The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, July 11, 2018, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Vice-Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Laura Hatfield, Megan George, James Inman, John Meister, Stephanie Nallia, Rebecca Self, and Timothy Sineath

Library staff present: Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Tonya Head, Director of Access; Karen King, Finance Officer; Jeremy Midkiff, Video Media Specialist; Christopher Oakford, Administrative Assistant; Jenny Smith, Manager, Central Library; and Doug Tattershall, Media Relations Coordinator

Also present: Larry Johnson, Friends of the Library

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the June 13, 2018, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Mr. Meister presented the Friends Report. The Friends are the selected charity at Thursday Night Live tomorrow night, and he encouraged everyone to visit that event. All of the tips they receive are in support of the Friends of the Library.

Ms. Donworth presented the Development Report. In June, Foundation received $55,000, most of which was for the Capital Campaign. Smaller amounts were received for BOOktacular, Community Engagement, Phoenix Forward, Summer Reading, Northside, and in unrestricted gifts. Mr. and Mrs. Hall’s challenge gift for the Capital Campaign has been fulfilled and they have pledged another $25,000 matching gift. The BOOktacular Committee is preparing for their October 27 event at Limestone Hall. So far $9,500 has been raised in sponsorships.

Ms. King presented the Financial Report. For the month of May, the Library had total assets of $12,651,000. Of that, $4,998,000 was in cash, $5.2 million was in investments, and 2.4 million was in receivables. That is a $144,000 increase over the month before and a $1.5 million increase over the year before. In May there were
liabilities of $1,836,000 and a balance of $10,814,000. The Fund Balance is $10,814,000, which is an increase of $396,000 from the month before and an increase of $1.3 million from the year before. In General Fund Activity for the month, revenues were particularly high, totaling $1,441,000. The increase is due to a substantial gift from the Foundation for capital payments on the Eastside Branch, a $25,000 gift the Friends, and an $80,000 true up from the city. Expenses were $1,069,000 with a bottom line of $372,000. Year to date revenues are $13,317,000 with expenses of $11,988,000 and a bottom line of $1,329,000. Revenues are $412,000 over budget and $651,000 higher than the year before. Expenses are $674,000 under budget and $334,000 higher than the year before.

Materials Fund revenue year to date is $1,897,000 with expenditures of $1,846,000 and a bottom line of $50,000. The Enterprise Fund year to date has revenue of $107,000 and a bottom line of $34,000. The Garage has revenue of $342,000 and, due to some capital expenditures, a bottom line of negative $36,000. Investments are $5,271,000, which is a slight increase over the month before and a $617,000 increase over the year before. Debt for the general fund totals $7,394,000 and $2,425,000 for the parking garage, equaling a total debt of $9,819,000. There have been no expenditures from the Fund Balance.

Ms. Hammond presented the Director’s Report. She presented a video highlighting the great work done in the last fiscal year. She thanked Jeremy Midkiff for creating the end of the year report. Ms. Hammond stated that she will present a written update of the Strategic Plan at the August meeting.

Mr. Smith presented the Chairman’s Report. The next meeting will be on August 8 at the Central Library. Mr. Smith reported that Hunter Stout got married last Friday and is on his honeymoon. Mr. Smith moved that Mr. Stout’s absence be excused.

Mr. Parker seconded and the motion carried unanimously.

Mr. Bohart presented the Building and Property Committee report. The committee received and discussed the bids for repairs to the Library Parking Garage. Mr. Coldiron voiced his concerns over the bids and suggested the Library consider other options.

Mr. Smith presented the Board Development Committee report. The Committee met and discussed a salary increase for the Executive Director for FY 2019. The Committee recommends a 3% increase for this fiscal year.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. He stated that the Committee reviewed the Financial Report and recommend it for approval.
Mr. Burke seconded and the motion carried unanimously.

Mr. Parker continued with his report. The Library Foundation has received a bequest that exceeds $400,000. The naming opportunities outlined for the Eastside Branch begin at $250,000. The Committee recommends accepting the gift agreement and naming the adult wing of the Eastside Branch Library after the donor, Bonnie Jean Cox and her long-time partner, Guy Davenport.

Mr. Coldiron seconded.

There was discussion about how the donor would be recognized within the Eastside Branch Library, and it was agreed that, according to the family’s wishes there would be a very nice plaque recognizing their commitment to the Lexington Public Library.

The motion carried unanimously.

Mr. Parker stated that he reviewed the monthly checks and credit card statements and found no issues.

There being no further business, the meeting was adjourned at 4:54pm.

Signed:  
Meredith Watson, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
August 8, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, August 8, 2018, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Kimberly Turner Brennen, Laura Hatfield, Megan George, James Inman, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Natalie Davis, Programming Manager; Anne Donworth, Development Officer; Ann Hammond, Executive Director; Tonya Head, Director of Access; Karen King, Finance Officer; and Tom Wallace, Human Resource Officer

Also present: Lori Meister, Friends of the Library

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the July 11, 2018, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. At last month’s Friends Board Meeting, they approved the $25,000 gift they presented in May to be used for a new Outreach Services vehicle. The Friends of the Lexington Public Library group was formed 50 years ago and in October they will celebrate this milestone as part of their annual book sale. Next Wednesday, August 15, is the Friends Annual Meeting in Central Library Conference Room A, and Joel Pett is the guest speaker. She invited everyone to attend.

Mr. Coldiron joined the meeting.

Ms. Donworth presented the Development Report. At their last meeting, the Foundation Board approved a gift agreement with the Bonnie Jean Cox Estate and it has been finalized. Bonnie Jean Cox and Guy Davenport will be recognized at National Philanthropy Day and her executor has agreed to be a part of the ceremony. This past month, Ms. Donworth submitted letters of inquiry to the Kresge and Rockefeller Foundations in support of the Central Library and Phoenix Park. Plans for BOOktacular continue to move forward and they have raised $20,000 in sponsorships. She thanked Traditional Bank, Dean Dorton, and Stites and Harbison for their sponsorships. Ms.
Donworth highlighted the newest members of their board - Lucy Jones, Ralph Coldiron, Lisa Vandermale, Jan Carrico, and Councilmember James Brown. Yajaira West is the incoming Board Chair.

Ms. King presented the Financial Report. For the month of June, the library had total assets of $12,672,000. Of that, $6.5 million is in cash, $5.2 million is in investments, and the remainder is in receivables. That is an increase of $21,000 from the month before and an increase of $1,626,000 from the year before. Liabilities are $1,795,000 and there is a fund balance of $10,876,000. The Fund Balance has increased approximately $1.3 million. General Fund activity for the month of June had revenues of $2 million and expenses of $1,074,000 with revenues exceeding expenditures by $125,000. For the year, revenue was $14,517,000 which is $349,000 better than budget and a $681,000 increase year over year. Total expenditures were $13,063,000, which is $768,000 under budget and $330,000 more than the year before. The bottom line for the year has revenues exceeding expenditures by $1,454,000. Of that, approximately $900,000 has been set aside for work on the garage. The additional revenue was the result of the true-up from the city and savings from other areas running under budget.

For the year, the materials fund had revenues of $2,075,000 and expenses of $2,087,000 with expenses exceeding revenues by $12,000. The Enterprise Fund had revenues of $115,000 and a bottom line of $35,000, which is an increase of $6,000 over last year and a decrease of $1,500 to the bottom line. The garage had revenues of $372,000, which is no change from the prior year, and a bottom line of $26,000. $56,000 was spent on capital expenditures on the garage. Investments for the month of June were $5,174,000 which is down slightly from the month of May and flat year over year. Debt from the general fund is $7,341,000 and debt from the parking garage is $2,418,000, with total debt of $9,759,000. There were no expenditures from the fund balance in FY 2018.

There was discussion about the 2.5% interest rate on the Tates Creek Branch, of which only two years remain on the debt. The Building and Property Committee will discuss paying off this debt at their next meeting.

Ms. Hammond presented the Director’s Report. She presented each Board Member with a written report on the Strategic Planning process for FY 2018. She stated that she is proud of Library staff for doing such amazing work toward these goals.

Ms. Hammond welcomed Natalie Davis, who presented a recap of the 2018 Summer Reading Program.

Ms. Davis reported that the Library offered 739 programs to more than 24,000 people. The programs included coding, survival and cooking skills, calligraphy, gardening, and many other areas of interest. Ms. Davis credited the local flavor and
vibrant marketing with helping to create buzz around town. She was particularly pleased with how well the program engaged with adults, as evidenced by a 21% increase in finishers and a 25% growth in social media followers. In addition, the program served children from 148 schools in Lexington, 1,000 healthy lunches were served to kids at the Village Branch, over 400 people attended programs in Phoenix Park, and 250 amazing staff members helped make the program a success.

Ms. Williams presented the Chairman’s Report. She encouraged everyone to attend the Friends Annual Meeting next Wednesday. The next Regular Board Meeting is September 12 at the Eastside Branch.

Ms. Hammond presented the Building and Property Committee report. The Committee discussed the parking garage and will bring more information in the coming months. The Committee also discussed the Long Range Facilities Plan. Group 4 and EOP will be on site later this month for the first round of meetings. There will be a Community Advisory Council meeting on Thursday, August 30, and a Staff Advisory Council on Friday, August 31. Also on Friday they will conduct an in-depth analysis of the Central Library. They will return in October for a Strategic Vision Workshop.

Ms. Watson presented the Board Development Committee report. The Committee recommends a series of updates to the Collection Development Policy, most of which eliminates language regarding services no longer offered. Mr. Coldiron seconded and the motion carried unanimously.

The Committee reviewed the 3D Printing Policy and recommend changing the age at which people can use the 3D printer without parental supervision from age 16 to age 12. Mr. Parker seconded.

Mr. Smith asked if the Library had a policy against customers making firearms on the Library’s 3D printers.

Ms. Hammond stated that this is covered in the 3D printing policy, and also the Library’s 3D printers do not have the capacity for something this complicated.

The motion carried unanimously.

Ms. Hammond shared information about the new Integrated Library System (ILS) that will be rolled out this winter. Carl X, the parent company of the Library’s current ILS, TLC, will offer a more robust platform and offer greater flexibility and access for Library customers. It will also have a fully integrated app to replace Boopsie.
The migration will take a number of days to complete, and all locations of the Lexington Public Library will have to close to facilitate the upgrades. The Committee recommends closing all locations of the Lexington Public Library Saturday, December 1, Sunday, December 2, and Monday, December 3, and opening at 1pm on Tuesday, December 4.

Ms. Smith seconded.

In response to a question from Ms. Wright, Ms. Hammond stated that no Library services - including the eLibrary - would be available during the time the Library is closed and staff are working on a communication plan to roll out well in advance.

The motion carried unanimously.

The current Library Code of Conduct is being moved to procedure and being replaced with a policy statement titled Customer Conduct and Responsibilities. The intent of the policy change is to make a clear statement regarding the shared space of the public library and an acknowledgement of the new ways Libraries are being used.

The Committee recommends approval of the following policy.

*The Library’s mission to “connect people, inspire ideas, and transform lives” is achieved in part by the willingness of its customers to respect one another and coexist in library spaces. Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of customers. Public library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all.*

*Customers are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of library customers and staff. Customers are stewards of the public library. They will respect library resources and conduct themselves in a safe and orderly way. Customers will comply with federal, state, and local laws and policies.*

Mr. Smith seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. He and Ms. Williams stated that they reviewed the monthly checks and credit card statements and found no issues.
Mr. Parker stated that the Committee reviewed the Financial Statements as presented and recommend them for approval. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Parker stated that the Budget and Finance Committee reviewed a motion from the Board Development Committee. The Foundation continues to increase revenues and the number of donations, which requires additional staff time to cultivate and manage donor relationships effectively. As the Library moves forward with the Long Range Planning process, it will need more private financial support. Additional Development staff will build relationships with potential donors and initiate new partnerships to advance LPL. We need to invest in staff now to begin the process for the next round of capital improvements at LPL.

The Budget and Finance Committee recommends the approval of two new Development Associate positions in the Development office for a total FY 2019 budget increase of $20,645.

Mr. Coldiron seconded and the motion carried unanimously.

Ms. Williams called for new business.

Ms. Hatfield stated that One Lexington has been working to increase services to people on probation and parole. She shared that yesterday, Ms. Hall and Northside Branch Manager Jenny Lewis joined Ms. Hatfield at a class to share information about resources available to individuals facing probation and parole. She commented on how impressed she was with the scope of services offered by the Library and that more than 50% of the people present signed up for library cards.

There being no further business, the meeting was adjourned at 5:14pm.

Signed: Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
SPECIAL MEETING
LEXINGTON PUBLIC LIBRARY
August 24, 2018

A special meeting of the Board of Trustees of the Lexington Public Library was held on Friday, August 24, 2018, at 4:00 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Jordan Parker, Lawrence T. Smith Meredith Watson and Sharon Williams. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Megan George, James Inman, Stephanie Nallia, Timothy Sineath, and Hunter Stout

Library staff present: Mike Connolly, Facilities Supervisor; AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Karen King, Finance Officer; and Tom Wallace, Human Resource Officer

Also present: Cassidy Rosenthal, Stites and Harbison

Ms. Williams called the meeting to order.

Ms. Hammond stated that there have been a number of issues related to the Library Parking Garage.

Mr. Smith stated that Pursuant to KRS 45A.380(1), the Lexington Public Library declares that an emergency exists related to the brick façade on the parking garage located at 140 East Main Street, Lexington, KY. Delaying repair of the garage brick façade to comply with competitive procedures may cause public harm due to cracking and spalling brick.

A letter from THP Limited Inc., dated February 21, 2018, details repair and maintenance to the exterior façade of the parking garage that “is critical that the Lexington Library timely implement.” The Library undertook a bidding process in May of 2018 to address the entirety of the repairs and maintenance recommended by THP. The process ended in July 2018 and resulted in only two bids that exceeded THP’s projected cost and the Library Board of Director’s authorized spending for the project in excess of 30%.

THP recommended that the project could be broken into phases if the Library’s current budget did not allow for complete repair. Specifically, the “first phase would
entail the north elevation which shows the most deterioration.” The phase 1 work will take in excess of 60 days to deploy and complete and, as it involves concrete work, can’t be undertaken in winter months. Since it is already August, enough time does not remain in the year for competitive bid of phase 1 before winter weather will prohibit the work. Thus, the Library will enter into non-competitive negotiations for the repair work to the north elevation of the garage by soliciting no fewer than three contractors to submit written or oral quotations. If the contractor determines that Phase 1 can’t be completed before winter weather, the contractor will submit written or oral quotations for temporary stabilization of the garage brick. The work to stabilize the brick should not exceed $100,000. The Library will award the contract to the Contractor offering the best value. Due to the emergency nature and timing of the work, costs plus a fixed fee is the most practical pricing mechanism. As part of the negotiation the contractor will also be asked to provide a quote to address the future work required on the East and South elevations of the garage in order to insure integrity and consistency of the garage façade as a whole.

This comes in the form of a motion from the Building and Property Committee.

Ms. Watson seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 4:11pm.

Signed: __________________________
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
September 12, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, September 12, 2018, at 4:30 p.m. in the Large Meeting Room of the Eastside Branch Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Jordan Parker, Lawrence T. Smith, Meredith Watson, and Sharon Williams. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Laura Hatfield, Megan George, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Development Officer; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Tonya Head, Director of Access; and Karen King, Finance Officer

Also present: Cathy Anderson, League of Women Voters; Debbie Smith, Mountjoy Chilton, Medley; and Cindy Vough, Friends of the Library

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the August 8, 2018, Board Meeting. Ms. Watson seconded and the motion carried unanimously.

Mr. Smith moved for approval of the minutes from the August 24, 2018, Special Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Williams welcomed Cathy Anderson from the Lexington League of Women Voters Observer Corps. She, on behalf of the League of Women Voters, thanked the Board and the Lexington Public Library for sponsoring the candidate forums.

Ms. Vough presented the Friends of the Library report. She reported that the Friends Book Sale will be October 17-21 in the Central Library. Ms. Hall stated that in support of the Friends, and in celebration of their 50th anniversary, the Library will be holding a local author fair in conjunction with their sale on Saturday, October 20.

Ms. Donworth presented the Development Report. The Foundation received $255,000 in August, which included a partial payment from the Bonnie Jean Cox estate. Also in August the Foundation received a $50,000 pledge for the Capital Campaign. As of
this morning, the Foundation is only $1,500 from it’s $28,000 BOOktaular sponsorship goal.

Ms. Williams welcomed Ms. Smith from Mountjoy, Chilton, Medley, who presented the FY 2018 Audit Report.

Ms. Smith and her team from Mounjoy, Chilton, Medley met with the Budget and Finance Committee the week prior to conduct a detailed review of the FY 2018 audit, so she presented only a high-level overview of the audit to the full board. They have issued a clean, unmodified opinion of the Library’s financial statements, which is the highest level possible. It states that the Library’s financial statements are in compliance with generally accepted financial principles. This year, a new accounting standard required the Library to report the medical and insurance portion of the retirement system liability, which adds $4 million to the $12 million pension liability. Because of that, the Library has a negative unrestricted net position. However, the Library has a positive fund balance of over $10 million and a positive year overall budget to actual. The only change Ms. Smith noted was an adjustment to eliminate a negative balance the Library was carrying between the general fund and construction fund. It had no cash impact.

Mr. Parker stated that the Audit Committee received a review of the full FY 2018 audit and recommends it for approval. Mr. Smith seconded and the motion carried unanimously.

Ms. King presented the Financial Report for the first month of FY 2019. In July, the Library had assets of $12.6 million, cash of $5.2 million, investments of $5.2 million, and receivables of $2.2 million. That was a slight decrease over the month before but a $1.5 million increase over the year before. Liabilities for the month were $1.4 million and a fund balance of $3.2 million, which is up $330,000 for the month. General fund activity had revenues for the month of $1,185,000. This is behind budget by $3,300, but $51,000 higher than the year before. Expenditures for the month were $1,204,000, which was under budget by $117,000 and a $45,000 less than was spent last year. Bottom line, July expenditures exceeded revenues by $19,000. Materials fund activity for the month was $175,000 in revenue and $263,000 in expenditures, with expenditures exceeding revenue by $87,000. This is typical for the first month of the fiscal year when systemwide databases are renewed. The Enterprise Fund had $10,100 in revenue and a bottom line of $5,000, which was $1,900 better than budget and $2,600 better year over year. The garage had revenues of $32,900 which was about $1,200 above budget and $1,400 up over last year. The garage currently has a negative bottom line of $2,300. Investments for the month were $5,174,000. That was not a significant change from last month and also not a significant change from the prior year. Debt for the general fund is $7,280,000 and the parking garage debt is $2,410,000. There have been no expenditures from the fund balance this year.
Ms. Hammond presented the Director’s Report. She introduced a new series of short videos being created by the Community Engagement Department and showed the first video, “Making It.” Last week, Ms. Hall, Kelli Parmley, Doug Tattershall, and Jill Malusky attended the Urban Libraries Council Annual Meeting, where they were presented with an award in the category of Education: Birth to Teens. Each year, only two awards are given in each of 10 Innovation categories determined by ULC. This year’s runner-up award recognized the Snow Day Videos created by Kelli Parmley and Doug Tattershall. This week, Heather Dieffenbach, the Director of Library Operations is in Berlin, Germany for the NextLibrary Conference. The Long Range Planning process is well underway. The first Community Advisory Council meeting was held at the end of August and facilitated by Group 4 and EOP. The next episode in that process will be the October 18 Strategic Vision Workshop, which is an all-day effort. The migration to the new ILS is on target and is scheduled to take place at the end of November, with the Library being closed December 1-3.

Ms. Williams presented the Chairman’s Report. The next meeting of the Board of Trustees is October 10 at the Central Library.

Ms. Williams stated that the Library appoints two representatives to the Carnegie Center Board, and the two appointees are seeking a second term. Ms. Williams made a motion to approve Ross Ewing and Cynthia Ellingson to their second terms on the Carnegie Center Board. Mr. Smith seconded and the motion carried unanimously.

Ms. Williams stated that according to state law, notice of special meetings can be given only via traditional mail, unless written permission is given by the Board Member. Ms. Williams passed around a sign-up sheet for Board Members to give permission for the Library to notify them of special board meetings via email.

Ms. Williams shared a letter from Megan George, who has recently joined the law firm of Stites and Harbison. Since Stites and Harbison provides legal representation to the Lexington Public Library, she presented the board with a letter clarifying her role on the Board of Advisors. Her letter indicates that, in her capacity as a member of the Board of Advisors there is nothing protected from disclosure by attorney/client privilege. She will recuse herself from anything that may be identified as a conflict of interest in a discussion or a vote, she will not participate in rendering services provided by Stites and Harbison, and the terms of the Library Board’s previously existing attorney client engagement with Stites and Harbison to perform legal services are separate and distinguishable from her membership on the Board of Advisors.

Mr. Smith presented the Building and Property Committee report. At the August Board Meeting, Mr. Coldiron suggested the Library pay off the remaining two years of Tates Creek debt. Ms. King researched this scenario and found that it is not possible. The
Library has been approached by the LFUCG Division of Planning about extending Fieldstone Way. This would require them to build the connector road on Library property. We have told them that, due to the Long Range Facilities Planning process, we will not be able to provide them with an answer until spring. The committee discussed safety and security issues that need to be addressed in the Library Parking Garage, and the Building and Property Committee’s recommendation has been given to Budget and Finance for review.

Ms. Watson presented the Board Development Committee Report. She thanked everyone for responding to the Board Committee audit that was conducted via email in August. She also suggested that the Board take the KDLA Board Certification classes together. She will send an email with more details later in the week.

Mr. Parker presented the Budget and Finance Committee report. The Committee approved the Financial Report for the month of July and recommend it as presented. Ms. Watson seconded and the motion carried unanimously.

Mr. Parker stated that, for the first time in his role as Treasurer, he did not review the checks and credit card statements. Ms. Williams stated that she reviewed them and found no issues.

Mr. Parker stated that the Committee reviewed the Building and Property Committee’s recommendation to address the safety and security needs in the Library Parking Garage. The Committee recommends allocating $42,000 to add two contracted security guards from 9pm-6am, 7 days a week, for 8 weeks. Mr. Smith seconded. Mr. Smith stated that the goal is to see if this will have a positive impact on the problems we are having in that facility and, if so, to consider maintaining 24 hour security. The motion carried unanimously.

There being no further business, the meeting was adjourned at 5:12pm.

Signed: [Signature]
Meredith Watson, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, October 10, 2018, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Meredith Watson, and Sharon Williams. Advisory Board members present: Lynda Bebrowsky, Laura Hatfield, Megan George, James Inman, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, and Hunter Stout.

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Director of Library Operations; Anne Donworth, Director of Development; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Tonya Head, Director of Access; Karen King, Finance Officer; and Tom Wallace, Human Resource Director.

Also present: Cathy Anderson, League of Women Voters; and Cindy Vough, Friends of the Library.

Ms. Williams called the meeting to order.

Ms. Watson moved for approval of the minutes from the September 12, 2018, Board Meeting. Mr. Parker seconded and the motion carried unanimously.

Ms. Vough presented the Friends of the Library Report. The Book Sale begins on Wednesday, October 17, with Friends Day and continues through the following Sunday. She invited everyone to help set up for the sale. Ms. Hammond congratulated the Friends on their 50th Anniversary. This month's sale will include a local author fair on the first floor, including authors as well as a book binder, illustrator, and publisher.

Ms. Donworth presented the Development report. She thanked Ms. Williams for attending the dedication ceremony for the Bonnie Jean Cox and Guy Davenport wing of the Eastside Branch Library on Saturday. Ms. Donworth was pleased to report that the sponsorship goal for the October 27 BOOKtacular has been met. In grant activity for the month, two submissions were denied—Kresge Foundation and Best Buy Foundation—and the Foundation has been invited to submit to the Virginia Clark Hagan Foundation.

Mr. Coldiron joined the meeting.
Ms. King presented the Financial Report. The balance sheet for the month ending in August 2018 had total assets of $12,681,000, which is a month over month increase of $34,000 and a year over year increase of $1.9 million. This includes $5.2 million in cash, $5.2 million in investments, and $2.3 million in receivables. There were liabilities of $1.3 million and a fund balance of $11.4 million. General fund activity for August had revenue of $1,208,000 and expenditures of $1,093,000 with revenue exceeding expenditures by $118,000. Year to date revenue is $2,293,000, which is $12,000 over budget and a $135,000 increase year over year. Total expenditures are $2,291,000, which is under budget $574,000 and below last year’s spending by $100,000 with a bottom line of $102,000.

The materials fund year to date has revenue of $351,000 and expenses of $393,000 with expenses exceeding revenues by $42,000, which is typical for this time of year. The Enterprise Fund has revenue of $22,000 and a bottom line of $12,100. The garage has revenue of $61,000, which is slightly under from the year before, and a bottom line of negative $11,000. Investments are $5,174,000 with no change month over month and a slight change from the year before. Debt is $7,220,000 for the general fund and $2,403,000 for the parking garage for a total debt of $9,624,000. There have been no expenditures from the fund balance.

Ms. Hammond presented the Director’s Report. She passed out a written 1st quarter status update. The Long Range Facilities Plan launched in August with the first Community Advisory Committee meeting, and next week Group 4 will return for a Strategic Vision Workshop. This full day workshop will include Library staff, Board Members, and community representatives who will help us think about what we want Lexington to be, what kinds of services are needed, and how can we provide them in a Library setting. Staff are also hard at work preparing for the ILS migration from TLC to Carl X, which will take place at the end of November.

Ms. Hammond shared the newest video created on LPLTV which highlights the newest early childhood literacy program being developed by LPL, “Destination Kindergarten”. She also introduced Ms. Dieffenbach who reported on the Next Library Conference she attended in Berlin.

Ms. Williams presented the Chairman’s Report. She encouraged everyone to celebrate the Friends 50th Anniversary with them at the Book Sale. She also encouraged everyone to participate in the Strategic Vision Workshop next week at Distillery Square. The next Board Meeting, which is November 14, will be at the Tates Creek Branch.

Mr. Coldiron left the meeting.

Mr. Parker presented the Budget and Finance Committee Report. He and Ms. Williams reviewed the checks and credit card statements and found no issues. Mr. Parker
stated that the committee reviewed the monthly financial reports and recommend them for approval.

Ms. Watson seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 4:54pm.

Signed: ______________________
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
November 14, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, November 14, 2018, at 4:30 p.m. in the Large Conference Room of the Tates Creek Branch Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, Sharon Williams and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Turner Brennen, Megan George, James Inman, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, and Hunter Stout

Library staff present: Elliot Appelbaum, Tates Creek Branch Manager; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Director of Development; Pam Edwards, Development Associate; Colleen Hall, Director of Community Engagement; Ann Hammond, Executive Director; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

Also present: Cathy Anderson, League of Women Voters; Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the October, 10, 2018, Board Meeting. Ms. Watson seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. Ms. Donworth cited the October 27 BOOktacular as the most successful so far with 165 tickets sold and 149 attendees. The Bonnie Jean Cox and Guy Davenport Room at Eastside was dedicated October 6. Ms. Cox and Mr. Davenport were also honored by the Foundation at National Philanthropy Day. On October 30, John and Donna Hall hosted a private donor reception for the Capital Campaign for 25 invited guests. Also present was Jean Ann Banker from the Nashville Public Library Foundation. She spoke about their Foundation and how private investment was instrumental in the Nashville Public Library being named the 2017 Library of the Year. In addition to the events, Ms. Donworth submitted two grant applications and was involved in activity related to the election. Ms. Donworth introduced new Development Associate, Pam Edwards.

Ms. King presented the Financial Report. As of September 30, 2018, the Library had total assets of $12,891,000. That includes cash of $5.4 million, investments of $5.2
million, and receivables of $2.3 million. That is a total increase of $210,000 over last month
and an increase of $1.9 million over last year. There are total liabilities of $1.4 million and
a fund balance of $11,486,000. General Fund activity for the month of September had
revenue of $1,190,000 and expenditures were $1,063,000 with revenue exceeding
expenditures by $127,000. Year to date revenue is $3,584,000 and expenditures of
$3,355,000, with revenue exceeding expenditures by $228,000. Revenue is under budget
by $29,000 and increased over last year by $150,000. Expenditures are under budget by
$274,000 and slightly under last year as well.

Year to date Materials Fund revenue is $527,000 and expenditures are $584,000,
with expenditures exceeding revenue by $57,000, which is normal for this time of year.
The Enterprise Fund revenues are $31,700 year to date and the bottom line is $15,900,
which is a slight improvement over last year. Garage revenues year to date are $87,900
and the bottom line is negative $17,700. Investments total $5,177,000 which is a slight
increase over last month and is a $15,000 increase over last year. Debt totals $9,547,000,
with $7.2 million in the general fund debt and $2.4 million in the parking garage. There
have been no expenditures year to date from the fund balance.

Mr. Smith moved for approval of the Financial Report as presented. Mr. Parker
seconded and the motion carried unanimously.

Ms. Hammond presented the Director’s Report. She shared a video highlighting
the Kentucky Room and the Library’s Genealogy resources. In October, the Central
Library welcomed 550 3rd Graders from Fayette County Public Schools. George Ella Lyon,
Kentucky poet and author, talked to them about the writing process and how books are
made and Library staff shepherded the students through a series of activities. Staff
continue to conduct Intercepts as part of the Long Range Planning Process. So far, 1,300
people have provided feedback on the boards and 450 people have provided feedback
online. Group 4 and EOP will return to Lexington at the end of November for a Staff
Advisory Council meeting on Thursday, November 29 and a Community Advisory
Council Meeting on November 30.

Ms. Hammond reported that attendance at adult programs is up 20% year over
year. In response to a question from Ms. Wright, Ms. Hall credited the increase in
program attendance to a targeted, location specific approach to programming under the
guidance of Programming Manager Natalie Davis. She stated that the number of adult
programs has decreased, but the programs being offered are of greater interest. She also
stated that there has been an increase in social media marketing.

Ms. Hammond reminded the Board that the new online catalog system migration
from TLC to Carl X will begin at 6pm Friday, November 30. The Library will be closed
Saturday, Sunday and Monday (December 1-3) and all locations will open at 1pm on
Tuesday, December 4. During the December 3 closure, Staff will attend Staff Development Day. The Maurice Sendak exhibit and program series begins December 19.

Ms. Williams presented the Chairman’s Report. She wished Library staff the best of luck during the ILS migration. The next meeting is December 12 at the Central Library.

Ms. Meister presented the Friends Report. The October book sale was a big success and she thanked everyone who volunteered at and shopped during the sale. The total amount raised from the October sale was $9,700 for an annual total of $15,500. That is a decrease of $1,000 from 2017, however there was an additional sale that year. Ms. Meister will be completing a more comprehensive analysis to determine what attributed to this year’s success. The Friends of the Library were the charity of the month at the Good Foods Coop: Give Where You Live program and they received $3,000. The Friends will celebrate their 50th anniversary with a reception at the Central Library following the December 12 Board Meeting. A Proclamation from the Mayor’s Office declaring Friends of the Library Day will be held at the December 6 Council Meeting.

Mr. Smith presented the Building and Property Committee report. They met Monday afternoon and discussed the Library Parking Garage. The gate will be fully operational by Monday. The overnight security contract with off duty police officers has ended and was a positive experience. Library staff will be using data from this period to develop a long term solution. An Athenian Grill is opening in the Park Plaza lobby and they will be installing a vent into one parking space in the garage.

Ms. Wright presented the Board Development Committee report. The committee reviewed the October policies and there were no substantive changes. The Library has decided to move the annual Service Award Banquet to January 9 in order to eliminate conflicts with other Holiday-related events.

Mr. Parker presented the Budget and Finance Committee report. There was a presentation from Bond consultant Michael George, and they will likely invite him to return for more discussion at the conclusion of the Long Range Planning process.

Ms. Williams and Mr. Parker reviewed the check and credit card statements and found no issues.

There being no further business, the meeting was adjourned at 4:58pm.

Signed: __________________________
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
December 12, 2018

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, December 12, 2018, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, Sharon Williams and Susan Wright. Advisory Board members present: Keith Bohart, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Natalie Davis, Programming Manager; Heather Dieffenbach, Director of Library Operations; Colleen Hall, Director of Community Engagement; Tonya Head, Director of Access; Ann Hammond, Executive Director; Karen King, Finance Officer; Jenny Smith, Central Library Manager; and Tom Wallace, Human Resource Director

Also present: Cathy Anderson, League of Women Voters; Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the November 14, 2018, Board Meeting. Mr. Smith seconded and the motion carried unanimously.

Ms. Meister presented the Friends report. Ms. Meister shared two plaques received by the Friends in the last month. The first commemorates being named Outstanding Friends Chapter of the Year (large chapter) from the state Friends of Kentucky Libraries. The second plaque honors Friends of the Lexington Public Library day, which is today, December 12, as named by Mayor Gray through the proclamation awarded at last week’s city council meeting. She invited everyone to stay for the reception following the meeting.

Mr. Meister joined the meeting.

Ms. King presented the Financial Report. The balance sheet for the month ending in October 2018 had total assets of $13,181,000. That is $5,663,000 in cash, which is up $252,000 month over month and $486,000 year over year, investments of $5,178,000 which is flat, and total receivables of $2,240,000, which is flat month over month and an increase of $792,000 over last year.
Mr. Inman joined the meeting.

The fund balance is $11,666,000, which is $180,000 over the prior month and $1,968,000 over the prior year. General fund activity for the month of October had $1,246,000 in revenue and $1,107,000 in expenses with a bottom line of $138,000. Year to date revenue is $4,830,000, which is $26,000 over budget and $266,000 more than this time last year. Year to date total expenditures are $4,466,000. That is $343,000 under budget, most of which is in Personnel and Operating Expenses. Expenditures are slightly below last year and the bottom line year to date is $363,000.

Materials Fund year to date revenues are $702,000 and total expenditures of $722,000 with expenditures exceeding revenues by $19,000. This is normal for this time of year and better than last year. The Enterprise Fund had revenues of $43,500 and a bottom line of $22,000. The Garage had $112,800 in revenue and bottom line of negative $33,000. That is due to a reduction in revenue and an increase in spending for security. Ms. King expects that revenue will increase now that the new gate is in place.

Investments are at $5,178,000, with $2.3 million in CDs, $7 million in CDARS, and $14,000 in miscellaneous money market and cash equivalents. Total debt is $9,479,000, with general fund debt of $7,110,000 and Parking Garage debt of $2,368,000. There have been no expenditures from the Fund Balance year to date.

Ms. Hammond presented the Director’s Report. She shared the newest video from Community Engagement, titled “Read Your Way”. Group 4 and EOP had visited Lexington in November, meeting with both the Staff and Community Advisory Committees. Ms. Hammond is very pleased with the participation and involvement from our community. The Carl X migration took place December 1-3 and was very successful. She thanked staff for their hard work and thorough planning. On December 3, staff attended Staff Development Day. Ms. Cornett and Ms. Dieffenbach organized sessions on responding to unwanted or unpleasant encounters with customers as well as visioning activities related to the Long Range Plan.

Ms. Hammond passed around a list of all of the conferences attended by staff in the first four months of the fiscal year. There was a Training Show and Tell for all attendees to talk about their experiences at the conferences. Read off Your Fines will begin December 15 and runs through the end of the month. The Maurice Sendak exhibit, and all related activities, will begin next week. Ms. Hammond showed the commercial for the program.

Ms. Williams presented the Chairman’s Report. Next month’s meeting is January 9 at the Beaumont Branch and will be followed by the Service Award Banquet at the Hilary J. Boone Center. The Martin Luther King, Jr., Unity Breakfast is on January 21. The
Library has a few seats remaining at the table, so please let Ms. Cornett know if you would like to attend.

Ms. Watson presented the Board Development Report. The Committee met yesterday and discussed a new Customer Service Policy. She also distributed the procedures, along with the policy, for the Board to review.

Ms. Dieffenbach stated that the goal of the policy and procedure was to set and articulate consistent expectations for staff so that customers will have a consistent experience at all locations.

Ms. Watson stated that the Committee recommends adoption of the Customer Service Policy. Mr. Smith seconded and the motion carried unanimously.

Mr. Parker presented the Budget and Finance Committee report. The Committee recommends approval of the monthly financial report as presented by Ms. King. Ms. Watson seconded and the motion carried unanimously. Mr. Parker stated that the committee also discussed the Library’s overall debt, but there was no action.

Ms. Williams called for new business.

Mr. Coldiron asked for an update on the garage. Ms. King stated that customers are adapting to the new gate, and that is taking a little bit of time. The temporary brick repair is nearly complete and has gone very well. Bids have been received for the total scope of work on the brick and Ms. King is optimistic that the numbers will be within our budget.

Mr. Smith stated that Ms. Brennen’s father had a heart attack, which caused her to miss the Board meeting. It is her 4th absence. Mr. Smith moved that the Board provide her with an excused absence for the December 14, 2018, Board meeting.

Mr. Parker seconded and the motion carried unanimously.

Mr. Parker stated that he reviewed the check and credit card statements and found no issues.

There being no further business, the meeting was adjourned at 4:54pm.

Signed: Meredith Watson, Secretary
BOARD OF TRUSTEES' MEETING  
LEXINGTON PUBLIC LIBRARY  
January 9, 2019

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, January 9, 2019, at 4:30 p.m. in the Large Meeting Room of the Beaumont Branch Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, and Sharon Williams. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Director of Development; Heather Dieffenbach, Director of Library Operations; Colleen Hall, Director of Community Engagement; Ton ya Head, Director of Access; Ann Hammond, Executive Director; Karen King, Finance Officer; and Jenny Smith, Central Library Manager

Also present: Cathy Anderson, League of Women Voters; and Lori Meister, Friends of the Library

Ms. Williams called the meeting to order.

Mr. Parker moved for approval of the minutes from the December 12, 2018, Board Meeting. Mr. Smith seconded and the motion carried unanimously.

Ms. Meister presented the Friends Report. She presented a $25,000 check to Lexington Public Library, fulfilling their pledge of $50,000 for this year. The annual trivia contest fundraiser at West 6th on January 26. This year’s trivia theme is Children’s Books.

Ms. Donworth presented the Development Report. The Direct Mail campaign went out in December and was mailed to the existing donor list as well as a donor acquisition list through Bluegrass Mailing. As of the end of December, there was a 1% response from first time donors and donations continue to arrive. In December, the Foundation received almost $71,000, including a $10,000 donation for the establishment of an Endowment Fund. This would be in addition to the Clock, Pendulum, and Atrium Maintenance Endowment Fund. In addition, last month the Foundation received a $15,000 grant from the Virginia Clark Hagan Charitable Foundation in support of Destination Kindergarten.

Ms. Donworth reported on her role as part of Mayor Gorton’s transition team, where she was able to cultivate many new and important relationships. The new
The legislative session has started and she is in the process of meeting with representatives in Frankfort.

Ms. King presented the Financial Report. For the month of November, the library had total assets of $13,107,000 with liabilities of $1.3 million and a fund balance of $11,805,000. The assets were down $73,000 from the prior month but up $2.98 million year over year. The fund balance was up $138,000 month over month and $2 million from the year before. In General Fund activity for the month of November, revenues were $1,265,000 and expenditures were $1,146,000 with a bottom line of $119,000. Year to date for the 5 months, revenues were $6,095,000 and expenditures were $5,639,000 with bottom line revenues exceeding expenditures by $456,000. Revenues were ahead of budget by $46,000 and $407,000 over the year before. Month over month expenditures were under budget by $310,000 and have increased slightly year over year.

As of November, year to date Materials Fund revenue was $878,000 and expenditures of $854,000. Enterprise Fund revenue is $53,000 with revenues exceeding expenditures by $25,700. Garage revenue year to date is $137,000 with expenditures exceeding revenue by $44,000 due primarily to increased security and a decrease in revenues. Ms. King stated that the new gate is functioning well and she anticipates revenue to begin increasing. Investments are $5,180,000, which is a slight increase month over month and $17,000 up over the prior year. Debt for the general fund was $7,110,000 and debt on the garage is $2,368,000 for total debt of $9,479,000. No money has been spent from the Fund Balance.

Ms. Hammond presented the Director’s Report. She played the newest video in the Community Engagement series, “Off the Shelf”. She distributed the mid-year Strategic Plan update. She is very proud of the work staff have done, and they have made progress in nearly every goal. Group 4 returned to Lexington in the 2nd quarter for the Strategic Vision Workshop in October and there was another round of Community Advisory Council meetings and Staff Advisory Council meetings in November. They will return the first week of February for the third round of meetings. The Long Range Planning process is moving along very nicely and we can expect to see preliminary ideas soon with a final presentation in June. The Wild Things exhibit is up and includes wonderful artwork and there are lots of activities across the system.

Ms. Williams presented the Chairman’s report. Ms. Williams moved that the board approve the resignation of Cynthia Ellingson from the Carnegie Center Board and approve Jennifer Malazuski as her replacement.

Mr. Smith seconded.
Mr. Coldiron asked that, for future appointments, the Carnegie Center provide a copy of the prospective Board Member’s resume for review by the Library Board. Mr. Smith also mentioned that if any member of the Library Board of Trustees or Advisors is interested in serving on the Board, they can be appointed by this body.

The motion carried unanimously.

Ms. Williams continued her report. The Martin Luther King Unity Breakfast is on Monday, January 21, and the next Board Meeting is February 13 at the Central Library.

Mr. Smith presented the Building and Property Committee Report. They discussed the repairs needed on the Library Parking Garage and sent their recommendation to the Budget and Finance Committee for final review.

Mr. Parker presented the Budget and Finance Committee Report. They reviewed the Financial Report as presented by Ms. King and recommend it for approval.

Mr. Coldiron seconded and the motion carried unanimously.

The Budget and Finance Committee reviewed a request from the Building and Property Committee. The Library received four bids for repair of the exterior bricks on the Library Parking Garage. The Committee recommends accepting the bid from Mason Structure and a transfer of $110,630 from the Fund Balance to the Garage Refurbishment fund.

Mr. Smith seconded.

Mason Construction provided the lowest bid at $891,950. They also completed the temporary repair work earlier this year.

The motion carried unanimously.

Mr. Parker and Ms. Williams reviewed the check and credit card statements and found no issues.

Ms. Watson presented the Board Development Committee report. The Committee reviewed the IT Policies and recommend the changes as distributed. Most of the changes separate procedures from policy, and the policy updates are more friendly and inclusive. Language has been added to state that customers may use public computers longer than 2 hours per day based on availability. There is also a statement that the Library collects statistical data to assist in decision making and service improvements, but this data is not personally identifiable.
Mr. Burke seconded and the motion carried unanimously.

Ms. Watson moved the Board adjourn to closed session under KRS 61.810(1)(f) to discuss the hire or dismissal of a specific employee.

Mr. Smith seconded.

The Board adjourned to closed session at 4:54pm.

The Board resumed in open session at 5:28pm.

Mr. Coldiron moved that the Board accept the resignation of Ms. Hammond. He congratulated her on her new job, and thanked her for 8 years of service and all of the wonderful things she has done for Lexington Public Library and the Library staff.

Mr. Smith seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 5:29pm.

Signed: ____________________________
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
SPECIAL MEETING
LEXINGTON PUBLIC LIBRARY
January 23, 2019

A special meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, January 23, 2019, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Brennen, Megan George, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, and Hunter Stout.

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Director of Development; Heather Dieffenbach, Director of Library Operations; Tonya Head, Director of Access; and Tom Wallace, Human Resource Director.

Also present: Mauritia Kamer, Steptoe and Johnson.

Ms. Williams called the meeting to order.

Ms. Watson moved the Board adjourn to closed session under KRS 61.810(1)(f) to discuss the appointment or dismissal of a specific employee.

The Board adjourned to closed session at 4:31pm.

The Board resumed in open session at 4:49pm.

Mr. Smith stated that the Board Development Committee met on January 18 and have two motions to bring forward.

The Committee recommends appointing Heather Dieffenbach, current Director of Library Operations, as Interim Director. Mr. Smith noted that this appointment does not prevent her from applying for the Executive Director position.

Mr. Coldiron seconded and the motion carried unanimously.

The Committee recommends publishing a Request for Proposals for a search firm to aide in the hiring of a new Executive Director for Lexington Public Library.

Mr. Parker seconded and the motion carried unanimously.
Ms. Watson reported that the Committee also discussed the bank of 350 vacation hours Ms. Hammond has accrued. They determined that Ms. Hammond will receive 150 hours of her vacation balance when she leaves employment of Lexington Public Library, per library policy.

The meeting was adjourned at 5:03pm.

Signed: [Signature]
Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING  
LEXINGTON PUBLIC LIBRARY  
February 13, 2019

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, February 13, 2019, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, Rebecca Self, Timothy Sineath, and Hunter Stout

Library staff present: Elliot Appelbaum, Tates Creek Branch Manager; AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Director of Development; Heather Dieffenbach, Director of Library Operations; Tonya Head, Director of Access; Ann Hammond, Executive Director; Karen King, Finance Officer; and Tom Wallace, Human Resource Director

Also present: Ramsey Bova, Lexington Public Library Foundation; Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Ms. Williams called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the January 9, 2019, Board Meeting. Mr. Smith seconded and the motion carried unanimously.

Mr. Smith moved for approval of the minutes from the January 23, 2019, Special Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Meister presented the Friends Report. On March 2 and 3, the Friends Book Cellar will host an Art Sale in Conference Room A, which include art prints, CDs, DVDs, and Vinyl Records. A trivia fundraiser was held at West 6th last month, but they do not yet have numbers to report.

Ms. Donworth presented the Development Report. The Student Success cards were issued to all incoming Fayette County Public School Kindergarteners and students who transferred into the district this year. In February, the Foundation received $8,200. The majority of February’s donations were received from a donor who is working with Beaumont on a memorial gift for her father. Ms. Donworth has been involved with the Long Range Facilities Plan and Open Houses and is also meeting with elected representatives. Tomorrow is Library Legislative Day, and the Library will be sending a
small group in support of statewide efforts. They will be meetings alongside Libraries in surrounding counties with whom we have shared representation.

Ms. King presented the Financial Report for the year ending December 2018. The Balance Sheet reflected cash of $5,544,000, investments of $5,181,000, and receivables of $2,397,000 for a total of $13,123,000. That was an increase of $16,000 month over month and a $2 million increase over the year before. The Library had liabilities of $1,196,000 and a fund balance of $11,925,000, which increased $2 million over the year before. In the General Fund, revenues for the month of December were $1,174,000 and expenditures were $1,065,000 with revenues exceeding expenditures by $509,000. Year to date revenues were $7,270,000 and expenditures were $6,707,000 with revenues exceeding expenditures by $563,000. That is $391,000 better than budget and $388,000 better than last year.

Materials Fund revenue for December was $1,054,000 and expenditures were $1,020,000 with revenues exceeding expenditures by $33,000. The Enterprise Fund had year to date revenues of $58,000 with revenues exceeding expenditures by $25,000. This is better than last year by $6,500. Garage revenues were $169,000 year to date and Ms. King is very pleased with the gate revenue. Garage revenues are behind expenditures by $41,000, but she expects this catch up by the end of the year.

Investments year to date were $5,181,000, which is a slight increase from both the month and year before. Debt for the general fund was $7,011,000 and $2,353,000 for the parking garage for total debt of $9,365,000. There have been no expenditures from the fund balance.

Ms. Hammond presented the Director’s Report. She showed the most recent video from Community Engagement, “Share Your Stories.” She passed around homemade thank you cards Ms. Dieffenbach received after participating in her son’s Career Day. In January, staff and board members represented the Library at both the Martin Luther King Jr. Unity Breakfast and State of the City Address. Meetings with elected officials at the state and local level have continued, with a special focus on new Councilmembers. Tomorrow, Ms. Dieffenbach, Ms. Donworth, and Ms. Hammond will meet with Mayor Gorton. The Library is again participating in On the Table and preparations have begun. Over 1,000 people attended the 25 in-house events held to celebrate the popular Children’s author and illustrator, Maurice Sendak, and more than 6,000 visitors came through gallery - triple the number from last year. Destination Kindergarten, a new program focused on preparing children for Kindergarten, will kick off at Northside this Saturday with a Dance Party, DJ, and red carpet. Additionally, GED programs are taking place at Northside and Village. Both the GED programs and Destination Kindergarten are fully funded by the Foundation.
Ms. Hammond updated the Board on facilities-related projects. Brick repair in the LPL Parking Garage has begun. Group 4 and EOP were in town last week for meetings with staff and the community related to the Long Range Facilities Plan. There was an Open House at Central Thursday, February 7, and each location will hold open houses through February and March. The information gathered will help inform the Long Range Facilities Plan. Group 4 will return May 16 and 17 and will make their final report to the Board in July.

Ms. Williams presented the Chairman’s Report. The March 13 meeting will be at the Village Branch. Ms. Williams acknowledged that this is Ms. Hammond’s final Board Meeting at Lexington Public Library and presented her with a Resolution of Thanks.

Whereas, Ann Hammond became Executive Director of Lexington Public Library on September 27, 2010; and

Whereas, Ann Hammond helped to heal the organization through steady leadership, unwavering encouragement, and a subtle sense of humor; and

Whereas, Ann Hammond oversaw the rebranding of Lexington Public Library and helped to reshape the image of the Library in the community; and

Whereas, Ann Hammond implemented the core principles of Project Management to lead decision making across the system; and

Whereas, Ann Hammond lead the relocation of the Eagle Creek Branch Library and construction of the Eastside Branch Library; and

Whereas, Ann Hammond implemented the Student Success Card program, putting Library Cards in the hands of 42,000 Fayette County Public School students; and

Whereas, Ann Hammond increased Lexington Public Library’s national profile by leading the organization to win the Urban Libraries Council 2017 Top Innovator Award in Civic and Community Engagement and 2018 Honorable Mention in Education: Birth to Teens; and

Whereas, Ann Hammond realized the highest number of checkouts in the history of Lexington Public Library at over 3.1 million items; and

Whereas, Ann Hammond began the development of a Long Range Facilities Plan, which will define Library services for decades to come; and
Whereas, Ann Hammond will be deeply missed as mentor, teammate, and friend;

Whereas, Ann Hammond is completing her time at Lexington Public Library on March 2, 2019;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees, Advisory Board, and Staff of the Lexington Public Library send their many thanks and best wishes to Ann Hammond as she embarks on a new adventure in her career.

Mr. Coldiron moved the Resolution of Thanks for Ms. Hammond be read into the minutes. Mr. Smith seconded and the motion carried unanimously.

Mr. Smith presented the Building and Property Committee Report. The elevators in the Parking Garage need to be replaced and the committee discussed using a portion of the true up from the city to pay for them. The cost for both will be approximately $250,000 and require at least 4 months lead time.

The Committee also discussed extending Ms. Hammond’s involvement with the Long Range Facilities Plan beyond her employment with the Lexington Public Library. The Committee discussed her key contribution to the project, and stated that the continuity of her involvement is important to its success. Mr. Smith will work with Library staff on a contract.

Ms. Smith presented the Board Development Committee report. He is acting as Chair of this committee temporarily. The committee reviewed the Request for Proposal for Executive Search Firms to conduct a national search for a new Executive Director. Ms. Cornett will email a copy of the RFP to the Board for their information. The RFP will be advertised publically as well as mailed to four national search firms. RFPs are due to the Library by the end of March.

Mr. Parker presented the Budget and Finance Committee report. The Committee reviewed the Financial Statements presented by Ms. King and recommend it for approval. Mr. Smith seconded and the motion carried unanimously.

The Committee also reviewed the FY2020 Personnel Budget but there was no action.

Mr. Parker stated that the Library has received its annual assessment increase and 2017 adjustment from the City. The Committee recommends moving $63,485 of the true up to the materials fund. Mr. Coldiron seconded.
Mr. Burke stated that, per policy, this is the percentage of the budget required to be used for materials.

The motion carried unanimously.

Mr. Parker and Ms. Williams reviewed the bank statements and credit cards with no issues.

There being no further business, the meeting was adjourned at 5:02pm.

Signed: [Signature]

Meredith Watson, Secretary
BOARD OF TRUSTEES’ MEETING
LEXINGTON PUBLIC LIBRARY
March 13, 2019

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, March 13, 2019, at 4:30 p.m. in the Large Meeting Room of the Village Branch Library. Lawrence T. Smith, Library Board Vice-Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Meredith Watson, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Brennen, Megan George, Laura Hatfield, John Meister, Rebecca Self, Timothy Sineath, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Director of Development; Heather Dieffenbach, Director of Library Operations; Colleen Hall, Director of Community Engagement; Tonya Head, Director of Access; Karen King, Finance Officer; Susan Price, Village Branch Manager; and Tom Wallace, Human Resource Director

Also present: Cassidy Rosenthal, Stites and Harbison; and Cindy Vough, Friends of the Library

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the February 13, 2019, Board Meeting. Ms. Watson seconded and the motion carried unanimously.

Ms. Vough presented the Friends Report. The spring Book Sale is Wednesday, April 10 through Sunday, April 14 and will feature bag days on both Saturday and Sunday.

Ms. Donworth presented the Development Report. Between Library Legislative Day and individually scheduled meetings, Ms. Donworth met with 18 elected leaders in February. The Foundation received $8,000 in pledges in February, including $5,000 from Kentucky Utilities for the Summer Reading Program, $2,000 for the Capital Campaign, and $1,000 for BOOktacular. In addition, the Foundation received $8,000 last month. The largest gift was a $5,000 BGCF356 grant in support of Destination Kindergarten. BOOktacular planning is well under way, and already this month they have $7,500 in sponsorship commitments.

Ms. King presented the Financial Report. For the 7 months ending in January 2019, the library had assets of $13,290,000: $5,694,000 in cash and cash equivalence, $5,190,000
in investments, and $2.4 million in receivables. Liabilities were $1,187,000 and the fund balance was $12,102,000, which is an increase of $177,000 over last month and $1.9 million year over year. In the General Fund, revenues were $1,252,000 for January and expenditures were $1,090,000 with revenues exceeding expenditures by $162,000. Year to date revenues were $8,524,000 and expenditures were $7,798,000 with revenues exceeding expenditures by $726,000. Revenues are $13,000 over budget and $383,000 more than they were last year. Expenditures were $524,000 under budget, $266,000 of which was in Personnel and $172,000 in Operating. The bottom line was $538,000 better than budget.

Materials fund year to date revenue was $1,054,000 with expenditures of $1,020,000. Enterprise fund year to date revenue was $69,000 with a bottom line of $27,000, and an increase of $4,200 over last year. Garage revenue was $200,000 with a bottom line of negative $40,000, however there was a positive bottom line in January and Ms. King anticipates a positive trend. Investments for the month were $5,190,000, which is an $8,600 increase for the month and a $24,000 increase for the year. General fund debt was $6,950,000 and Parking Garage debt was $2,346,000 for a total debt of $9,297,000. In Fund Balance expenditures, we have spent $84,000 of the expected $976,000 from the Garage Fund.

In response to a question from Mr. Coldiron, Ms. King stated that she has investigated refinancing the Parking Garage debt and the prepayment price is so high that there would be no benefit.

Ms. Dieffenbach presented the Director’s Report. She shared the newest video created by Community Engagement. She noted that the community feedback on the Long Range Facilities Plan has shown a lot of support for the Library as a place for arts and culture, and that is the focus of this month’s piece.

Ms. Head shared information on the new services and improved customer experience being offered through the new ILS, CarlX.
- Customers can now update their own contact information and set their own notification preferences;
- Library cards no longer expire;
- Everyone can now view their loan history (and can opt out, too);
- Customers now automatically receive recommendations based on materials they check out;
- Automatically saves searches, as well as lists of books for future check out;
- When customers get their checkout receipt from the Library, the bottom of the receipt says “You have saved $______ by using your public library.”; and
- Books are now automatically renewed, as long as there isn’t a hold on the item.
Ms. Head stated that they are also working on a system for customers to suggest an item to be purchased, then follow the procurement process from purchasing to check out.

In addition to the new customer experience improvements, the statistics provided by the new system are more granular and show a greater degree of detail that will help inform the long range plan.

Ms. Dieffenbach stated that while our facilities were closed in December for the Carl upgrade, our website on downloadable materials were still available. Thanks to a great marketing push going into the 3-day closure, our community responded to those services. Compared to the prior December, eBook checkouts increased 48%, eMagazines checkouts increased 20%, and eAudio checkouts increased 88%. In addition, December realized the highest number of unique users to our eResources ever, and that number rose again in January.

Ms. Dieffenbach reported that earlier this year, the Foundation received a grant from the JP Morgan Foundation that was used to facilitate a partnership with BCTC, Goodwill Industries, Immigrant Initiative, Kentucky Skills U, and LexTran to offer GED prep classes in English and Spanish. LexTran provides bus passes to get students to and from testing sites, we provide vouchers for them to take the four GED test modules, and Goodwill provides soft skills to help with the job-seeking process. The GED program launched on February 4 and three students have already earned their GED. There are currently 377 people enrolled in the program.

Ms. Dieffenbach invited everyone to come to the final Open House of the series, which will be at Tates Creek on March 20. Group 4 developed the Dayton Public Library facilities plan, and will join LPL staff on a tour of their facilities on May 1. The firm will return for staff and community meetings May 16-17.

Mr. Smith presented the Chairman’s Report. RFPs were sent to five Executive Search Firms to aide in the hiring of a new Executive Director, and two bids have been received. The next Board Meeting will be April 10 at the Central Library.

Mr. Parker presented the Budget and Finance Committee report. They approved the monthly Financial Report and recommend it for approval. Ms. Wright seconded and the motion carried unanimously.

Mr. Parker reported that he and Ms. Williams reviewed the check and credit card statements and found no issues.

Mr. Smith called for new business.
Ms. Watson reported that a salary needs to be set for Ms. Dieffenbach, who is serving as Acting Director. Ms. Watson moved that Heather Dieffenbach, as Acting Executive Director of Lexington Public Library, be compensated with an annualized salary of $90,000.

Mr. Coldiron seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 5:06pm.

Signed: [Signature]

Jordan Parker, Secretary
The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, April 10, 2019, at 4:30 p.m. in the Board Room of the Central Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Lawrence T. Smith, Sharon Williams, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, and Timothy Sineath

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Anne Donworth, Director of Development; Heather Dieffenbach, Acting Executive Director; Tonya Head, Director of Access; Karen King, Finance Officer; Jenny Smith, Central Library Manager; and Tom Wallace, Human Resource Director

Also present: Cassidy Rosenthal, Stites and Harbison; and Cindy Vough, Friends of the Library

Ms. Williams called the meeting to order.

Ms. Vough presented the Friends Report. She stated the Friends Book Sale began today and will continue through bag day on Sunday.

Mr. Coldiron joined the meeting.

Ms. Donworth presented the Development Report. In March, Ms. Donworth participated in many open houses and advocacy meetings. The 3rd annual On the Table Community Conversation was held March 27 and the Library was involved in the planning for that event, as well as hosting and leading conversations throughout the city. The Foundation’s nominating committee is currently recruiting new Board Members for the coming cycle.

Ms. Williams moved for approval of the minutes from the March 13, 2019, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. King presented the Financial Report. For the month of February, the Library had total assets of $13,410,000, with liabilities of $1,343,000 and a fund balance of $12,067,000. That is a positive change of $120,000 month over month and $1,298,000 year over year. The Fund Balance is negative month over month by $34,000, but positive year over year by $2.1 million. General Fund Activity for the month of February had revenue
of $1,183,000 and expenses of $1,165,000 with a bottom line of positive $17,000. Year to
date revenue was $9,707,000, which is $6,500 over budget and $372,000 over the year
before. Expenditures were $8,965,000, which is $557,000 under budget and a $163,000
increase over the year before. The year to date bottom line is $742,000. The Materials
Fund year to date has revenue of $1,405,000 and with expenditures of $1,408,000. The
Enterprise Fund had year to date revenue of $80,100, which is a year over year increase
of $5,000 and a bottom line of $30,200. That is a year over year increase of $1,000. Garage
revenue is $233,000, which is flat year over year, but it is growing due to increased
revenues from the new gate. Garage revenue over expenditures is negative $33,000.
Investments for the month of February were $5,191,000, which is flat month over month
and $60,000 more than the year before. General Fund debt is $6,902,000 and debt for the
Parking Garage is $2,339,000 for a total of $9,241,000. We have spent $84,680 from the
fund balance related to garage brick repair. The total for that project is $976,000, and
major work will begin this month.

Ms. Wright joined the meeting.

Ms. King continued her report by providing an overview of the FY20 Budget. The
proposed budget has revenues of $18,097,000 and expenses of $17,346,000 from the
general operations with a $750,000 bottom line. We will also have expenditures from the
Fund Balance of $656,000, which will carry over from the brick project on the garage as
well as replacement of the elevators in the garage. The bottom line and change in the
fund balance next year is proposed to be $94,000.

Mr. Meister joined the meeting.

Ms. King outlined positive revenue impacts to the FY20 budget. The net increase in
revenue over last year is $244,000. Additional revenue will be $25,000 in garage gate
revenue, $25,000 in interest renewal, Foundation revenue of $3,500, and miscellaneous
revenue increases of $4,400. In addition, the FY19 budget included $262,000 for the
Master Planning Process, and that will not be carried over into FY20. In Personnel, there
is no change in head count and savings through reorganization and retirements resulted
in a positive $32,800. Reduced interest on the parking garage will increase because we are
now paying against the principle balance on one portion of the debt. There are also
savings from Major Special Projects. This totals $889,000 in increased revenue.

In expenditures, we are anticipating a decrease in fine and fee revenues of $35,000.
The proposed Personnel Budget includes a recommended 3% raise and 1% top of band
shift, which results in a 2.4% effective increase. There is also a required retirement
increase from the state of 12%, which takes our retirement rate up to 24.06% with an
impact of $142,000. The health insurance has increased 9.8% for a net increase of $57,000
and staff are recommending an increase to the entry level custodial position and raising
their pay grade up a level, which will cost $7,500. This year’s budget includes the addition of 2, 4-hour Personal Days for all part time employees with one year of service, which is a cost of $8,800. Other increases and uses of funds in the budget include a small amount of inflation in utilities of $3,700. At the beginning of July, the Library will transition to a new HR and Payroll system, which will be $14,300, and the CarlX software is an additional annual cost of $27,000. Debt service is up slightly and materials will receive a revenue increase of $32,000. The enterprise fund includes the cost of year-round overnight garage security at a cost of $21,200. Parking Garage major maintenance, which includes the membrane and concrete work, is $110,000. Total increased expenditures for FY20 are $677,000.

The Budget and Finance Committee will recommend adoption of the Personnel Budget at this meeting. The full FY20 Budget will be brought forward for approval on May 8. Ms. King passed around a sign up sheet for Board Members to participate in small group budget review meetings with her and Ms. Dieffenbach in advance of the next meeting.

Mr. Coldiron stated that the LFUCG budget does not include salary increases for their staff and asked how we can justify providing a 3% raise to Library employees.

Ms. Dieffenbach stated that the Library has a different funding source from LFUCG and has been fiscally conservative over the past few years, allowing the Library to plan for our employees to receive raises.

Ms. Dieffenbach presented the Director’s Report. She distributed the 3rd quarter update and provided a few highlights from the report. In Education, the Destination Kindergarten program formally launched this quarter. In addition to providing materials in English and Spanish, literacy bus stops have been installed at all of our locations, which serve as opportunities for parents and children to interact with activities to help build their early literacy skills.

Under Access, the Library has resumed book delivery to the Fayette Regional Juvenile Detention Center. Residents at that facility are able to reserve books from LPL and have them delivered. In addition, staff has started Phase 1 of a restorative justice program at the Northside Branch.

Under Inclusion, we are working with Partner’s for Youth and the Gainesway Neighborhood Youth Council to provide twice monthly mentoring activities for elementary and middle school age children.

Under space, we hosted 11 Open Houses at our Library locations for customers to hear about the Long Range Planning ideas from Group 4 and EOP and to get feedback
from our community. They were very well attended, with 40-80 people present at each one.

One of the things we heard through the Strategic Visioning Workshop is that people want curated, personalized experiences from the Library. Under culture, One way we are being responsive to that is by changing the way we offer computer instruction. Instead of offering a one size fits all class and instruction, staff are working through one-on-one and small group instruction to help provide the tech skills our community is looking for.

Ms. Dieffenbach highlighted some statistics for the month. In March, we began automatic renewals on materials. As a result, total circulation is up 28% over March FY18 and is a 4.22% year to date increase. Ebooks and Eaudiobooks were not affected by the automatic renewals, but still saw significant increases. Ebooks increased 26.7% month over month and 28.8% year over year. Eaudiobooks increased 89% month over month and 61.9% year over year.

As a result of CarlX, the new system allows us to see where people are checking out, and renewing their materials. This includes online renewals, which is counted in our Virtual Branch. Virtual Branch circulation for March was 178,000 items.

Next week Ms. Dieffenbach is attending the Fundraising School in Kansas City. She also reported that Advisory Board Member Hunter Stout and his wife, Amy, welcomed a daughter, Chloe Carrington Stout, at 1:59 this morning.

Ms. Williams presented the Chairman’s Report. Next month’s meeting is May 8 at the Northside Branch. She called on Ms. Rosenthal, who reported that the Court of Appeals upheld of the Summary Judgement in the Library’s favor, despite Ms. Imhoff’s appeal. Ms. Imhoff has 30 days to file a motion for discretionary review by the Supreme Court, who will evaluate whether or not to review the case.

Mr. Smith presented the Board Development Report. The Committee met to discuss the Executive Consulting Firms who responded to the RFP to lead the search for a new Executive Director. The committee recommends hiring Bradbury Miller Associates and authorizing Sharon Williams to negotiate a $3,000 reduction in their fee.

Mr. Coldiron seconded.

Mr. Burke moved that the motion be amended to negotiate up to a $3,000 reduction.

Mr. Coldiron seconded the amendment.
Ms. Bebrowsky stated that the committee’s intent was to hire this firm, even if they don’t agree to the reduction in price.

Mr. Smith amended the motion to state the committee recommends contracting with Bradbury Miller Associates and authorizing Sharon Williams to negotiate up to a $3,000 reduction in their fee.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Smith continued. The Board Development Committee discussed staff representation on the Executive Director Search Committee. Staff members without direct reporting lines to the Executive Director were invited to submit applications to participate. The committee recommends three staff members to the EDSC: Heather Wingfield, Assistant Manager, Beaumont; Mariam Addarat, Librarian, Central; and JP Johnson, Library Associate, Central. Mr. Burke seconded and the motion carried unanimously.

On March 14, Meredith Watson resigned as a member of the Library Board of Trustees. This leaves a vacancy in the position of Secretary on the Executive Committee. The Committee recommends Jordan Parker be appointed to fill the unexpired term of Meredith Watson as Secretary and, as that means he resigns as Treasurer, Mike Burke be appointed to fill the unexpired term of Jordan Parker as Treasurer. This will last through June 30, at which time the full slate of officers will be nominated.

Mr. Coldiron seconded and the motion carried with Mr. Burke abstaining.

As a result of Ms. Watson’s resignation, there is a vacancy on the Board of Trustees. The Committee recommends forwarding the name and application of Dr. Rania Belmadani, Language Access Specialist for LFUCG’s GlobalLex, to Mayor Gorton to fill the unexpired term of Meredith Watson.

Mr. Coldiron seconded and the motion carried unanimously.

Mr. Smith presented the Budget and Finance Committee report. Staff have been working with the Budget and Finance Committee on the FY 2020 Budget. The full budget will be recommended for approval in May, but the Personnel budget is approved in April due to Open Enrollment. The Committee recommends approval of the FY 2020 Personnel Budget with a 1% band shift at the top of the pay grade and a 3% raise for staff. Employees who reach or are above the top of the pay grade, even after it is adjusted up 1%, will not be eligible for a pay raise or may be pro-rated to the maximum. Any employees promoted or hired during the past year will receive pro-rated increases based
upon full months employed. The motion also includes approval of a retirement rate increase of 12% to 24.06%, an additional insurance increase of 9.8%, and the addition of 2, 4 hour personal days for part time employees with one year of service. There is no change in head count.

Mr. Burke seconded and the motion carried unanimously.

There being no further business, the meeting was adjourned at 5:18pm.

Signed: 

Jordan Parker, Secretary
BOARD OF TRUSTEES’ MEETING  
LEXINGTON PUBLIC LIBRARY  
May 8, 2019

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, May 8, 2019, at 4:30 p.m. in the Large Meeting Room of the Northside Branch Library. Sharon Williams, Library Board Chair, called the meeting to order.

Board members present: Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, Sharon Williams, and Susan Wright (By videoconference). Advisory Board members present: Keith Bohart, Kimberly Brennen, Megan George, Laura Hatfield, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, Rebecca Self, and Hunter Stout

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Tonya Head, Director of Access; Karen King, Finance Officer; Jenny Lewis, Northside Branch Manager; Tom Wallace, Human Resource Director; and Erin West, Librarian

Also present: Melissa Boulton, KDLA

Ms. Williams called the meeting to order.

Mr. Smith moved for approval of the minutes from the April 10, 2019, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. King presented the Financial Report for the month ending March 2019. The Library had $13,690,000 in assets, which is an increase of $280,000 over the month before and a $1.6 million increase year over year. Liabilities were $1,450,000 and the fund balance was at $12,240,000, an increase of $172,000 over the month before and a $2.1 million increase over the year before. Total revenues for the month of March were $1,253,000 and total expenses were $1,085,000 with a bottom line of positive $167,000. Year to date general fund revenues were $10,959,000 and expenses were $10,054,000 with a net positive bottom line of $905,000. For revenue, we were $68,000 over budget year to date and $381,000 over the prior year. Expenses were $669,000 under budget year to date and $191,000 over the prior year. The materials fund year to date revenues were $1,591,000, with expenses of $1,584,000 and revenue exceeding expenditures by $6,300. Enterprise Fund year to date revenue was $89,300 and the bottom line is a positive $31,500. Garage year to date revenue was $263,000 and the bottom line was negative $29,300. Total investments were $5,093,000, which was a drop of $97,000 from last month and a decrease of $158,000 from the year before. This decrease is due to the removal of a low interest CD. Ms. King is in the process of finding new investment opportunities. Total debt for the general fund at the end of the month was $6,827,000 with total debt for the parking garage $2,330,000. That is total debt of $9,158,000. Expenses from the Parking
Garage Fund Balance year to date were $85,000. That project will total $976,000 from the fund balance when it is completed.

Mr. Coldiron arrived.

Ms. Head presented the Director’s Report for Ms. Dieffenbach, who is attending the Chamber Trip in Raleigh, NC. Next week, David Schnee from Group 4 and Harding Dowell from EOP will be on site for their final meetings with the Community and Staff Advisory Councils regarding the Long Range Facilities Plan. Ms. Head introduced the new regional librarian, Melissa Boulton, Jenny Lewis, Northside Branch Manager, and invited Natalie Davis, Programming Manager, to talk about this year’s Summer Reading Program and Erin West, to present about the Library’s new walking tours.

Ms. Davis stated that the Summer Reading Program is one of the Library’s biggest annual events. This year’s theme is “Dig Deep and Read Y’all” and the graphics were designed by local artist Ciara LeRoy of Pretty Strange Design. Staff have planned over 400 events for June and July, a dramatic increase over the 150 monthly programs usually held throughout the year. Nine prize packages will be offered and the reading logs will be available in the most requested languages as reported by Fayette County Public Schools - English, Spanish, Swahili and French. Staff expect to give away 5,000 books to program finishers. Last year, 24,000 people attended Summer Reading events and while that is an important metric, an even larger goal is engagement with our community. The programming team developed goals to determine programming choices with a focus on engaging brains, reducing summer slide, and to offer free STEM programming. There are also many programs for adults, including a much anticipated Bourbon Archeology Program, which will be presented three times this summer.

Ms. West debuted the new Lexington Walking Tours. These guided, interactive walking tours were researched, recorded, narrated, and produced by Library staff. The three walking tours currently available on the Library’s website and for Podcast download are Downtown Historic Sites, Public Art, and Lexington’s LGBTQ History. They hope to create a total of six this year, with a goal of releasing 2 each subsequent year. In addition, there is a downloadable PDF map and they are finishing brochures to go out to branches and the VisitLex office. The next three tours will be Lexington’s African American Historical Sites, the Architecture of Gratz Park, and Lexington Cemetery. They are also planning to add mileage counts to each tour so participants and decide which they want to do based on distance. Each tour includes 10-15 stops, each one beginning and ending at the Central Library.

Ms. Nallia arrived.
Ms. Williams presented the Chairman’s Report. The next meeting is June 12 at the Central Library. The mayor has appointed Rania Belmadani to the Library Board of Trustees to fill the unexpired term of Meredith Watson. Dr. Belmadani has a conflict with the May and June meetings, and will be sworn in in July.

Mr. Smith presented the Board Development Committee report. Susan Wright’s term expires at the end of the fiscal year and she would like to serve a second. The Committee recommends submitting to Mayor Gorton Ms. Wright’s application for appointment to a second term on the Board of Trustees. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Smith stated that in July, the Committee will bring forward a slate of offers to serve on the Executive Committee. He invited Trustees to submit their names to him or Ms. Cornett if they are interested in serving as Chair, Vice-Chair, Secretary or Treasurer. This is a 2 year term.

Mr. Smith presented the Executive Director Search Committee Report. He passed around the schedule for the search process. The final interviews are anticipated to take place in August. He also shared a copy of the ad advertising the position.

Mr. Burke presented the Budget and Finance Committee report. The committee brings forward a motion to accept the March 2019 Financial Report as presented by Ms. King. Mr. Smith seconded and the motion carried unanimously.

Mr. Burke brought forward the FY20 Budget for approval. The Personnel Budget was approved on April 10, at which time Ms. King presented an overview of the full budget. All Board Members have had the opportunity for individualized and small group meetings with Ms. King and Ms. Dieffenbach as well. The Budget and Finance Committee brings forward a motion for the full adoption of the FY20 Budget as presented at the April 10 Board Meeting. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke and Ms. Williams stated that they both reviewed the checks and credit card statements and found no issues.

There being no further business, the meeting was adjourned at 4:58pm.

Signed: [Signature]

Jordan Parker, Secretary
BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
June 12, 2019

The regular meeting of the Board of Trustees of the Lexington Public Library was held on Wednesday, June 12, 2019, at 4:30 p.m. in the Board Room of the Central Library. Lawrence T. Smith, Library Board Vice-Chair, called the meeting to order.

Board members present: Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Lynda Bebrowsky, Keith Bohart, Kimberly Brennen, Megan George, James Inman, John Meister, Stephanie Nallia, Timothy Sineath, and Rebecca Self

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Acting-Executive Director; Anne Donworth, Director of Development; Colleen Hall, Director of Community Engagement; Tonya Head, Director of Access; Karen King, Finance Officer; Jenny Smith, Central Library Manager; Tom Wallace, Human Resource Director

Also present: Karen Kolavalli, Lori Meister, Alexandria Sehon, and Jewel Vanderhoef – Friends of the Library Board

Mr. Smith called the meeting to order.

Mr. Smith read an email he received Saturday morning:

Dear Larry,

With regret, I am resigning effective immediately from the Lexington Public Library Board of Trustees in order to pursue a long-desired and suddenly available national opportunity related to my current work in gun violence prevention. I’ve enjoyed my nearly 9 years on the Board, watching the library continue to develop and grow as the most amazing place in Lexington. I remain one of the library’s most devoted fans and will continue to support it in any way that I am able.

I wish the Board every success moving forward. It’s been a pleasure working with everyone.

Thanks,
Sharon K. Williams

Mr. Coldiron moved to accept the resignation of Ms. Williams from the Library Board of Trustees. Ms. Wright seconded and the motion carried unanimously.
Mr. Parker moved for approval of the minutes from the May 8, 2019, regular board meeting. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Meister presented the Friends of the Library Report. She presented the Library with a check for $25,000, which brings their annual total to $75,000 for the fiscal year. This $25,000 will be used to install an awning over the patio at the Northside Branch, as well as providing funds for staff activities. She introduced members of the Friends Board who were in attendance for the check presentation – Alexandria Sehon, Karen Kolavalli, and Jewel Vanderhoef.

Ms. Donworth presented the Development Report. She began by thanking the Friends of the Library for supporting the Summer Reading program. Last Friday, PNC and the Lexington Public Library Foundation announced a $50,000 pledge from PNC toward the Destination Kindergarten program. In addition, $100,000 was pledged by PNC to support the Fayette County Public School’s First 5 Lex program, of which the Library is a partner. This is the 15th anniversary of PNCs Grow Up Great program, and the $150,000 donation over the next two years will go far in addressing early childhood education within the city.

Ms. Donworth and Ms. Dieffenbach attended the Commerce Lexington Leadership Visit to Raleigh, NC. At this past month’s Foundation Board meeting the budget for the coming year was approved and they elected new officers. Jimmy Turek as Chair, Lucy Jones as Vice Chair, Erin Serrate as treasurer, Roda Ferraro as Secretary, and Yajaira West as nominating chair. The new class of Board Members include Bishop Carter, Chapman Hopkins, Susan Lancho, Lisa Smith, and Jomo Thompson. Ms. Donworth has been meeting with councilmembers to discuss their priorities, and she continues to work with Babbage CoFounder to determine the priorities for this year’s legislative session.

On June 19 at 4pm, there will be a dedication of a book display in memory of Milo Foley, a Beaumont Branch customer who passed away in 2018. His daughter facilitated the purchase of a display cabinet and 200 books.

Ms. King presented the Financial Report. As of April 2019, the Library had $14,105,000 in assets, which was a $414,000 month over month increase and a $1.6 million increase year over year. Cash is up $3.1 million, with receivables down $1.3 million. Liabilities were $1,461,000 and the fund balance was $12,643,000. General Fund revenues for April were $1,383,000 and expenditures were $1,131,000 with a bottom line of $252,000. Year to date revenue was $12,483,000. This was $401,000 ahead of budget and $606,000 year over year, due mostly to the true-up. Year to date expenditures for April were $11,196,000, which was $728,000 under budget and $284,000 over the year before. The bottom line year to date is $1,286,000.
The Enterprise Fund revenue is $101,000 with a bottom line of $38,000. This was
$6,200 above budget and $6,800 above the year before. Garage revenue was $296,000,
which was $20,000 less than last year. However, Ms. King noted that the Garage is
bringing in approximately $5,000 monthly from the gate and expects this gap to close.
Bottom line for the Garage is negative $25,000, while last year the garage was positive
$27,000. As of April, investments in CDs were $2.2 million, $2.7 million in CDARS, and
$116,000 in cash equivalents for a total of $5,094,000. In fund balance expenditures year to
date, $88,000 has been spent on brick work.

Ms. Dieffenbach presented the Director’s Report. She introduced Central Library
Manager, Jenny Smith. Ms. Dieffenbach shared some statistics from Ms. Head about the
Library’s digital content.
- There is an 84% year over year increase in juvenile and YA usage in digital
  content;
- There has been 469% year over year increase in e-audiobook usage;
- Ebook usage increased 26% this year and there was a 56% growth rate in the
  entire digital collection. That is the greatest increase in the region covered
  by our Overdrive rep;
- We have an average wait time of 10 days for materials. This is well below
  the national average of 23-24 days.

Ms. Dieffenbach concluded her report by announcing that we are now offering
Student Success Cards to private school students. Logistical constraints have prohibited
the Library from working directly with the schools, however students and families can
obtain a Student Success Card by visiting any library location.

Mr. Smith presented the Chairman’s Report. He reported that James Wyrick, a
long time member of the Board, passed away in May. He read a resolution in memory of
James Wyrick into the Minutes.

**Whereas**, James Wyrick was appointed to the Lexington Public Library Board of
Advisors in January 1990 and to the Board of Trustees in 1995; and

**Whereas**, James Wyrick served as Chairman of the Board of Trustees from 1999 -
2001; and

**Whereas**, James Wyrick served as the Library’s representative on the Board of the
Carnegie Center for Literacy and Learning from 2003 - 2009; and

**Whereas**, James Wyrick served as Chair of the Kentucky Library Trustee
Association from 2003 - 2004; and
Whereas, James Wyrick received the James E. Gugeler Outstanding Trustee Award in 2009 for “outstanding achievement in providing library services to the people of Kentucky”; and

Whereas, James Wyrick will be remembered for providing guidance, wisdom, and nurturing to new members of the Board; and

Whereas, James Wyrick passed away on May 9, 2019;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees, Advisory Board, and Staff of the Lexington Public Library celebrate the life of James Wyrick and his many contributions to the Lexington Public Library and the people of Lexington.

Ms. Wright presented the Board Development Committee report. She presented a motion from the Committee to appoint Frank X Walker to a 4 year term on the Carnegie Center Board of Directors. Mr. Coldiron seconded and the motion carried unanimously.

The Committee brought forward a motion for Ralph Coldiron to be recommended to Mayor Gorton to serve his first term on the Lexington Public Library Board of Trustees. He is currently filling the unexpired vacancy of Stephanie Spires, which expires in July. Mr. Parker seconded and the motion carried.

The Committee brought forward a motion to approve the Board Meeting schedule for FY2020. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Wright stated that there is a vacancy left by Ms. Williams. She asked any Advisory Board Members who are interested in serving as a Trustee to apply on the LFUCG website.

Mr. Smith presented the Budget and Finance Committee report. The Finance Committee approved the financial report as presented by Ms. King and bring it forward as a motion. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Smith called on Ms. King to explain the fund balance commitments for the coming year.

Ms. King stated that the motion approved in Committee was a projected increase of $1.3 million to the fund balance. The allocation would be to put $1 million into Building Renewal and Replacements, $200,000 into the Garage Refurbishment, and $100,000 in the Unassigned Fund Balance to cover the minimum required by Library policy, which is 3 months salaries and benefits.
The final fund balance proposal commitment is as follows:
   $4 million to Building Renewal and Replacement
   $3 million to a New Branch (No change from FY19)
   $500,000 to Emergency Fund (No change from FY19)
   $1,077,000 to the Garage Refurbishment

That comes in the form of a motion from the Finance Committee. Ms. Wright seconded and the motion carried unanimously.

Mr. Smith stated that per the Procurement Code Policy, staff members in possession of a Lexington Public Library Procurement Card must be listed in the minutes. Due to the departure of Programming Manager Natalie Davis, Programming Librarian David Bryant is now purchasing items related to systemwide programming. The Budget and Finance Committee recommends David Bryant be included in the list of people who have a Library Procurement Card. Mr. Coldiron seconded.

Mr. Coldiron asked for clarification on the limits of the Procurement Cards.

Ms. King stated that most Procurement Cards only allow purchases of $2,500 per month, have a limit of $1,000 on any individual purchase, and a maximum of 10 purchases per day. The cards are also limited on vendors and items that can be purchased with the cards. She noted that there are a couple of cards in the system with expanded purchasing amounts due to the nature of their positions. She also confirmed that all checks and credit card statements are reviewed by the Board Chair and Treasurer each month prior to the Board meeting.

The motion to approve a procurement card for David Bryant carried unanimously.

There being no further business, the meeting was adjourned at 5:03 pm.

Signed: [Signature]

Jordan Parker, Secretary