

BOARD OF TRUSTEES REGULAR MEETING

May 20, 2020

Online Meeting conducted via Zoom

MINUTES

CALL TO ORDER

President Cathy Howard called the regular meeting to order at 5:30 p.m.

ATTENDANCE

Board members present were: Cathy Howard, Tracy Smith, Christie Fillhardt and Jon Cullick. Absent: Paul Johnson. Also present were JC Morgan, Library Director and Chantelle Phillips, Assistant Director.

PRESIDENT'S REPORT

Cathy Howard reported on a thank you card received from Friends member Rebecca Kelm. She also reported on a note from another volunteer thanking us for the Target gift card she received in honor of volunteer appreciation week. The volunteer said it, "Made my day." Cathy reported that we also received a note from a patron who was really happy about amnesty and wanted to make sure those in charge knew she was really appreciative. We also received a note from a patron who was very appreciative of curbside service.

REGIONAL LIBRARIAN'S REPORT

Regional Librarian's written report is included in the Board packet.

DIRECTOR'S REPORT

There were no questions about JC's written report. JC reported on the \$10,000 CARES grant that we received from the Kentucky Humanities Council. We will be using the money to mail books to our adult outreach patrons. Carol Freytag, our Outreach Services Coordinator is heading up that effort. JC also reported on a grant we received from KDLA to cover the cost of PPE. We received \$3250 - \$1,000 for our main library, \$500 for each branch and \$250 for each outreach vehicle. The bulk has already been spent on protective screens for the branches. We may need to spend more than this to get the buildings ready to reopen to the public, depending on the governor's guidance.

COMMITTEE REPORTS

- Board Member Selection Committee (Christie Fillhardt and Jon Cullick): JC reported that we've received four applications for our two open Board positions. Two of the applicants have applied previously. Those who've applied reside in Fort Thomas, Newport, Bellevue and Wilder. Currently we do not have any applicants from the southern part of the county. However, JC has been contacted by someone who lives in the southern part of the county who says she will apply. JC added that we still have two weeks to accept applications.
- Budget committee (Tracy Smith and Jon Cullick): JC reported the budget committee met through Zoom this week. Tracy, Jon and JC went through the budget in detail including budget notes and lost revenue. JC pointed out with interest rates back to 2008 levels, we will lose about \$50,000 a year in earned interest. Unfortunately, he added, there is no better way to earn interest because we are restricted in how we can invest library money. Additional hits to the budget came from the loss of state aid, reduced money earned through fees because of no fines being

charge while we are in this suspension. JC reported on the capital projects planned for FY20-21, we will re-cover the upholstery on Cold Spring's chairs which were purchased for the 2007 remodel, Fort Thomas needs a few pieces of furniture, IT will only replace hard drives in desktop computers and we will purchase a new domain server. JC reported that Paul Johnson is willing to make a table for Fort Thomas and a door for Technical Services. He added that our collection budget went down but Michael Gregory moved some of this year's unspent money to purchase a credit with Overdrive that will help to make up some loss in the upcoming year's budget. JC added money to the operations budget to cover the additional cost of PPE and Covid-related equipment. Unfortunately, we will not be able to offer merit raises this year; will not even be able to cover cost of living increase which, JC added, really bothers him. Our healthcare costs increased by 10%. JC reported that he did budget for another full-time staff member for the outreach department but we won't be able to add that position until after January 2021. That position is needed to help handle large summer time programs, going to daycares and attending other outreach events in the county. The budget is \$5.14 million in and out.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 816 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Christie Fillhardt moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Review/Approval of proposed FY20-21 Budget: Tracy Smith moved to approve the budget for FY20-21 as presented, Jon Cullick seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Construction Report: JC reported that the work at both Newport and Fort Thomas is complete. A newly seeded area adjacent to the lower level parking lot at Newport was damaged by a bobcat taken through our property to access the property of the swim club which is next door to our building. The area has been reseeded. However, that area of the parking lot flooded with all the recent rain because of debris from the dog park blocking the creek. That has been cleared so it shouldn't happen again. Cold Spring is not in good shape. JC reported that at this morning's construction meeting, he stressed the need to have access to the front door and to have a gravel walkway from the front door to the parking lot for curbside. They think they will be done by end of next week. The new subcontractor for the concrete portion is working quickly but the weather has caused delays. The construction crews are working around staff and the curbside patrons now so there's been a little bit of confusion. However, patrons seem to be figuring it out.
- Coronavirus update: JC reported the start of curbside. On Monday, most of the holds available for pickup were for those who had holds before we closed our buildings on March 14. But we were also pulling all the new holds, 1,800 that were placed from Friday to Monday morning. More of those patrons have been coming in today. Staff are observing all of the healthy at work protocols. One staff member on Monday who reported illness went home early. Cathy commented on how the staff were handling themselves when she went to pick up her holds at Fort Thomas, and how they were upbeat and handling things well and seamlessly. Tracy and Christie also had good experiences at AL and CS. JC added that we are now preparing for

phase 2 of our reopening. We will remove furniture and computers, will install protective screens at the desks and will have new procedures. We may not be ready to reopen on the Governor's June 8th date but we are shooting for opening up as soon as we can and are coordinating with Boone County and Kenton County Public Libraries. JC reported that we weren't expecting this early of a date from the Governor but, luckily, we had already ordered PPE. JC added that our building capacities will be at 33 percent and we will cap computer use at an hour per day and will suggest patron reserve computers ahead of arriving to a branch. We already had the ability to reserve computers.

- **Amnesty:** JC reported that 60 libraries, over half of all libraries in the state, have committed to offering their patrons amnesty. He added it's going really well and our patrons are appreciative. Cathy Howard thanked JC for spearheading that effort. It's a great service to our communities that we've been able to provide. JC noted that there are 19 libraries still considering offering amnesty.

FINANCIAL REPORT AND MINUTES Tracy Smith moved to approve the minutes and the financial reports as presented, Jon Cullick seconded, all were in favor and the motion carried.

- **Destruction of Government Record for Recorded Video of April 15 meeting:** Christie Fillhardt moved to approve the destruction of the recorded video from last month's meeting, Tracy Smith seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, June 17, 5:30 p.m., most likely through Zoom. JC added that the Governor doesn't want in-person public meetings happening right now.

ADJOURNMENT: Tracy Smith moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 6 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary