

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm, at the Main Library and Zoom conference on July 19, 2021.

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Eric Jackson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director;

**TRUSTEE OATH OF OFFICE:** Debra Pleatman gave the Oath of Office to Eric Jackson and Don Trame.

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

- ✓ **MOTION TO APPROVE THE AGENDA, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

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

**PUBLIC PRESENTATIONS:** Boone County Judge Executive Gary Moore presented about personal property tax policy. Discussion around Inventory-In Transit tax.

**TREASURER'S REPORT:** Treasurer's report for May was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

**BUSINESS:**

**Open Records and Management of Records:** The Kentucky Open Records Act has been updated. All appointed persons in Kentucky must receive a copy of the act and sign a proof of receipt.

**Disclosure/Conflict of Interest Statement:** In accordance with the Boone County Public Library Board Conflict of Interest Policy and the Trustee Ethic's Policy, said policies were distributed to the Board and receipt acknowledged. The Disclosure Statement was distributed to the Board for an annual update.

**Contact List:** Carrie distributed a Board Contact list for FY2022 and asked that the Board review and let her know if anything needs to be updated.

**Accountant Engagement:** Bramel & Ackley, PSC shared an updated engagement letter for fiscal year 2022.

- ✓ **MOTION TO APPROVE ACCOUNTANT ENGAGEMENT WITH BRAMEL AND ACKLEY, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**Attorney Engagement:** Ziegler & Schneider, PSC shared an updated engagement letter for fiscal year 2022.

- ✓ **MOTION TO APPROVE THE ATTORNEY ENGAGEMENT WITH ZIEGLER AND SCHNEIDER, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**Destruction Certificates:** Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was supplied to the Board for approval.

- ✓ **MOTION TO APPROVE DESTRUCTION CERTIFICATE, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

**Audit Bid:** The Library issued an RFP for Audit services for fiscal year 2021. The bids were presented to the Board.

- ✓ **MOTION TO AWARD A ONE YEAR CONTRACT TO KELLY, GALLOWAY, SMITH, GOOLSBY FOR AUDIT SERVICES FOR FISCAL YEAR 2021, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

Copier/Printer/Fax/Scanning Bid: The Library issued an RFP for copier/printer/fax/scanning services at all locations. The bids were presented to the Board by Michael Savarino, BCPL IT Manager.

- ✓ **MOTION TO AWARD A FIVE YEAR CONTRACT TO WOODHULL FOR COPIER/PRINTER/FAX/SCANNING SERVICES, CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

ACCOUNTANT'S REPORT: Stephanie Huhn reviewed the financial report for May. She also reported that she and Carrie will meet with BB&T representatives before the August Board Meeting.

ATTORNEY'S REPORT: Debra Pleatman reviewed the role of Trustees and the role of the Director. She also reported that she had reviewed several contracts for the Library and is working on the Library Foundation paperwork.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann distributed FY2021 statistics, new PR pieces for several services, quarterly energy report, and KDLA FY2020 statistics. Carrie Herrmann highlighted that BCPL's Board has matched whether or not the Library charges overdue fines with the Kentucky Eviction Moratorium, which expires on July 31st. BCPL will resume charging overdue fines on August 1. She discussed the difference between a Service Organization and a Social Service Agency. BCPL is a service organization. She recommends that BCPL partner with social service agencies. The Library has finite and limited resources.

Carrie received notification that the Library did not receive the \$200,000 solar grant for the Florence Branch. The dome at the Main Library developed a leak in the sprinkler line. The repair is estimated at \$200. A lift cannot get high enough to get the repairman to the leak. We have to build a scaffolding at the cost of \$20,000. She is working on the building program and the RFQ for architectural services for the new location in Walton

The test build for iPhones of the new app is currently being tested by staff. Once the bugs are worked out of that version, the company will begin building the android version. The Library has turned on Blue Cloud Visibility. This connects people who do a search on the Internet for a book or other title directly to our catalog.

Between September 1, 2021 and September 2022 BCPL will host 4 traveling exhibits:


1. September 11, 2001: The Day That Changed the World
2. Telling a People's Story: African-American Children's Illustrated Literature
3. Dinosaurs: Land of Fire and Ice
4. Measurement Rules


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

NEXT MEETING: Monday, August 16 at 4pm at the Main Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:00pm, motion, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:04pm, at the Main Library and Zoom conference on August 16, 2021.

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Eric Jackson; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator

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

- ✓ **MOTION TO APPROVE THE AGENDA, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

**PUBLIC PRESENTATIONS:** Nancy Grayson, Horizon Community Fund, presented information on how the Horizon Community Fund can help BCPL and the foundation raise money.

**TREASURER'S REPORT:** Treasurer's report for June was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn, reminded Board members that there will not be a June 2021 financial report until after the FY2021 audit. She reported on a meeting with representatives from BB&T regarding the Library's investments. BB&T is recommending a different strategy for the Library. More information will be shared at the September meeting.

**BUSINESS:**

**Election of Officers:** Per Library Board bylaws, in the event of a vacancy in the offices of Vice-President, Secretary or Treasurer, the unexpired term should be filled by a vote at the next regular meeting after the vacancy occurs. BCPL currently has a vacancy in the position of Vice-President.

- ✓ **MOTION TO ELECT ERIC JACKSON AS VICE-PRESIDENT, KATE MCCLAIN. SECOND, CHRIS LANGE. ELECTED UNANIMOUSLY.**

**Policy Review:** Two policies were submitted for the Board to review. The "Open Records Policy" must be updated due to changes in the Kentucky Open Records Act. There was a discussion regarding the suggestion changes to the "Holidays Policy." An updated version of the policy will be brought to the September Board Meeting incorporating suggested changes.

- ✓ **MOTION TO APPROVE OPEN RECORDS POLICY AS PRESENTED, CHRIS LANGE SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**KDLA Annual Report:** Review and discussion of key data points of the Boone County Public Library District 2021 Kentucky Annual Report of Public Libraries. This report is due to the state library by August 27th. This report is structured to be a snapshot in time at the end of the FY. This report also acts as our request for state aid should this return to the state budget.

- ✓ **MOTION TO APPROVE ANNUAL REPORT, DON TRAME. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

**Tax Rate:** Stephanie Huhn, accountant, presented budget projections based on the information received from the PVA and KDLA. She presented information on the compensating rate, a 4% increase, and keeping the same rate as last year.

- ✓ **MOTION TO ADOPT THE COMPESATING TAX RATES OF 4.82% FOR PERSONAL PROPERTY, 4.6% FOR REAL PROPERTY, AND 3% FOR AUTO/WATERCRAFT FOR**

2021/2022 FISCAL YEAR, CHRIS LANGE SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Building Program: The Building Program and RFQ for the new location in Walton was included in the Library Board packet. A review and discussion of the information.

- ✓ **MOTION TO START NEW WALTON PROJECT, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY.**

ATTORNEY'S REPORT: Debra Pleatman reported that she reviewed several policies and the Walton RFQ for the Library.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted that starting August 18<sup>th</sup>, BCPL will host 5 interns from the Ignite Academy. One intern will work in the Boone Innovation Lab at the Hebron Branch, two will work in the Local History Department at the Main Library, and two will work in the IT Department at the Main Library.

The One to One Reading/Math Program is returning for the upcoming school year. The Library's strategic plan emphasizes early childhood development. The One to One Program was developed by the Northern Kentucky Education Council to support children struggling with reading and math by matching them with an adult mentor. BCPL supports this initiative by allowing full time staff to volunteer for this program on paid time. The one stipulation we have is that the student staff are matched with must be at a school in Boone County.

The eviction moratorium expired on July 31st and BCPL resumed charging fines on August 1st. On August 3<sup>rd</sup>, the CDC issued a new eviction moratorium effective immediately and expiring October 3<sup>rd</sup>. BCPL returned to not charging fines. This will remain in effect until October 3<sup>rd</sup>. We will resume charging fines on October 4<sup>th</sup>.

At this time we will continue with programming as scheduled and will continue to allow community members to reserve our meeting rooms. Carrie has spoken to the Northern Kentucky Health District. They hold libraries up as the best practice for organizations in the community.

We have been notified that we did not get the Horizon Fund Grant to grow the Wide Area Mesh network. This project will be submitted as the FCC Emergency Connectivity Grant. We have been notified that our letter of intent for the Hidden Collections grant has not been accepted. According to the evaluation, they did not believe that our size organization can undertake the proposed project. We will try again next year if offered. In the meantime, this grant will be reworked, taking into account the feedback, and submitted as an IMLS Leadership grant. The letter of intent is due in September. We have been notified that the Library will receive \$60,300.00 in e-rate funding for FY2022. We have been notified that we received the 2021 Digital Inclusion Grant from Kajeet. BCPL will receive 20 hotspots and 12 months of service for each of the hotspots. This grant uses Verizon. Verizon covers more of Boone County than other providers. These hotspots will be checked out to customers. We have received \$29,012.77 in ARPA funds. However, KDLA earmarked \$18,830 of the funds to pay for our portion of the KYVL databases. That leaves BCPL with a total of \$10,187.77 to use on outdoor spaces.

An update on the sprinkler leak in the dome of the Main Library. The Facilities Manager worked with another company to acquire a lift that would go to the correct height and fit into the building. This removed the need for a \$20,000 scaffolding to do a \$200 repair. We issued an RFP for a new delivery van. Bids will be opened on September 9<sup>th</sup> and presented to the Board at the September meeting. The Scheben Branch is closed until September 11<sup>th</sup> for the carpeting and painting project.

A major television production company contacted Bridget regarding hauntings at a building in Boone County. They came across a BCPL YouTube video of the house and wanted to feature the story on their

paranormal show. We provided historical documentation for the episode. Production on the episode started in August. We will keep you updated. BCPL has acquired ArchivesSpace to manage the archival collections at BCPL, the Administration Building, and the Justice Center. ArchivesSpace will allow us to create digital collection guides/ finding aids for all of Boone County's holdings and virtually manage the collections. Backstage Library Works is offering the opportunity to participate in an archival processing pilot project to help develop a new service for their company. The project offers an at-cost rate for a professional archivist/ project manager and two MLS students to work onsite for 30 days to bulk process an unprocessed collection. The project will also include a week onsite pre-project assessment by the project manager. The Collections Assessment for the Archives merger is moving forward as planned. Holly Prochaska, UC Preservation Lab Consultant, and Bridget made site visits to both the Administrative Center and Justice Center on August 16th. Holly's recommendations and final report should be completed by October.

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

**NEXT MEETING:** Monday, September 20 at 4pm at the Hebron Branch.

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

Minutes taken by Shawn Fry



Secretary



President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm, at Hebron and Zoom conference on September 20, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director

**APPROVAL OF AGENDA:**

- ✓ **MOTION TO APPROVE THE AGENDA, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

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

**PUBLIC PRESENTATIONS:**

Staff Presentation: Shawn Fry, Assistant Director, presented a Statistical Summary of FY2021.

**TREASURER'S REPORT:**

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**BUSINESS:**

**Social Media Policy:** Carrie Herrmann, presented suggested changed to the *Social Media Policy*. The goal is to have a policy for staff who are designated to post on Library Sponsored social media sites. The other goal is to make staff think about representing the Library on a social media site. She asked the Board to remove the *Social Media Policy* from the Employee Manual and move it to the Operations Manual.

- ✓ **MOTION TO REMOVE SOCIAL MEDIA POLICY FROM EMPLOYEE MANUAL MOVING THE UPDATED POLICY TO THE OPERATIONS MANUAL, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

**Employee Blog/Website Policy:** Carrie presented an updated *Employee Blog/Website Policy* to include social media.

- ✓ **MOTION TO ACCEPT THE UPDATED EMPLOYEE BLOG/WEBSITE/SOCIAL MEDIA POLICY, CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

**Partnership/Sponsorship Policy:** The Board reviewed the *Partnership/Sponsorship Policy*. No changes were recommended for this policy. Carrie recommended changes to several documents that accompany this policy. Moving forward, any potential partnership must use the "Potential Partnership Planning Template." It must be turned in to Carrie and approved by her. In addition, annually by July 31 all existing partnerships from the previous fiscal year should have a "Current Library Partnerships" evaluation form turned in to Carrie.

**Holiday Policy:** The *Holiday Policy* was presented with several suggested changes-- add three closed days (the Day after Thanksgiving; the Sunday before Memorial Day; and the Sunday before Labor Day). In addition the Library Board added to Section C of the *Holiday Policy* pertaining to floating holidays. The Board added Juneteenth to that list. This takes effect January 1, 2022.

- ✓ **MOTION TO APPROVE HOLIDAYS POLICY, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**



Partnership/Sponsorship Proposal: Per BCPL's *Sponsorship/Partnership Policy*, partnerships with a cash contribution in excess of \$2500 require Board approval. Boone County Schools has approached BCPL about partnering on the Library's signature Early Childhood Fair. They would like to contribute \$5,000 to hire performers and speakers for the event.

- ✓ **MOTION TO APPROVE THE PARTNERSHIP WITH BOONE COUNTY SCHOOLS, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Delivery Van RFP Results: The RFP was posted with a bid opening on September 9<sup>th</sup> for a new delivery van. There were no bids on the project. Carrie recommend that the Board allow staff to move forward and purchase a delivery van with the price not to exceed \$40,000, the amount budgeted for this project.

- ✓ **MOTION TO HAVE BOARD APPROVAL TO PURCHASE A DELIVERY VAN NOT TO EXCEED \$40,000, ERIC JACKSON. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Contract for ZH Commissioning: ZH Commissioning is under contract with BCPL to help reduce energy usage and costs. Carrie recommends BCPL hire this company to be part of the Walton Building Project from the design phase to post opening.

- ✓ **MOTION TO APPROVE THE CONTRACT FOR ZH COMMISSIONING, DON TRAME. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

BB&T Resolution: A Resolution authorizes who can open or close an account, and who can assign a signer on an account. This needs to be updated.

BB&T Signature Cards Update: Signature cards specify who can write checks on the account, authorize a debit, and request information on the account. BCPL has two accounts with BB&T that need to be updated

**ACCOUNTANT'S REPORT:** Stephanie Huhn, reminded Board members that there will not be a June 2021 financial report until after the FY2021 audit. July statements will be reported at the October meeting. They were not completed due to work with the auditing firm. She reported that more information on BB&Ts suggested investment strategy will be shared at the October meeting.

**ATTORNEY'S REPORT:** Debra Pleatman reported that she reviewed several policies for the Library.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:  
She has received questions from 4 firms interested in the Walton Building Project. The RFQ is due on September 24<sup>th</sup>. After the deadline, the documents will be shared with Board Members by a Dropbox link. Between September 24<sup>th</sup> and October 13<sup>th</sup>, a staff team will check references using a standard set of questions. This information will be shared with the Board at the October 18<sup>th</sup> meeting. The November 15<sup>th</sup> meeting will have interviews.

She received a Request for Reconsideration of Library Materials for *Who Are You?* by Brook Pessin-Whedbee. The community member is asking that the title be pulled from the children's section. This is the first reconsideration request BCPL has received in 4 years. She also received an Open Records request from Toshiba for the new copier/printer contract.

February 3<sup>rd</sup> is KPLA Legislative Day. We are not sure what this will look like, but we want to keep this date open. More information will be shared as we get closer to the date. Board members are encouraged to attend.

The Library is in the process of completing a grant project with funds awarded by the 400 year of African American History Commission. We were notified that if we are interested, the Commission would grant us an additional \$5,000 to either continue the current project or to put towards another project. BCPL has accepted those funds with the purpose of using the money to place a historic marker near the Florence

Cemetery commemorating the former enslaved and their descendants buried in the African American portion of the cemetery. Many of the African American burials are unmarked, so the project will also include a virtual exhibit and/or walking tour materials to identify approximately 130 individuals interred within the cemetery.

The ARPA Grant application to create outdoor spaces at the Main Library, and the Scheben, Florence, and Walton Branches has been turned in to KDLA. Once it is approved, we will move forward with the projects. The grant will pay for the materials. BCPL will pay for the labor and installation. The deadline to complete all projects is October 1, 2022. We are waiting to see if KDLA approves our projects. We have received a total of \$29,012.77. \$18,830 has been earmarked for KYVL databases. The other \$10,182.77 will be used for the outdoor spaces.

KDLA has released a call for "Notice of Intent" to apply for a grant for bookmobile/outreach vehicles. BCPL turned in the "Notice of Intent" for funds to purchase a Technology Outreach vehicle as described in our Facilities Master Plan. This does not commit BCPL to applying for the grant. It allows Carrie to receive the grant application and review the requirements. KDLA will only share the grant application with libraries that return the Notice of Intent.

We discovered that we are short on carpet at the Scheben Branch. The shorted areas are in the admin office and behind the Youth Services Desk on the 2<sup>nd</sup> floor. That carpet will arrive October 7<sup>th</sup> and then we will schedule the installation. The reopening date for Scheben had to be pushed by a week. Instead of reopening on September 12<sup>th</sup>, the Library opened on September 19<sup>th</sup>. Both the shelf moving company and the carpet company had issues with having enough employees.

We disconnect the marquee sign at the Main Library while Duke Energy ran the new gas line. When the sign was reconnected, it would not work. Duke verified the electric was connected correctly. Spectrum verified that the data was connected correctly. We called in the company that conducts maintenance on the sign. They informed us that the manufacturer of the sign is no longer in business which makes the components obsolete. They were able to get it going, but in a short amount of time other components will fail. Replacing the sign will be \$60,000 to \$70,000.

The Dinosaur exhibit arrived on September 13<sup>th</sup>. It was supposed to be stored and then installed at the end of October. This did not go as planned. Because some pieces would not fit on the elevator we installed it immediately.


The Notary service seems to be popular. This service began on August 15<sup>th</sup>. There were a total of 47 notary interactions in August (Florence 6; Main 35; Walton 6)

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

**NEXT MEETING:** Monday, October 18 at 4pm at the Main Library and on Zoom.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:51pm, motion, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
Vice-President



**CALL TO ORDER:** Vice-President Jackson called the meeting to order at 4:03pm, at Main and Zoom conference on October 18, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS AMENDED, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** Treasurer's report for August was emailed to Board members.

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

**BUSINESS:**

**Oath of Office:** Boone County has changed the Oath of Office form that needs to be submitted to the County Clerk. New forms were filled out to be filed with the Boone County Clerk.

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

- ✓ **MOTION TO ACCEPT THE SURPLUS EQUIPMENT LIST. CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

**Delivery Van RFP:** We have received a quote for a replacement delivery van that is above the \$40,000 approved by the Board at the September meeting. The quote received is for \$42,275. The additional funds for the wrap can be taken from the vehicle operating budget line item.

- ✓ **MOTION TO APPROVE PURCHASE OF A DELIVERY VAN FOR \$42,275.00, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

**Walton Building Project:** The Library received 5 proposals from architectural firms interested in designing the new Walton Branch. Library staff checked the references for the 5 proposals. A summary was presented to the Board. A discussion of the interview process to include 15 minutes for presentation by the firm and 15 minutes of questions from the Library Board.

- ✓ **MOTION TO INVITE THREE ARCHITECTS, OMNI, CHAMPIN, AND MSR, FOR INTERVIEWS AT THE NOVEMBER 15, 2021, BOARD MEETING AT THE MAIN LIBRARY, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the June and July Financial Statements. The audit is in process. She shared information from BB&T about a suggested investment strategy.

- ✓ **MOTION TO INVEST \$1,000,000.00 IN THE BB&T ACCOUNT INTO LORD ABBOTT SHORT-TERM DURATION INCOME FUND, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

**ATTORNEY'S REPORT:** It has been quiet.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted: Staff Development Day is October 21<sup>st</sup>. All library locations will be closed. She will be presenting "The State of the Library" as a Zoom webinar at 2:00 pm and invited Board members to attend the virtual event.

At last month's meeting she mentioned that she had received a Request for Reconsideration of Library Materials for *Who Are You?* by Brook Pessin-Whedbee. The community member asked that the title be pulled from the children's section due to its treatment of gender identity. The BCPL committee reviewed the title and chose to move the book to the Parenting Collection due to its extensive parent/teacher guide in the back of the book.

Staff from Kelley Galloway Smith Goolsby, PSC were on site October 4-5, 2021, to work on the audit.

The Library received \$6,542.80 in the first round of Emergency Connectivity Funding for additional hot spots. Bridget Striker, Local History Coordinator, submitted a grant request for \$51,500 to the National Leadership Grant Committee to fund a pilot project to develop a workflow to digitize and make available to the general public hidden primary resource collections related to the African American experience in the Northern Kentucky region. As a collaborative effort between BCPL and NKU, the pilot project will be the model to then develop a more extensive regional project to include historical collections across a fifteen-county region. Holly Hall, Local History Associate, has begun working on an ALA *Let's Talk About It* grant proposal focusing on the suffrage movement. This is a reading and discussion project that will spark conversations about the women's suffrage movement. Twenty-five libraries will be selected in 2022 to receive materials and funding to lead the first *Let's Talk About It: Women's Suffrage* discussions.

We are starting on an asset tagging project at all locations. Once the items are tagged, we will create a database to track furniture. This will help us when we surplus items and give us a better way to communicate the information to the accountant. We discovered that the heating element on the new water heater at the Main Library was not working correctly when the health inspector would not let the Café open. The heating element has been repaired. The Café is now open. A semi ran through the height restrictor at the Hebron Branch and damaged the hinge pins. We have filed a police report. It was not an Amazon truck.


The development of the new app is slower than anticipated. The iOS version is currently being tested. Once the iOS is completed, we will begin to test the android version. The issue is with SirsiDynix. BCPL pays for access to the API. Comunico, the new app producer, pays for access to the API. SirsiDynix is not sharing the new API. They are only sharing the legacy API. At the moment we are testing a monthly full MARC record data dump with weekly delta dumps.

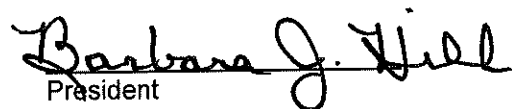
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members

**NEXT MEETING:** Monday, November 15 at 4pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:37pm, motion, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00pm, at Main and Zoom conference on November 15, 2021.

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson, Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Shawn Fry, Assistant Director; Jennifer Timmerman, Youth Services and Outreach Coordinator; Jennifer Cheek, PR Coordinator; Sharon Franklin, Walton Branch Manager; Jeff West, Facilities Coordinator; Michael Savarino, IT Coordinator; Ian Holten, ZC Commissioning

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

- ✓ **MOTION TO ACCEPT THE AGENDA, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, DON TRAME. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** Treasurer's report for September was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, KATE MCCLAIN. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the August and September Financial Statements.

**ATTORNEY'S REPORT:** It has been quiet.

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

The Library uses USI as a broker for health insurance quotes. Our current health insurance provider, Anthem, originally quoted the Library a 16% increase. This was still the best price when compared to other carriers. After some negotiating, we have redesigned the plan and saw a 6% increase for health insurance. Open enrollment will take place November 18-24, 2021.

At the October meeting, Carrie mentioned that the Hebron Branch is having issues with the movable walls in the Meeting Rooms. SMI, the company BCPL uses to do maintenance on the movable wall systems at the Main Library and the Scheben Branch, reviewed the issue and told us that the walls were not installed correctly. We met with Perkins Carmack, General Contractor, and OKI, who installed the walls. They told us we had not maintained them properly. We asked ModernFold, the manufacturer, to visit and evaluate the walls. They agree with SMI that the wall system was not installed correctly. We have asked for a letter detailing the issue. We will be asking Perkins Carmack to pay for the wall system to be installed correctly.

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

**BUSINESS:**

**Mandatory Vaccine Policy:** As an employer of 100+ employees, BCPL is covered by the Federal Vaccine Mandate. The Department of Labor under OSHA released the guidelines for the federal vaccine mandate on November 4<sup>th</sup>. By November 5<sup>th</sup> 22 law suits had been filed and a federal court had put a hold on the implementation. Part of the guideline requires employers to release a Mandatory Vaccine Policy to employees by December 5<sup>th</sup>. Carrie presented a policy written to current guideline standards.

- ✓ **MOTION TO GIVE DIRECTOR AUTHORITY TO MEET MANDATORY VACCINE FEDERAL AND STATE POLICY GUIDELINES FOR VACCINE. CHRIS LANGE. SECOND, ERIC JACKSON. APPROVED UNANIMOUSLY**

**Branch Update:** Brief discussion regarding the Walton Branch. Carrie has been approached by an entity interested in purchasing the Walton Branch.

**Review Proposals:** Three architectural firms, Champlin, MSR and Omni, made presentations and answered questions about the Walton Building Project. Discussion after the presentations regarding each firms proposal, presentation, and interview.

- ✓ **MOTION TO NEGOTIATE A CONTRACT WITH OMNI ARCHITECTURE FOR THE WALTON BUILDING PROJECT, ERIC JACKSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

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

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:20pm, motion, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry

Donald E Trame  
Secretary

Barbara Hill  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:06 pm, at the Main Library and Zoom conference on December 20, 2021.

PRESENT: Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson, Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Carlyle Ackley, CPA Bramel & Ackley; Jennifer Timmerman, Youth Services and Outreach Coordinator; Jennifer Cheek, PR Coordinator

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

- ✓ **MOTION TO ACCEPT THE AGENDA, DR. ERIC JACKSON. SECOND, DONALD TRAME. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES, DR. ERIC JACKSON. SECOND, DONALD TRAME. APPROVED UNANIMOUSLY.**

**TREASURER'S REPORT:** Treasurer's report for October was emailed to Board members

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, DONALD TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**BUSINESS:**

**Contract Review:** A contract from the Architectural/Engineering firm for the Walton location was emailed to Board members for review.

- ✓ **MOTION TO APPROVE THE CONTRACT WITH OMNI ARCHITECTS AS WRITTEN, AND TO AUTHORIZE THE DIRECTOR TO EXECUTE ON BEHALF OF THE BOARD. DONALD TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**Tax Refund:** Taxpayer refunds in excess of \$1,000 are approved by the Board. Four requests for a refund were reviewed.

1. GE Steam Power Inc. requested a refund of \$8,730.54 for the 2020 tax year.
  2. Alstom Power requested a refund of \$10,733.06 for the 2019 tax year.
  3. Groupon Goods, Inc. requested a refund of \$4,307.95 for the 2019 tax year.
  4. Groupon Goods, Inc. requested a refund of \$4,763.38 for the 2018 tax year.
- ✓ **MOTION TO APPROVE ALL 4 REFUND REQUESTS FOR A TOTAL VALUE OF \$28,534.93, CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**Claim for Property Presumed Abandoned:** The Kentucky State Treasurer has an unclaimed Property database that the Director searches annually for funds owed to the Library. This year, BCPL has an unclaimed balance of \$2,313.86. The form with information was emailed to the Board. In order to claim the funds there must be in the minutes.

- ✓ **MOTION TO APPROVE CARRIE HERRMANN, LIBRARY DIRECTOR, TO ACT ON THE LIBRARY'S BEHALF TO CLAIM THE PROPERTY PRESUMED ABANDONED BY THE KENTUCKY STATE TREASURER. CHRIS LANGE. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

**Cell Tower Lease** BCPL receives income from a cell tower lease on the Scheben Branch Property. In FY2022, BCPL will receive \$16,729 in income for the operating budget. Symphony Wireless has contacted the Library about selling this lease to them. Following a discussion, the Board asked the Director to contact Symphony Wireless to convey the Library is not interested in selling the lease

**Policy Review:** The Facilities Master Plan recommended that BCPL have a "Naming Rights Policy." This policy is a new policy for the Board Manual. The Director presented the policy for discussion. It will be reviewed further at the January 2022 meeting.



**Trustee Recruitment:** One Trustee appointment expires June 30, 2022—Kate McClain. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for any open position. The Director shared the timeline and application with the Board.

**Salary Schedule:** The FY2022 approved Budget includes \$4,225 for a consultant to review and make recommendations about BCPL's salary schedule. The Director recommended that rather than conducting the salary review, we extend each classification level by \$1.00 and give all staff a \$1.00 per hour raise. This can be done without amending the budget.

- ✓ **MOTION TO APPROVE TO APPROVE THE SALARY SCHEDULE AS PRESENTED. CHRIS LANGE. SECOND, DONALD TRAME. APPROVED UNANIMOUSLY**

**ACCOUNTANT'S REPORT:** Carlyle Ackley presented the October Financial Statements.

**ATTORNEY'S REPORT:** It has been quiet.

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

Two of the three staff in the Facilities Department are out for an extended period of time. She is approving all invoices. She has directed the one staff member to prioritize the most important needs and to let her know if the Library needs to hire contractors for any work. She is working on a mid-year revised budget for the January Board meeting. Carrie will be on vacation beginning the afternoon of December 20<sup>st</sup> through January 2<sup>nd</sup>.

A Kentucky Library Director shared a Facebook post from a Kentucky Legislator asking community members to make sure their schools and public libraries do not own a list of books. The list includes several titles that BCPL owns. She is concerned that other Legislators in Kentucky will do the same thing. This is a national trend she has been following for a few months. Carrie shared articles about this issue and BCPL's Collection Development Policy.

She received notification that one of the budget line items in the Library's ARPA Grant application has been denied. We will not lose any of the funds. She will need to shift some of the in-kind funding the Library had in the grant to the grant and shift that expense to the Library. Bridget Striker, Local History Coordinator, submitted a \$10,400 grant request to the Library of Congress.

On December 3<sup>rd</sup> cases rose in Boone County to the point that the Library requires all programmers to wear a mask during indoor programs and all staff to wear a mask while on the desk. She has asked staff to begin uploading their vaccination status to our ADP software. It will help BCPL to be ready if/when the OSHA/ETS goes into effect.

It has been determined that the tracks of the Movable Meeting Room Walls at the Hebron Branch need to be centered and leveled. OKI, the original installer, has agreed to let SMI do the work. OKI will pay SMI for the work they do

Shawn Fry, Assistant Director, has created two new data visualizations in Tableau:

1. Comparing BCPL usage November 2021 to November 2020--  
[https://public.tableau.com/app/profile/shawn.fry/viz/November2021BranchStats\\_1/Dashboard1?publish=yes](https://public.tableau.com/app/profile/shawn.fry/viz/November2021BranchStats_1/Dashboard1?publish=yes)
2. A look at the Kentucky Digital Divide. We are working with the researchers to get census tract data for Boone County--  
[https://public.tableau.com/app/profile/shawn.fry/viz/KentuckyDDI\\_1/Dashboard1](https://public.tableau.com/app/profile/shawn.fry/viz/KentuckyDDI_1/Dashboard1)

The StoryWalk has been installed at the Florence Nature Park.

Jennifer Cheek, PR Coordinator, wants to spotlight Library Board members in our newsletter. Please contact Jennifer at [jcheek@bcpl.org](mailto:jcheek@bcpl.org) or 859-342-2665 X8117. She asks three questions to guide you in creating a professional bio. You only answer the questions you are comfortable answering. And if you choose to provide different information than the questions suggest, that is great too. She will compile your information into a biography format. Questions:

- Provide a brief summary of your career.
- How long have you been on the BCPL Board? What was your draw to serve on the board? What is your favorite thing about BCPL? Do you have ties to Boone County?
- What do you do for fun? Hobbies? Family?


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

**NEXT MEETING:** Monday, January 17 at 4pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:23 pm, motion, CHRIS LANGE. SECOND, KATE MCLAIN. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:03pm, at the Florence Branch and Zoom conference on January 17, 2022.

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson, Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Jennifer Timmerman, Youth Services and Outreach Coordinator; Jennifer Cheek, PR Coordinator; Shawn Fry, Assistant Director

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

- ✓ **MOTION TO ACCEPT THE AGENDA, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

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

**PUBLIC PRESENTATION:** Omni Architects provided an update on the Programming Validation Process for the new building project.

**TREASURER'S REPORT:** Treasurer's report for November was emailed to Board members.

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, CHRIS LANGE. SECOND, DR. ERIC R. JACKSON. APPROVED UNANIMOUSLY**

**BUSINESS:**

**Policy Review:** The Facilities Master Plan recommended that BCPL have a "Naming Rights Policy." This policy is a new policy for the Board Manual. This was the second reading of the policy.

- ✓ **MOTION TO ADOPT THE NAMING RIGHTS POLICY AS PRESENTED, CHRIS LANGE. SECOND, DR. ERIC R. JACKSON. APPROVED UNANIMOUSLY**

**Bid Opening:** On January 4<sup>th</sup>, the Library had a bid opening for Cisco Meraki Licenses. No one bid on the project. Staff have solicited quotes from three companies. Carrie Herrmann recommends that rather than rebidding the project the Library Board accept one of the quotes.

- ✓ **MOTION TO ACCEPT CORPORATE ARMOR FOR CISCO MERAKI LICENSES, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**Destruction Certificate:** Per Records Retention Guidelines staff have identified documents that need to be destroyed. A list was supplied to the Board for approval.

- ✓ **MOTION TO APPROVE THE RECORDS DESTRUCTION CERTIFICATES, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**Senior Management Job Title Review:** The HR Coordinator has recommended that Senior Management job titles be updated to match current industry standards. The HR Coordinator recommends that the Library Director's job title change to Executive Director and ~~the~~ all system-wide managers change the designation Coordinator to Director in the job title. This change <sup>that</sup> will not affect job duties or compensation.

- ✓ **MOTION TO SENIOR MANAGEMENT NAME UPDATES, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the November Financial Statements.

**ATTORNEY'S REPORT:** The OSHA/ETS has been suspended by the U.S. Supreme Court. Debra Pleatman provided an update on the Library Foundation.

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

Due to many issues, the Audit presentation and the mid-year budget requests have been moved to the February meeting. She has received the notification that the CERS rate will go from 26.95% to 26.79%. She was expecting a 12% increase so this is good news for the Library. The new rate will go into effect on July 1, 2022.

Carrie is working with the Directors of the Campbell, Cincinnati, Clermont, and Kenton County Public Libraries on a presentation for the KPLA Conference in March. The presentation is titled, "What Does it Mean to be a Public Servant in the 21<sup>st</sup> Century?" The Kentucky Public Library Association Annual Legislative Day has been moved to March 2<sup>nd</sup>. More information will be shared as it becomes available.

With the CDC updated quarantining guidelines that depends upon vaccine status, Carrie and HR have discovered that having the vaccination status of employees is very helpful to making decisions quickly about who is required to quarantine and who can continue working but must wear a mask. BCPL will continue to require employees to provide vaccine status and proof of vaccination status.

The last day for the Dinosaur Exhibit was Sunday, January 9<sup>th</sup>. The exhibit was packed up with help from a Jail crew and shipped to its next destination on January 12<sup>th</sup>. The next exhibit will arrive in May. In December, Hillary Delaney, Local History Associate, helped the City of Florence, in partnership with Viox & Viox, with historical research to support the relocation of a Kentucky Roadside Marker commemorating the Civil War "Skirmish at Florence." The marker is currently at the corner of US 42 & US 25, but will be moved to a new green space near the juncture of Shelby & Main streets, which is the perfect spot from a historical relevance standpoint.

Bridget met with the National Park Service and the Michigan Freedom Trail Commission regarding a special issue of Michigan Historical Review focused on the 1847 Kentucky Raids. Kentucky will be represented in an article written by Hillary Delaney, with contributions by local historians.

Carrie provided an update on the work towards creating the Boone County Borderlands Archives and History Center.

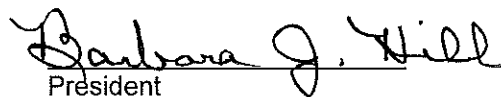
**REGIONAL LIBRARIAN'S REPORT:** The Regional Librarian's report was emailed to Board members

**NEXT MEETING:** Monday, February 21 at 4pm at the Main Library and on Zoom.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:40pm, motion, CHRIS LANGE. SECOND, DR. ERIC R. JACKSON. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:06pm, at the Main Library and Zoom conference on February 21, 2022.

**PRESENT:** Barbara Hill, President; Kate McClain, Secretary; Chris Lange, Treasurer; Don Trame; Dr. Eric R. Jackson, Vice-President; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn, CPA Bramel & Ackley; Sherri Slavey, HR Coordinator; Jennifer Cheek, PR Coordinator

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

- ✓ **MOTION TO ACCEPT THE AGENDA, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, KATE MCCLAIN. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY.**

**PUBLIC PRESENTATION:** Omni Architects provided an update on the Programming Validation Process for the new building project.

Lori Warden from Kelley, Galloway, Smith, Goolsby, PSC presented the FY2020 audit.

**TREASURER'S REPORT:** Treasurer's report for December was emailed to Board members.

- ✓ **MOTION TO APPROVE THE TREASURER REPORT, CHRIS LANGE. SECOND, DOUG TRAME. APPROVED UNANIMOUSLY**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the December Financial Statements.

**BUSINESS:**

**Hebron Land:** Carrie has received several enquiries regarding purchasing a portion of the land BCPL owns in Hebron. The Boone-Florence Water Commission has put together a proposal for the Board. Carl Cassell, General Manager of the Boone-Florence Water Commission, was at the meeting to answer any questions regarding the proposal.

- ✓ **MOTION THAT THE BOONE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED INTO CLOSED SESSION UNDER KRS 61.810(1)(b) TO DISCUSS THE SALE OF PROPERTY FOR THE LIBRARY, DR. ERIC JACKSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY**

The Board of Trustees of the Boone County Public Library went into closed session at 5:02 pm.

The Board of Trustees returned to regular session at 5:16 pm.

- ✓ **MOTION TO AUTHORIZE LIBRARY DIRECTOR CARRIE HERRMANN TO EXPRESS INTEREST IN THE SALE OF 3 ACRES OF LAND OWNED IN HEBRON TO THE BOONE-FLORENCE WATER COMMISSION, CHRIS LANGE. SECOND, DOUG TRAME. APPROVED UNANIMOUSLY**

**Contract Review:** Raymond Wagner Lawn Service Inc. is under contract with BCPL to provide landscaping services at all BCPL locations. Carrie Herrmann presented a contract to hire this company to be part of the Walton building project from the design phase to post opening.

- ✓ **MOTION TO APPROVE THE CONTRACT WITH RAYMOND WAGNER LAWN SERVICE INC, DOUG TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

**Policy Review:** Two policies were submitted for the Board for review. The "Vacation Policy" eliminates the 1<sup>st</sup> tier and revises the 2<sup>nd</sup> tier to include all classes from LA to LS3. The "Holidays Policy" has been revised to clarify the "Designated Floating Holiday".



- ✓ **MOTION TO ADOPT THE VACATION POLICY AND THE HOLIDAY POLICY AS PRESENTED, KATE MCCLAIN. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

Boone County Dolly Parton Imagination Library: Carrie Herrmann presented an MOU to create a partnership between Boone County Public Library, Boone County Schools District, and Walton Verona Independent Schools District. The purpose of the MOU is to create a Boone County Dolly Parton Imagination Library.

- ✓ **MOTION TO ACCEPT THE MOU TO CREATE A BOONE COUNTY DOLLY PARTON IMAGINATION LIBRARY AS PRESENTED, DOUG TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

Mid-Year Budget Adjustment: Carrie Herrmann presented the midyear budget requests for the Capital Budget and the Operating Budget. There was not change to the bottom line of the operating budget. All new expenses are reallocated. The capital budget adjustments are an increase of \$35,972 due to increases in costs from when the budget was prepared in March 2021.

- ✓ **MOTION TO APPROVE THE MID-YEAR OPERATING AND CAPITAL BUDGET AS PRESENTED, CHRIS LANGE. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

Trustee Recruitment: One Trustee appointment expires June 30, 2022—Kate McClain. The Kentucky Department of Libraries and Archives has requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for the position. Review of applications received.

- ✓ **MOTION TO SUBMIT CANDIDATES C AND D AS POSSIBLE REPLACEMENT FOR KATE MCCLAIN WITH CANDIDATE A AS AN ALTERNATE, CHRIS LANGE. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman presented an update on the Boone County Library Foundation and on bills before Legislators that may impact BCPL.

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

KPLA Library Legislative Day is Thursday, March 3<sup>rd</sup> in Frankfort. If anyone would like to join her in meeting with legislators, please let her know.

We have run into some issues with transferring the materials from the County Clerk and the Circuit Clerk to BCPL. PR has designed a logo for the Boone County Borderlands Archive & History Center.

Patricia Yanarella, Information Services and Records Retention Officer, announced her retirement after 42 years at Boone County Public Library. Pat's last day is February 28<sup>th</sup>. She will be missed.

In a perfect storm moment, we lost both Maintenance Assistants at the end of January. One chose to retire and the other left for other opportunities. Both positions were full time. One of the positions was also the Library's courier. We have decided to test hiring one full time and either one full time or two part time Maintenance Assistants. The funds we are saving for benefits we are using to pay for a courier service. We currently have a three-month trial. If we do not feel this meets the Library's needs, we will repurpose those funds to a part time courier position.

The Chapin Memorial Library is staffed by two part-time employees who do not work at the same time. At the beginning of the pandemic one of the employees at Chapin left our employment. We have been unable to fill that position. Due to lack of staffing Chapin is short 15 open hours per week. To date, I have received one complaint about the reduction in hours. The one employee left at Chapin has now turned in her resignation. The position has been posted for three weeks with no one expressing interest. In the best of times, BCPL runs with a lean staff. Given the current number of open positions, we do not have the staff to send to Chapin Memorial Library to maintain hours. At this time, if we do not find

someone, we will have to close that location. I am highly recommending we revisit how Chapin is operated and explore offering this as an unmanned outpost. Since 2006, the population of Petersburg has dropped by 49.65%. The estimated population in 2022 is 579. 71 unique people have used the Chapin Memorial Library July 2021 to January 2022. In addition, I have safety concerns about this location. When Chapin first opened, the Fire Department staffed their portion of the building. That is no longer true. This location is violating our safety standard of having two employees in a building at the same time.

Ghost Hunters filmed an episode at the Gaines Tavern in Walton. They used research from the Library's Local History Department.

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

**NEXT MEETING:** Monday, March 21 at 4pm at the Main Library and on Zoom.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:40pm, motion, CHRIS LANGE. SECOND, DOUG TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.

  
Secretary

  
Vice President

**CALL TO ORDER:** Vice-President Jackson called the meeting to order at 4:03 pm, at the Main Library and Zoom conference on April 18, 2022.

PRESENT: Barbara Hill, President; Don Trame; Dr. Eric R. Jackson, Vice-President; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Sherri Slavey, HR Director

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

- ✓ **MOTION TO ACCEPT THE AGENDA AS AMENDED, DON TRAME. SECOND, DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

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

- ✓ **MOTION TO APPROVE THE MINUTES AS AMENDED, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

**BUSINESS:**

**Legislative Session Update:** Senate Bill 9 passed both the House and the Senate and was signed into law by the Governor. It is designated as the Read to Succeed Act. It is an early literacy bill that creates a partnership between the Kentucky Department of Education and KDLA and contains funding. It required KDE to collaborate with KDLA on reading programs, materials, and activities. Still waiting to see how this is put into effect.

Senate Bill 164 passed the Senate and the House. It was signed by the Governor's Office. It establishes the Imagination Library of Kentucky Program and it establishes the Imagination Library of Kentucky Program trust fund. KDLA will administer the program

Senate Bill 167 passed the Senate and the House. The bill has been vetoed by the Governor's office. The veto was overridden on April 14<sup>th</sup>. This becomes law on January 1, 2023. There were some floor amendments: (1) All library boards will no longer expire on January 1, 2023. If this takes effect the new process will be followed at Board members terms expire; The Library currently sends two names of library advocates to the Fiscal Court for approval. Moving forward, the County Judge Executive has the choice of appointing one of those names, or rejecting those names and asking for two additional names. If the CJE rejects the second set of names he/she can appoint someone of his choosing with the approval of the Fiscal Court. This moves the Library Board from a nonpolitical entity serving the whole community to a partisan, politically appointed board; (2) It would allow libraries to build and lease buildings for educational institutions, with unanimous vote of both the library board and the fiscal court. The language is very vague and could divert money from libraries to schools, nonprofit organizations or for-profit companies; and (3) Requires a majority vote by the board and the fiscal court for expenditure on any capital projects over \$1 million.

**Branch Update:** At the Hebron Branch the Boone-Florence Water Commission continues to work on the geotechnical report for the three acres they are interested in purchasing. Once the announcement was made that Chapin's operation model would change to unstaffed I received many concerned calls regarding where the children would go after school and during the summer. We continue to move forward on this project. Carrie shared the geotechnical report for the property where the new location will be built and site placement of the building and parking lot. She also shared the timeline for the schematic phase of the project. Work on geothermal well testing is ongoing.

**Surplus Items:** A list of furniture that is no longer in service was included in the packet for the Board to review. 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 PRESENTED TO THE BOARD, DR. ERIC JACKSON. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

Foundation: A discussion of the Boone County Public Library Foundation. Included a review of the recommended names of Foundation Directors.

- ✓ **MOTION TO ACCEPT PATRICK RAVERTY, PAMELA GOETTING, AND ERIC RICHARDSON AS FOUNDATION DIRECTORS, DON TRAME. SECOND DR. ERIC JACKSON. APPROVED UNANIMOUSLY**

FY2023 Budget: Carrie presented drafts of the FY2023 Operating and Capital Project Budgets. These budgets contain all requests made by the management team and has not been trimmed to a flat budget when compared to FY2022. Current draft includes cuts in revenue to fines/fees, and interest received. It also includes a projected increase in tax revenue. On the expenditure side all service contracts increased for all locations, the state dropped retirement benefits from 26.95% to 26.79% The salary line item includes a 5% increase. The difference between a 4% increase and a 5% increase is \$25,803.

ACCOUNTANT'S REPORT: Stephanie Huhn presented the February Financial Statements.

ATTORNEY'S REPORT: Debra Pleatman announced that she will be retiring on June 30, 2022. She introduced Rob Ziegler who will be handing the BCPL account when she retires.

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

She spent a lot of time this month working with the KPLA Advocacy Committee. Staff are working on budget requests, Yearly Activity Plans, and (if possible) partnership requests. Large projects will only be approved if it supports one of our strategic directions and if it has involved all departments affected in the planning. BCPL's strategic area of emphasis are Early Childhood, Retired Adults, and Local History. The two names forwarded to KDLA for the trustee position that opens July 1, 2022, have been approved and forwarded to Judge Moore. Carrie has sent the applications to Judge Moore for his review. Carrie reported that she looked at the rate of inflation between March 2021 and March 2022 (8.9%) to see how the Library fared with regards to staff salaries. The original budget for fiscal year 2022, called for a 4% raise for eligible staff (not under a performance improvement plan and not at the maximum amount for their classification level). At the mid-year, the Board approved moving the minimum and maximum for all classification levels by \$1 and gave a \$1 per hour raise for all staff. BCPL staff received raises between 4.03% and 14.25% depending on classification level and whether or not someone was maxed out for the originally budgeted 4% raise, but received the mid-year \$1 per hour raise (on top of the 4% raise) that all staff received. The average raise for staff was 8.3%.

The annual Staff Development Day has been scheduled for October 20<sup>th</sup>. It will be an all-day event.

ARPA Grant: We have received the OK to move forward on the plan for the ARPA Grant. We targeted plans to make better use of outdoor spaces at three locations, both to enable expanded programming, and to support safe, socially-distanced gatherings outdoors. This was a recommendation in the Facilities Master Plan.

In late September, KDLA released a call for a letter of intent to apply for a bookmobile/outreach vehicle grant. I wrote a letter of intent for this grant to purchase a mobile makerspace vehicle as described in our Facilities Master Plan. We are one of the libraries chosen to move forward in the grant application for \$100,000. A small team made up of Carrie, Jennifer T., Michael, and Jeff are working on this grant. It has a very short turnaround time.

The Early Childhood Fair returned to the Main Library first time since 2019. We saw 331 attendees. This was down from 500+ in 2019. Overall, we received positive feedback from the public about the fair. Staff is busy compiling the data from the surveys that we plan to use for future planning purposes.

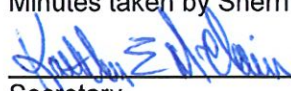
The Local History team continues work at the Boone County Courthouse Admin basement, to folder and label approximately 6700 documents to prepare for transfer to the Borderlands Archive. Over 1000 documents were processed during the month of March. We currently have five local history volunteers also assisting with the project. Bridget met with the Archives Commission on March 22<sup>nd</sup>, where the Circuit Clerk's collection and potential Memorandum of Understanding were discussed. BCPL has been notified that we have won a 2022 Boone County Historic Preservation Award.

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

**NEXT MEETING:** Monday, May 16 at 4pm at the Main Library.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:40pm, motion, CHRIS LANGE. SECOND, DON TRAME. APPROVED UNANIMOUSLY.

Minutes taken by Sherri Slavey.

  
Secretary

  
President



**CALL TO ORDER:** President Hill called the meeting to order at 4:03 pm, at the Main Library May 16, 2022.

**PRESENT:** Barbara Hill, President; Don Trame; Chris Lange, Treasurer; Kate McClain, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Sherri Slavey, HR Director; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, PR & Marketing Director

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

- ✓ **MOTION TO ACCEPT THE AGENDA, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY**

**PUBLIC COMMENT:** No public comment.

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

- ✓ **MOTION TO APPROVE THE MINUTES, KATE MCCLAIN. SECOND, DON TRAME. APPROVED UNANIMOUSLY.**

**TREASURERS REPORT:** Stephanie Huhn presented the February and March treasurers report.

- ✓ **MOTION TO APPROVE THE FEBRUARY AND MARCH TREASURERS REPORT, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the March Financial Statements. She reported that CDs have matured at both Heritage and Truist banks. Stephanie Huhn and Carrie Herrmann are meeting with both banks to discuss investment strategy.

**BUSINESS:**

**Branch Update:** At the Hebron Branch the Boone-Florence Water Commission continues to work on the geotechnical report for the three acres they are interested in purchasing. They have asked Carrie to sign a letter giving them permission to come on site to conduct the tests. Carrie shared an appraisal of the Walton Branch. Carrie shared the latest schematic design of the new Walton location. This included where the new location will be built on the site. She also shared the timeline for the schematic phase of the project. Work on geothermal well testing is ongoing.

**Foundation:** A discussion of the Boone County Public Library Foundation. Included a review of articles of incorporation.

- ✓ **MOTION TO APPROVE THE DOCUMENTS FOR THE FOUNDATION AND MOVE FORWARD, CHRIS LANGE. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY**

**Policy Preview:** A review of the "Privacy Policy." Several changes are recommended.

- ✓ **MOTION TO APPROVE THE UPDATED PRIVACY POLICY ARE RECOMMENDED, KATE MCCLAIN. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

**FY2023 Marketing Plan:** Carrie Herrmann presented the FY2023 Marketing Plan.

- ✓ **MOTION TO APPROVE THE UPDATED PRIVACY POLICY AS SUBMITTED, DON TRAME. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

**Director Goals for FY2023:** Carrie presented 7 goals for FY2023. After discussion, the Board requested Carrie work on the following goals: Update the Strategic Plan; Implement a Diversity, Equity and Inclusion Plan; ~~the Walton Building Project~~; Attracting and Retaining Employees; Increase Advocacy Efforts.

**Diversity, Equity, and Inclusion Plan:** Carrie presented information about a DEI plan for the organization

and for service to the community. For the community, she recommends that the library conduct a diversity audit of the Library collection; identify collections/titles to be added/removed from the collection; conduct an audit of the terms used in the catalog; plan a yearlong series to bring system-wide cultural programs to the community and hire 2-3 high school students as interns for the summer (June and July) to work with the Outreach Department at the community stops. One of the qualifications is that the student must be bilingual (Preferred languages Spanish, Somali, Arabic, French). Carrie recommends that BCPL hire a consultant to help develop a DEI plan for the organization.

FY2023 Budget: Carrie presented drafts of the FY2023 Operating and Capital Project Budgets. Carrie will continue to work on the Operating Budget to lower expenditures. The operating budget will be presented at the June meeting.

- ✓ **MOTION TO APPROVE THE CAPITAL BUDGET REMOVING THE GARAGE & OFFICE SPACE AND DROPPING THE BUDGETED AMOUNT FOR THE OFFICE SPACE ON THE GARDEN LEVEL TO \$75,000, CHRIS LANGE. SECOND KATE MCCLAIN. APPROVED UNANIMOUSLY**

ATTORNEY'S REPORT: Debra Pleatman has been working on the Boone County Public Library Foundation paperwork.


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

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

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

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

Minutes taken by Sherri Slavey.

  
Secretary

  
President

**CALL TO ORDER:** President Hill called the meeting to order at 4:00 pm, at the Main Library June 20, 2022., **PRESENT:** Barbara Hill, President; Dr. Eric Jackson, Vice-President; Don Trame; Chris Lange, Treasurer; Kate McClain, Secretary; Debra Pleatman, Attorney Ziegler & Schneider; Rob Ziegler, Attorney Ziegler & Schneider; Carrie Herrmann, Executive Director; Stephanie Huhn, CPA Bramel & Ackley; Jennifer Timmerman, Youth Services & Outreach Director; Jennifer Cheek, PR & Marketing Director; Dawna Bach, Public Service Director.

Barbara Hill recognized Debra Pleatman and Kate McClain for their service to Boone County Public Library. Barbara Hill introduced Emily Myers. She will be a new Board member in July.

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

- ✓ **MOTION TO ACCEPT THE AGENDA, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY**

**PUBLIC COMMENT:** No public comment.

**PUBLIC PRESENTATIONS:** Laura Pleiman, Boone County Human Services Director, and Kevin Costello, Boone County Planning Commission Director, provided an update on the Boone County Early Childhood Fund. BCPL is a founding and a funding partner.

Omni Architects provided an update on the Schematic Design phase for the new Walton building project. The project is in the middle of the Design and Development phase. A public forum is scheduled for July 28<sup>th</sup>.

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

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

**TREASURERS REPORT:** Stephanie Huhn presented the April treasurers report.

- ✓ **MOTION TO APPROVE THE APRIL TREASURERS REPORT, DON TRAME. SECOND, KATE MCCLAIN. APPROVED UNANIMOUSLY.**

**ACCOUNTANT'S REPORT:** Stephanie Huhn presented the April Financial Statements.

**BRANCH UPDATE:**

**Branch Update:** At the Main Library the Teen Scene is still waiting for furniture ordered in January. Buy the Book has opened on the first floor. The Outreach Office in the basement will be substantially completed in early July. At the Hebron Branch another truck ran through the height restrictor. The locker system has been ordered for the Chapin Memorial Library. We are still waiting for the courier van that was ordered in October. We have an RFP out for the new Mobile Makerspace vehicle that will be paid for by the KDLA grant.

Work continues on the Walton Building Project. We are working on an easement for storm water to leave our property to tie into the regional retention pond. Carrie presented a quote for \$2,100 for a survey for a storm sewer.

- ✓ **MOTION TO APPROVE THE \$2,100.00 QUOTE FOR A STORM SEWER SURVEY, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

**Policy Preview:** A presentation of a new "app Privacy Policy." At the May Library Board meeting, the Board approved an updated Privacy Policy. Due to an issue with Google Play Store Carrie presented and recommended that the Board adopt an "app Privacy Policy." BCPL will have two Privacy Policies--one for the app and one for everything else.

- ✓ **MOTION TO APPROVE THE APP PRIVACY POLICY, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

A presentation of a new policy for BCPL. The "Programming, Exhibits, and Display Policy" articulates why and what BCPL programs, displays, or exhibits. It contains a form for the community to use if they are concerned about a program, display or exhibit. This policy is based on BCPL's Collection Development Policy.

- ✓ **MOTION TO APPROVE THE PROGRAMMING, EXHIBITS, AND DISPLAY POLICY, KATE MCCLAIN. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

Library Foundation MOU: A presentation of an MOU to create a partnership between Boone County Public Library and Boone County Public Library Foundation. The purpose of the MOU is to define the relationship between BCPL and the Foundation

- ✓ **MOTION TO APPROVE AND SIGN THE MOU, DR. ERIC JACKSON. SECOND DON TRAME. APPROVED UNANIMOUSLY**

FY2023 Meeting Dates: Carrie presented the FY2023 Boone County Public Library Board of Trustees Meeting Dates. The Board will continue to meet on the 3<sup>rd</sup> Monday of every month at 4:00 pm.

- ✓ **MOTION TO APPROVE THE FY 2023 MEETING DATES AS PRESENTED, CHRIS LANGE. SECOND DON TRAME. APPROVED UNANIMOUSLY**

Tower Lease: T-Mobile will be decommissioning the cell tower site at the Scheben Branch and terminating the lease. This is a loss in revenue of \$16,729.

FY2023 Operating Budget: Carrie presented a draft of the FY2023 Operating Budget. This is a balanced budget.

- ✓ **MOTION TO APPROVE THE FY2023 OPERATING BUDGET ADDING \$101,000 TO THE TELECOM TAX REVENUE LINE ITEM AND ADDING \$101,000 SPLIT BETWEEN THE SALARY AND BENEFITS EXPENDITURE LINE ITEMS, DON TRAME. SECOND CHRIS LANGE. APPROVED UNANIMOUSLY**

**ATTORNEY'S REPORT:** Debra Pleatman has been working on the Boone County Public Library Foundation paperwork. BCPL will need to approve an updated Open Records Policy at the July meeting to match new state laws.

**FOUNDATION REPORT:** Carrie and Debra Pleatman reported that the Foundation Board had their first meeting. All the documents have been filed with the IRS and the state of Kentucky. We are waiting for an EIN to begin fundraising.

**LIBRARIAN'S REPORT:** The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted she has a meeting scheduled on June 21<sup>st</sup> to discuss a new library in the City of Florence. The meeting was set up by Judge Moore. Invited participants include Jeff Earlywine (County Administrator), Kevin Costello (Director Planning Commission), Laura Pleiman (Director Human Services), Jenna LaCourt (Director of Community Development), Diane Whalen (Mayor City of Florence), Gerald Brown (~~President of the Board~~ <sup>Manager</sup> of the Boone County Extension District), Becky Utz (~~Director~~ <sup>Director</sup> of the Boone County Extension District) and Dr. Eric Jackson (~~BCPL Board~~ <sup>Board member</sup>).

Dawna Bach has been named the Public Service Director. This position will have oversight of the Branch locations, oversight of Records Management, will plan and coordinate training of public services staff, and participate in strategic planning to name a few of the responsibilities of this position. Dawna previously served BCPL as the Scheben Branch Youth Services Manager. Jake Moore, Florence Branch Manager, will be leaving BCPL to take over as the Director of the Lawrenceburg Public Library (IN).

KDLA sent us the first \$70,000 of the \$100,000 Mobile Makerspace grant to purchase the vehicle. The Ensemble Theater of Cincinnati partnered with Boone, Campbell, Kenton, and Cincinnati Public Libraries to apply for a NEH Big Read Grant. The grant application was approved. In the fall, we will have a

Greater Cincinnati reading program centered around *Sitting Pretty: The View From My Ordinary Resilient Disabled Body* by Rebekah Taussig. BCPL and the Boone County Planning Commission, received a grant award from the Kentucky Heritage Council's CLG (Certified Local Government) program. BCPL will contract a professional consultant to revise the James Dinsmore House National Register nomination form to include historic documentation justifying significance for the extensive African American occupation of the site. The selected consultant will be responsible for all aspects of the NR nomination process, including coordination with local and Kentucky Heritage Council (KHC) staff, necessary presentations to local and state review boards, and other project-specific tasks. The project cost of \$12,500 to hire the professional consultant includes a Federal grant share of \$7500 and \$5000 cash match provided by Boone County.

Melissa Fulton, Main Library Branch Manager, is working with Boone County Adult Education, Gateway Community and Technical College, and Kentucky Adult Education to become a GED testing site. We have developed outdoor programming excessive heat guidelines. These guidelines are based on the Boone County Parks guidelines which are based on the Kentucky High School Athletic Association guidelines.

The NPS Network to Freedom is interested in the Borderlands Archive and History Center becoming the regional repository for all research collections related to underground railroad and enslavement history.

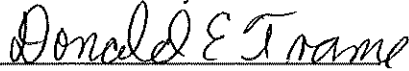
Carrie reported that both Campbell and Kenton County Public Libraries received complaints about Pride Displays. BCPL does have Pride Displays at the Main Library, and the Scheben and Florence Branches.


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

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

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:01 pm, MOTION, KATE MCCLAIN. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.

Minutes taken by Carrie Herrmann

  
Secretary Member

  
President