

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
September 9, 2009

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, September 9, 2009, at 5:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Chairman, called the meeting to order.

Board members present: Richard Browning, Louis "Buzz" Carmichael, Ralph Coldiron, Ling-Yuh W. "Miko" Pattie, Larry Smith and Kevin Weaver. Advisory Board members present: Elisa Bruce, Benjamin Cowgill, David Fleenor, Joyce Hahn, Jeremy Horton, Kent Lowe, William Wilson, Candice Zaluski, and Timothy W. Sineath, ex officio.

Library staff present: Karen Allen, Manager, Tates Creek; Elliot Appelbaum, Manager, Eagle Creek; Bill Biles, Manager, Northside; James Chandler, Director of Organization and Innovation; AnnaMarie Cornett, Executive Assistant; Greg Davis, Manager, Marketing; Karen Davis, Manager, Beaumont; Wayne Johnson, Reference; Karen King, Finance Officer; Susie Lawrence, Director of Community Experiences; Ruthie Maslin, Manager, Outreach Services; Kathy Phillips, Collection/Connection; Tom Wallace, Human Resources Officer; and Martha White, Acting Director.

Also present: John Cheves, Lexington Herald-Leader; Jake Gibbs, Friends of the Library; J. David Porter, Library Attorney, Stites and Harbison; William Watts, Director, Lexington Public Library Foundation.

Mr. Smith called the meeting to order.

Mr. Coldiron moved for the approval of the August 12, 2009, Board Minutes. Mr. Carmichael seconded and the motion carried unanimously.

Mr. Gibbs presented the Friends Report. The end of the year figures for FY09 show a slight decrease in sales in the Friends Book Cellar and a slight increase in sales online. Overall, sales were down approximately 1%. The annual Friends Book Sale is scheduled for October 10-18, however if they can't find an off-site location, the sale will be postponed.

Mr. Watts presented the Foundation Report. Since the transfer of funds from Nancy Barron to Traditional Bank, the Foundation's investment has increased from \$144,000 to \$164,112. There are 12 confirmed authors for the February 19, 2010, Night

of Literary Feasts. Keeneland Magazine will feature the event in their November issue.

Mr. Watts clarified the details of the W. Paul and Lucille Caudill Little Challenge Grant. The total project to renovate the Library Theater is \$537,288. The Little Foundation will pay \$268,644 with the Library Foundation raising the same amount of funds over the course of the next year. Currently, \$15,000 has been donated or pledged. Mr. Watts stressed the importance of the Board donating to the project, stating that 100% Board participation is tremendously important when approaching people, other foundations, and corporations for donations.

The Board viewed the video prepared by Thom Southerland and Thai Emmerick, Library Cable Channel 20, about the Library Theater, which helped to secure the Little Foundation grant.

Mr. Carmichael thanked the Board for their continued support of the Foundation.

Mr. Davis presented the Marketing Report. In August, members of the Marketing Department visited Middle and High School Guidance Councilors to distribute Homework Help information. Staff also coordinated regular Spellbinder visits to the Salvation Army and Shriner's Hospital. Marketing Staff led a presentation on Marketing Basics to Region Four Librarians at Anderson County Public Library. Topics included program promotion, media relations, and basics of graphic design. The Marketing Team and other Library staff distributed information and library card applications to back to school fairs at approximately 15 different sites. The Library partnered with the Louisville Sister Cities and the Ecuador Partners to host a program featuring the Quitumbe dancers. More than 150 people were at the Central Library for this event.

Mr. Davis reported that August media coverage included the Strecker exhibit, currently on display in the Library Gallery, and the formation of the Executive Director Search Committee. As a result of the Spellbinders article that was printed in August, Marketing has recruited half of the next Spellbinders class.

Mr. Southerland and Ms. Emmerich have completed the Parking Garage Commercial, which airs on Cable Channel 20. Staff continues to work on the "Eight Acres of Living History" documentary about African American Cemetery #2.

Ms. Allen, Manager of Tates Creek Branch, presented the Library Use Report. There are three traditionally slow months during the year: August, December, and May. This year, however, circulation increased in August by 10%. Library visits were

up 13%. At Bates Creek they have seen an increase of 13% in internet use. Adult circulation has decreased 8%, but children's circulation increased nearly 20%.

Ms. Allen shared that she has noticed a lot more parents bringing their kids to the library and that there is generally a lot more activity in the building, including older patrons reading newspapers and magazines.

Mr. Carmichael asked if there is something Ms. Allen would like the Board to know about her branch.

Ms. Allen talked about how much she loves her branch for its diversity and all of the children. Their biggest challenge is that there is not enough parking.

Mr. Horton asked if the branch is being utilized during the extended hours.

Ms. Allen said they have been keeping circulation, computer use, and wireless use statistics, which will be reviewed system wide in the coming months. She went on to say that Friday's, 5:00-5:30 it's busy, but the other extended hours are quiet.

Ms. White stated that they have planned to evaluate the extra hours at 6 months, however they may do it sooner.

Ms. White reported on the percentage of time computers are being used versus the time available. There was 65% utilization overall for the system. Eagle Creek and Bates Creek both had the highest use at 76% and Northside Branch had the lowest use at 58%.

Mr. Chandler presented the Organization and Innovation Report. In September, Mr. Chandler announced that the webmaster would demonstrate the new website. Garage revenues are down slightly, due mostly to vacancies at Park Plaza Apartments. Staff continues to repair the water damage and replace fixtures on the 6th floor. There will be a meeting between the Garage Committee and ACS in the coming weeks.

Ms. King presented the Financial Report. This report, the first for FY10, is based on the approved FY10 Budget and do not reflect any revisions that will be discussed later.

In July, revenues exceeded expenditures by \$129,000 and exceeded budget by \$109,000. Library collection expenditures were over revenues by \$53,000. This is due to \$150,000 in annual license renewals, which come due in July. The enterprise fund lost \$780 in July.

Mr. Coldiron moved to accept the financial report. Mr. Carmichael seconded and the motion carried unanimously.

Ms. White presented the Director's Report. Ms. White began her report by updating library visits for FY09 from 1,752,552 to 1,966,335. Adult Summer Reading Program statistics showed the program had 2,000 starters and 569 finishers.

Ms. White shared stories from the Digital Lab at Northside, including Rose Swope who salvaged footage of her grandfather's baptism in 1949; Shawn Conner, a 12 year old who composed new music for the front entry display; and Larry, George and Greg, all 13, who rush from school every day to get into the music studio. Ms. White also received a letter from the director of the Roots and Heritage Festival play who calls the Digital studio "a dream".

Ms. White shared, with permission, a portion of a staff member's annual evaluation with the Board which she feels exemplifies this individual and the Library Staff.

"Chuck Pratt consistently provides exemplary reference service to customers in need. For instance, when an elderly, regular customer was in almost daily searching for jobs using a computer and was quite nervous, Chuck calmly assisted her each time. Over the year, with Chuck's assistance, this customer has progressed tremendously. She is now becoming quite comfortable with computers, has purchased her own laptop, taken many library computer classes, and now has a second interview for a job. Her new-found confidence has actually changed her life. This type of assistance is indicative of how Chuck performs on a day-to-day basis."

Ms. White has been discussing with staff how best to recognize former Board Trustee and vice-chair Joe Miller. Staff would like to create the annual Joseph H. Miller Customer Service award to recognize a staff member for exemplary customer service. Mr. Smith and Mr. Miller are both very supportive of the idea. The resolution for this award, as well as recognition ideas, will be brought to the Personnel Committee prior to the October Board Meeting.

The Friends had their annual meeting in August, which featured Vice-Mayor Jim Gray as their guest. The Friends shared with him their concerns about some issues with Phoenix Park. Since this event, Staff has seen increased police and parks and recreation presence in the park.

Ms. White elaborated on the Phoenix Park issue, saying there has been an increase in illegal activities and unsanitary conditions, as well as a growing population of people who have nowhere else to be during the day. This has led to

tremendous frustration among downtown businesses. Ms. Lawrence is a member of the Phoenix Park task force, which is made up of community leaders and downtown business people.

Ms. Lawrence stated that the group will work with David Christiansen to write and conduct a two week survey in Phoenix Park to establish the exact daytime and nighttime populations and their specific needs. The group will also include a delegation of the homeless in the Task Force planning process.

Mr. Smith presented the Chairman's Report. The next Board Meeting will be held on October 14 at the Village Branch Library. The KDLA Library Board Basics retreat is scheduled for Friday, September 11 and LFUCG Trustee Training will be held September 15 at 5:30.

Mr. Smith reported on the progress of the Director Search Committee. The Committee expanded from 11 to 12 members. Jonathan Weatherby has been added as a third Community Representative. He joins Community Reps Guy Huguelet and Susan Brown. Staff representatives are Rebecca Montañó-Smith, Librarian, Village Branch; and Wendy Miller, part-time Librarian, Central Reference. The Committee has received proposals from search firms Miriam Pollock and Associates, Chicago; Gossage Sager and Associates, Kansas City; June Garcia, Denver; and Larry Corbus Consultants, Columbus. These firms will make presentations to the Committee prior to the October Board meeting.

Mr. Smith announced that Mr. Cowgill has volunteered to serve as Library Representative on the Carnegie Center Board. Mr. Carmichael moved to recommend his appointment. Mr. Browning seconded and the motion carried unanimously.

Mr. Smith also reported that there is typically one community member on the Planning Committee. This position is currently vacant. Mr. Smith asked anyone with suggestions to share them with him, Dr. Sineath, or Ms. White.

Mr. Coldiron asked that this position be posted on the website as an invitation for community members to submit a letter of interest. This would be a two year term, with the opportunity for reappointed.

Mr. Smith presented the Trustee Oath of Office to Ms. Pattie.

Mr. Carmichael presented the Building Use Committee Report. The Committee recommends the Board approve the rental of two unused offices on the 4th floor of the Central Library to Women Leading Kentucky at the cost of \$400/month for a two-year lease, pending approval of the agreement by Mr. Porter.

Mr. Coldiron amended the motion to include that the Library reserve the right to relocate Women Leading Kentucky anywhere within the Central Library with the same square footage. Women Leading Kentucky shall have a liability insurance policy that names the Lexington Public Library as an additional insurer, and that they provide the Library with renters insurance.

Mr. Coldiron seconded the motion, which carried unanimously.

Dr. Sineath presented the Planning Committee report. The previous Board Chair referred to the Planning Committee the issue of former Lexington Public Library staff members being appointed to the Library Board. While the Board cannot dictate whom the mayor appoints, the Committee recommends including in the board member nomination packet to the Mayor, a statement regarding a potential conflict of interest if a former Library staff member is appointed.

Mr. Carmichael seconded.

Mr. Horton stated his opposition to this motion, saying that Library staff members have shown a love of libraries and that it would be a disservice to these individuals who have shown a commitment to the organization.

Dr. Sineath stated that the Committee wanted to convey a potential conflict of interest, not to infer that because the person was a former staff member there would be an automatic conflict of interest.

Mr. Coldiron stated that the Board Management Committee discussed advertising all Trustee and Advisory Board vacancies on the Library website. Interested community members would be able to submit their resume to the Board Management Committee, who would have the responsibility for vetting those resumes and making a recommendation.

The Planning Committee's motion regarding former Library Staff Member appointments to the Library Board was unanimously defeated.

The Planning Committee reported that the Library is currently in its 3rd and final year of the strategic plan. Staff has developed priorities for the final year, which includes the launching of the next strategic plan. The Committee is working to develop a strategy for its creation.

Staff has been asked to create a list of what they do and identify the top five services the Library must provide. Additionally, staff will review an environmental

scan of not only Lexington but in places across the country. The Committee would like to be able to share the information with the Search Committee and prospective candidates. Dr. Sineath reiterated that the Strategic Plan will be implemented by the new Director, rather than the new director establishing the Strategic Plan.

Ms. Pattie stated that the timing of this process is very important with the timing of hiring the new Director. She suggested that as the Committee selects the Search Firm, the firm may also have experience in the strategic planning process and could combine efforts.

Mr. Cowgill stressed that the strategic plan should not become a laundry list. He stated that everyone must acknowledge that a strategic plan is not intended to be a comprehensive recognition of everything that is important in the ongoing operation of the Library; the plan targets those things that are worthy of strategic attention at a particular point in time.

Mr. Coldiron presented the Building/Property Committee Report. The Committee has received bids for the Garage cut through to the 4th floor which would allow staff parking to be moved to the 6th floor of the garage. The Committee recommends that due to budget constraints, the Garage cut through put on hold indefinitely, inform the low bid contractor, Jarboe Construction, that they were the low bidder, and that when funds are available they will continue with the project.

Mr. Carmichael seconded and the motion carried.

Mr. Coldiron continued the Building/Property Committee report. There are currently three capital projects being discussed: the expansion of Beaumont, installation of self check at Beaumont, and the reconfiguration and self check at Eagle Creek. The architect's estimate for these projects is \$1.3-\$1.5 million.

The Committee recommends that all projects be put on hold, however use the \$20,000 donation from the Foundation - originally to be used for the garage cut-through - to go out to bid on both projects and get them shovel ready.

Mr. Coldiron asked staff to meet with Anthony Wright, LFUCG Economic Development Director, to ascertain what stimulus funds might be available for these projects.

Mr. Carmichael seconded and the motion carried.

The punch list for the Northside Branch is due to be completed on September 10. The Board is currently holding \$42,000 of Codell's retainage. Committee

recommends that once the final pay application is received and reviewed by staff and the Building/Property Committee, the Board release \$40,000 of the \$42,000 to Codell. The remaining \$2,000 will be withheld to pay for 8 trees and 9 bushes that will be replanted October 15.

Mr. Carmichael seconded and the motion carried unanimously.

Mr. Browning presented the Budget and Finance Committee Report. The Committee received information that the city will be experiencing a shortfall of income in FY10. The Committee asked the staff to make some suggested changes to the FY10 Budget.

The Committee reviewed the staff recommendations and sent to the Board a list of possible budget cuts. The Committee is recommending them for approval. The cuts include: selective hiring - only critical positions will be filled; a hold on all capital projects; a revised self check plan for Beaumont and Eagle Creek; the use of the Foundation's \$20,000 donation to cover the architect fees for Beaumont and Eagle Creek; delayed security camera's for 1 year; and approval of the revised budget summary as prepared by the Administrative Leadership Team which includes a reduction of 2.2%, or \$326,647 in income and \$373,557 in expenses. This leaves a surplus of \$46,910

Mr. Coldiron seconded.

In response to a question from Mr. Horton, Ms. White stated that there was approximately \$138,000 cut from the materials budget.

Mr. Browning stated that it's likely the Budget and Finance Committee will have more budget cut recommendations in the first quarter of next year and that everyone should be prepared for a difficult couple of years.

Mr. Smith commended Ms. White, Ms. King, and the rest of the Staff for pitching in, understanding the severity of the situation, and dealing with it professionally.

Mr. Browning stated that there is \$471,225 worth of unexpected expenses already in FY10, including \$40,000 for the Tates Creek investigation, \$250,000 for legal fees, \$120,000 is anticipated for the city audit; \$45,000 for director's search; \$8,000 for Meridian Chiles, and \$6,500 for the air conditioning unit at Northside.

The motion to amend the FY10 Budget and carry out the Budget and Finance recommendations carried unanimously.

There being no further business, the meeting was adjourned at 7:10 pm.

Signed: _____
Kathy Reynolds, Secretary