visitors: 88,000 + Field Trips: 2,610 = Total: 90,610 Cost per head from library funds: \$0.30 Cost per head total including donations: \$0.48.

The Strategic Plan was introduced to staff at Staff Development Day. 6 Brainstorming sessions were held at Staff Development Day, one for each goal in our plan. Managers are building their budget and activities for Fiscal Year 2017 based on this plan.

Jasbir Chahal, Florence Branch Manager, will retire effective April 1, 2016. She has worked for BCPL for 28 years.

Jake Moore, Youth Services Manager at Main, will move into the Florence Branch Manager position on April 11th. (We now need to replace the Youth Services Manager position.)

Michael Savarino will start on April 4th as our IT Manager.

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

BUSINESS:

Policy Review: Proposed changes to the Fund Balance Policy were presented to the Board in February. The policy with suggested changes was presented to the Board for further discussion and vote.

- **MOTION TO APPROVE POLICY EDITS, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

Employee Manual Update: The Employee Manual has several pages that need to be updated. Proposed changes to the Chronology was presented to the Board. Board provided suggestions for Chronology of BCPL

Review Trustee Applications: Two Trustee appointment expire June 2016. Three of the four names BCPL sent to the State Library after February's Board meeting were approved. One individual was found to have a conflict of interest. The Board chose an alternate name to send to KDLA.

- **MOTION TO SUBMIT APPLICATION E FOR BOARD MEMBER CONSIDERATION, PAM GOETTING. SECOND, JIM HENNING. APPROVED UNANIMOUSLY**

Lents Branch/Hebron

- **MOTION TO MOVE TO ENTER EXECUTIVE SESSION AT 4:36PM, PURSUANT TO KRS 61.810(b) ~~61.810~~ JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY. EXIT EXECUTIVE SESSION AT 4:41PM**

- **MOTION** TO REJECT OFFER ON LENTS PROPERTY, JIM HENNING. SECOND PAM GOETTING. APPROVED UNANIMOUSLY.
- **MOTION** TO MOVE TO ENTER EXECUTIVE SESSION AT 4:42PM, PURSUANT TO KRS ~~401.810~~ ^{61.810} (S) SHEREE BREITHOLLE. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY. EXIT EXECUTIVE SESSION AT 5:11PM.
- **MOTION** TO TERMINATE THE MAY 10, 2009 CONTRACT WITH HAYES AND ASSOCIATES, JIM HENNING. SECOND, SHEREE BREITHOLLE. 3 AYE, 1 ABSTENSION

ATTORNEY'S REPORT: Legislative Update was provided.

NEXT MEETING: Monday, 18 April at 4pm, at Walton Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:17pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.

Sheree Breitholle
Sheree Breitholle, Secretary

Eric W. Richardson
Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Walton Branch on April 18, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Carrie Hermann, Director, Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: *No public comment.*

APPROVAL OF AGENDA: Agenda was previously emailed to the Board.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, JIM HENNING SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, BARBARA BARDES. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for March was previously emailed to Board Members.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

BUSINESS:

Employee Manual Update: Proposed changes to the Chronology, Mission Vision & Goals, Organization and Funding, and Values Statement were presented to the Board.

- ✓ **MOTION TO APPROVE REVISED EMPLOYEE MANUAL UPDATE, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

Lents/Hebron Branch

Brief discussion of information about upcoming Saturday architecture interviews.

May Meeting

- ✓ **MOTION TO CHANGE DATE OF MAY 16 BOARD MEETING TO MAY 18, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: No report

ATTORNEY'S REPORT: No report

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

On April 6th a customer slipped and fell on a wet spot from rain on the floor, at our Scheben Branch. This has been turned over to our insurance company.

Polaris has extracted a sample of our data and it is in the hands of SirsiDynix to test and create maps for our migration. According to SD, the data looks great and there should not be an issue mapping to their system. We have discovered that Polaris will not extract three data types for migration: authority records, acquisition records and fusion records. We are OK with not extracting authority records. This will give us a chance to start with a clean database. Acquisition records are more problematic. We are trying to work out a solution to this. Fusion is a more pressing issue. This is the server and software used to house and make available our local history digital collection. Therefore, a large part of Local History's work between now and December will focus on the ILS digital migration.

Main and Scheben Teen Scenes have undergone some remodeling with repurposed furniture from Lents. The paperback towers and acrylic wall shelving are gone and have been replaced with double sided shelving for easier browsing for customers. The work on the non-water based fire suppression system in the server room at the Main Library should begin in May. Plans are completed for the basement reconfiguration at Main. This work should begin in May. All pieces have been ordered. We will meet the week of April 18th to create the schedule for work.

Plans are completed for the first floor reconfiguration at Main. This work should begin in June. We have finalized the list for equipment and furniture so that we can place the order. We will meet the week of April 18th to go over everything one last time before placing the order.

This year we hosted a lecture by a Holocaust Survivor twice. (Last year we stopped counting at 865 people at the talk.) We hoped to have smaller crowds at each, but bring more people in to the Library. The first lecture on April 6th had 569 in attendance. The second lecture on April 13th had 555 in attendance. The Anne Frank Exhibit has been popular. This Exhibit is at the Main Library April 4-30.

Michael Savarino joined us as the IT Manager on April 4th.

Amy Foster, Branch Manager at Scheben, will be presenting a poster session about the Robot Zoo at IFLA (International Federation of Library Associations and Institutions). In July, IFLA's annual conference will be in Columbus, Ohio. This is the first time in several year the conference has been in the United States. We are taking this opportunity to send a few staff to gather ideas.

Regional History Day is an event that has been held at NKU for 23 years. The committee that puts this conference together is made up of NKU History professors, Historical Society members from around Northern Kentucky and Local History Librarians. We received a call from the committee asking if the Main Library could be used for History Day 2017. We are one of three sites under consideration currently. NKU has become too expensive to continue as the host site.

Carrie Herrmann attended the Public Library Association (PLA) Conference April 4 to 8 in Denver, Colorado.

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

NEXT MEETING: Wednesday, 18 May at 4pm, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:13pm. JIM HENNING. SECOND, SHEREE BREITHOLLE . APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 9:00am at the Main Library on April 23, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Hermann, Director, Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director; Tim Fritz, Facilities Manager.

PUBLIC COMMENT: *No public comment.*

APPROVAL OF AGENDA: Agenda was previously emailed to the Board.

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, PAM GOETTING SECOND, JIM HENNING. APPROVED UNANIMOUSLY**

BUSINESS:

Interview Architectural Firms for Hebron Branch:

Four architectural firms presented and were interviewed to provide the professional services of designing the new Hebron Location

- ✓ **MOTION TO HAVE CARRIE HERRMANN AND DEBRA PLEATMAN NEGOTIATE A CONTRACT WITH FIRM BLUE. IF A CONTRACT CANNOT BE REACHED, NEGOTIATE WITH FIRM GREEN, ERIC RICHARDSON. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

NEXT MEETING: Wednesday, 18 May at 4pm, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 2:30 pm. JIM HENNING. SECOND, BARBARA BARDES . APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at Main on May 18, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Carlyle Ackley, CPA Bramel & Ackley; Stephanie Huhn, Bramel & Ackley; Carrie Herrmann, Director; Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: *No public comment.*

APPROVAL OF AGENDA:

- ✓ **MOTION TO APPROVE THE AGENDA AS RECEIVED, JIM HENNING SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS RECEIVED, PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

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

- ✓ **MOTION TO APPROVE THE APRIL SPECIAL MINUTES AS RECEIVED, PAM GOETTING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report for April was previously emailed to Board Members.

- ✓ **MOTION TO APPROVE THE TREASURER'S REPORT AS RECEIVED, JIM HENNING. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

BUSINESS:

Lents/Hebron Branch: Brief discussion of information about price of the former Lents branch property.

Auditor Engagement: Van Gorder, Walker & Co., Inc. Sent BCPL a three year audit engagement letter. Brief discussion regarding the letter

- ✓ **MOTION TO AUTHORIZE TO CONTRACT WITH VAN GORDER, WALKER AND COMPANY, INC., AFTER SUGGESTED EDIT TO CONTRACT, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

ILS Consortium: Brief discussion on what to charge members of a State-Wide Consortium.

- ✓ **MOTION TO AUTHORIZE 15% SURCHARGE FOR CONSORTIUM PRICING. PAM GOETTING. SECOND SHEREE BREITHOLLE**

FY 2017 Budget: The FY2017 budget was submitted to the Board.

- ✓ **MOTION TO APPROVE BUDGET, JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Financial Report from March was shared.

ATTORNEY'S REPORT: No official report

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

The lease agreement with Battaglia Deli expires at the end of June. She has exercised the option to extend the lease another year. The monthly rent is based on a percentage of the profit. She has agreed to not count May 14th and 15th as part of the calculation this month. Veronica, the café operator, is from Ecuador. The profit from those two days will be donated directly to an organization working to provide

food for the victims and relief works of the Ecuadorian earthquake site. The appointment for the two Library Board positions open on July 1 will be on the June 7th Fiscal Court Agenda. She does not know who Judge Moore plans to put forward to the Fiscal Court.

We are currently taking bids from copier and printer companies. Our current lease for public and staff areas expires in September. It looks like we will be receiving more in vending (budget line item 308). Currently, we receive 21% commission on monies taken in for printing and copying. The new bids are showing a 50% commission.

The American Library Association and The Harwood Institute for Public Innovation have partnered to offer a training called *Libraries Transform Communities* in October. She is interested in sending a team to this training, however, the more information she gathered, the more she became convinced that the team should consist of Library, County and School representatives. She has talked to Judge Moore and Dr. Poe regarding this opportunity to collaborate. Both are very interested. She plans to meet with them on May 19th.

She has been talking with the Cincinnati Museum Center about the possibility of taking some of the exhibits on a rotating basis while the Museum undergoes renovation. The Center is partnering with local public agencies to make the exhibits available over the next two years. Two Museum employees visited Main, Scheben and Florence to evaluate the space and begin planning for what we can take and when. *In the Dark*, was originally scheduled to arrive on May 13th, however, due to issues at Customs, it is now scheduled to arrive May 18th. Evidently it takes longer to search every crate before allowing it to move from Canada to the United States than the Cincinnati Museum Center planned. PR for this exhibit will begin in June.

Carrie Herrmann recommends that we discontinue the delivery services to the two locations in Hebron. She evaluated the program after 6 months (November to April) and found that when you add in staff time and mileage the cost per person served is \$44.08 and the cost per item checked out is \$9.66. Both ways of looking at this service exceeds our \$5 per person or use metric.

The Anne Frank Exhibit saw 3,000 visitors from April 4 – April 29th. Comments were very favorable. Discover Earth, the traveling exhibit our Summer Reading program is designed around, is installed at the Scheben Branch. The official grand opening of the exhibit was May 14th. This exhibit will be at Scheben until August 5th. On May 3rd a small segment for an ABC television pilot, *The Gift*, was taped at the Main Library.

She has agreed to serve on the Board for Rotary of Florence

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

NEXT MEETING: Monday, June 20th at 4pm, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:13pm. JIM HENNING. SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.



Sheree Breitholle, Secretary



Eric Richardson, President

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:00pm at the Main on June 20, 2016

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; Pam Goetting, Treasurer; Sheree Breitholle, Secretary; Jim Henning; Debra Pleatman, Attorney Ziegler & Schneider; Stephanie Huhn, CPA Bramel & Ackley; Carlyle Ackley, CPA Bramel & Ackley; Carrie Herrmann, Director; Lucinda Chandler, KDLA Amanda Hopper, Assistant Director; Shawn Fry, Assistant Director.

PUBLIC COMMENT: *No public comment.*

APPROVAL OF AGENDA:

**MOTION TO APPROVE THE AGENDA AS RECEIVED, BARBARA BARDES
SECOND, PAM GOETTING. APPROVED UNANIMOUSLY**

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

**MOTION TO APPROVE THE MINUTES AS RECEIVED, BARBARA BARDES.
SECOND, SHEREE BREITHOLLE. APPROVED UNANIMOUSLY.**

TREASURER'S REPORT: The Treasurer's Report will be received at the next board meeting.

BUSINESS:

Lents/Hebron Branch: Carrie Herrmann provided an update on the property. Two offers received for the Lents Branch were discussed. Debra Pleatman and Carrie Herrmann provided an update on contract negotiations with the architect for the site in Hebron.

Auditor Engagement: A letter incorporating the changes discussed at the May meeting was received from Van Gorder & Walker. The letter needed the Board President's signature.

Accountant Engagement: Discussed the letter of engagement from Bramel & Ackley for FY2017.

**MOTION TO SIGN ACCOUNTANT ENGAGEMENT LETTER, SHEREE BREITHOLLE.
SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.**

FY2017 Meeting Dates: A calendar showing meeting dates for FY2017 was distributed. The calendar scheduled the monthly meetings on the third Monday of each month at 4:00 p.m.

**MOTION TO ACCEPT THE CALENDAR OF DATES FOR THE BOARD MEETING, SHEREE
BREITHOLLE. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY**

FY2016 Budget Update on expenditures: Carrie Herrmann requested a final FY2016 Budget update. After discussion it was decided that the movement of funds was minor and to not change the budget.

ACCOUNTANT'S REPORT: April's financial report was shared

ATTORNEY'S REPORT: Attorney's report was covered under New Business. Debra Pleatman shared information regarding contract negotiations with the Hebron location architect.

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

Thanks to a conference call with KDLA regarding e-rate, she has discovered that the two Wi-Fi hot spots we designated for outreach use are eligible for e-rate reimbursements. The 8 we check out to customers are not eligible.

She attended a webinar on "What's new in the Annual Report" this month. She was happy to see that some of the information we moved to collecting on July 1, 2015, are now included in the Annual report. This puts us ahead of the curve in the state.

Curt Bessette has been nominated and approved by the Fiscal Court to fill Jim Henning's expiring term on the BCPL Board of Trustees. Pam Goetting's position should be filled at the June 21st Fiscal Court Meeting.

She received an Open Records Request from SmartProcure, Inc. This company requested all purchasing records from January 1, 2010 to current. After working with Martha Regenbogen to estimate the time needed to pull this information together and the number of copies we would need to make, she sent SmartProcure a letter giving them two options and a charge for each option, ranging from \$635 to \$1,214. They have withdrawn their request.

An Eagle Scout has built two "Little Free Libraries" as part of his project. One will be installed on our Hebron property near the sidewalk. It is all part of getting people used to that location for library services.

The Executive Summer Reading Planning Committee met on May 26th to begin talking about the 2017 Summer Reading Program. They have already identified some changes we want to make:

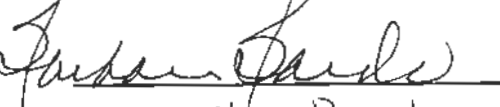
1. We will no longer have a different theme each year. Moving forward the theme will be Boone County Summer Reading. This will allow us to create banners and graphics that can be used multiple years. It also means that programming can be anything that we believe will interest Boone County. BCPL is no longer tied to programs on a theme. This move also makes it easier to incorporate One Book One Summer into the program.
2. We will no longer give cheap, little prizes at the 5 and 10 hour reading achievements. If the intention of our summer reading program is to combat the summer slide and to get books in the hands of children to continue reading then our prize will be a free book at registration. This puts one book in the child's home for summer. The schools give students the One Book One Summer title, putting two books in the home.
3. We will continue some of the weekly prize drawing incentives, but this will be based on registration rather than reading time.
4. Grand prizes will now be experiences. For example, a ride in a Fire Truck, a ride in a Police Car, Judge for a Day...
5. We plan to make it more interesting by creating Branch and County goals. If a Branch reaches its goal, there will be a celebration. Each location gets to pick its celebration. If we reach our county goal, everyone who participated in Summer Reading will have fines (not replacement costs) forgiven.
6. We will be working with the schools to adopt a formula created by Nashville Public Library to show the value of summer reading programs.

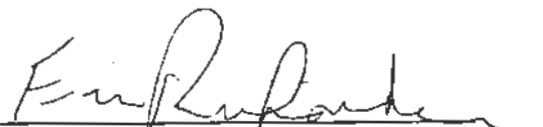
REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's report was received as emailed to Board members. Lucinda Chandler highlighted the importance of Summer Reading Programs.

NEXT MEETING: Monday, 18 July at 4pm, at Main Library.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:50 pm. JIM HENNING. SECOND, PAM GOETTING. APPROVED UNANIMOUSLY.

Minutes taken by Shawn C. Fry.


Secretary Vice-President


President