

BOARD OF TRUSTEES' MEETING  
LEXINGTON PUBLIC LIBRARY  
July 14, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held in the Board Room of the Central Library on Wednesday, July 14, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Jordan Parker, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Casandra Hockenberry, Louetta Hurst, James Inman, Stephanie Nallia, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Karen King, Finance Officer; Paige Smith, Development Manager; Clarissa Thomas, Director of Education; and Tom Wallace, Human Resource Director

Also present: Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the June 9, 2021, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. The Friends Board met this week. Now that the Central Library is open at full capacity, they are focusing on the Friends Book Cellar. Ms. Donworth thanked Ms. Rosenthal, Mr. Burke, Mr. Smith, Mr. Coldiron, Ms. King, and Ms. Dieffenbach for their work in the Industrial Revenue Bond, specifically in helping to reach an agreement with the developers. Ms. Donworth welcomed Ms. Smith back from maternity leave and stated that her focus has been on Booktacular, which will be October 30. Ms. Donworth is working with Ms. King and Ms. Dieffenbach on the public library construction fund letter of intent for the Village Branch.

Ms. King presented the Financial Reports through the month of May. The Auditors will be here this month to begin auditing FY21. Total assets were \$16,662,000, which is an increase of \$87,000 month over month and an increase of \$1,746,000 versus may of last year. \$8.6 million of that is in cash, \$5.2 million in investments, and \$2.8 million in receivables. There are liabilities of \$1.3 million and a fund balance of \$15.4 million. The fund balance is up \$403,000 for the month and \$1,751,000 over the prior year. In General Fund activity, revenue for the month of May was \$1,242,000, expenses were \$903,000, and the bottom line was \$339,000. Year to date revenues are \$15,053,000 with expenses of

\$11,291,000, and a bottom line of \$3,761,000. Revenues are up \$615,000 versus budget and \$922,000 over the year before. That change is primarily due to the \$840,000 transfer from the Foundation's Eastside Branch Capital Campaign. Expenses are down \$1,275,000 against budget, most of which is in personnel and operating. Expenses are down \$801,000 year over year. Materials fund revenue year to date is \$2,105,000, expenses are \$1,084,000, and there is a bottom line of \$220,000. The Enterprise Fund year to date revenue is \$40,000 with a bottom line of \$22,900. This is down \$39,000 from the year before due to the suspension of copy and print fees. Parking Garage year to date revenues are \$280,000 with a bottom line of negative \$63,000. Investments are \$5.2 million which is not a significant change. Debt is at \$4.5 million in the general fund and \$2.1 million for the parking garage for total debt of \$6.6 million total. There were no fund balance expenditures this month, but \$4.3 million has been spent so far this year on the Parking Garage and Village Branch purchase.

Ms. Dieffenbach presented the Director's Report. Beginning July 24, the Central Library will be open on Saturdays from 9-1 and beginning July 26, Beaumont, Central, Eastside, Northside, and Tates Creek will open beginning at 10am. Village Branch will continue to open at 11am since their primary traffic is in the afternoon. Study rooms at the branches are already in use and some meeting rooms will begin to open over the next two weeks. Staff are in the process of hiring Part Time Library Associates. A number of floaters, staff members who will work at different locations around the system, are being hired to provide more flexibility. Earlier this week, staff advertised for another set of Part Time Library Associates with more traditional hours. The Northside Digital Studio opened on June 14 and continues to be a very popular destination.

Ms. Dieffenbach updated the board on Cybersecurity. The Library recently underwent an IT Security Audit and the results were very positive, with recommendations for continued improvement. In 2019, the library partnered with KnowB4, an industry leader in improving security awareness, to routinely test staff and suggest areas for improvement. There has been an increase in security threats this year and changes are being made to internal workflows. Generic login accounts have been removed, as have local administrative rights on all work stations. Staff are updating the password policy to reflect new industry standards, and a new training plan with KnowB4 is being implemented. All of these changes are either complete or currently in process and should be completed by the end of August.

Ms. Dieffenbach reported that the negotiations with EOP and Group 4 for Architectural Services for the Village Branch have been completed and the contract will be signed by Mr. Smith following the board meeting.

Ms. Dieffenbach thanked Mr. Parker for his 10 years of service on the board. In addition to his work on the board, he also served on the Long Range Facilities Plan

Community Advisory Council. He was also part of the Diversity, Equity, and Inclusion Task Force, specifically working on the equitable hiring plan for the library.

Ms. Dieffenbach concluded her report by recognized Human Resource Director, Tom Wallace, for his 14 years of service. She highlighted his work over the past year in helping the Library responding to the Covid-19 Pandemic.

Mr. Smith presented the Chairman's Report. He congratulated Ms. Smith and Ms. George for completing the Leadership Lexington program. He also congratulated Dr. Belmadani and Eden Bennett, LPL's Volunteer Coordinator, for being a part of this year's Leadership Lexington program.

Mr. Smith presented a plaque to Mr. Parker, thanking him for his generous commitment of time, support, and leadership to the Lexington Public Library. He served on the Board of Advisors from 2011 to 2013 and the Board of Trustees from 2013 to 2021. Mr. Parker will be replaced by Ms. Nallia, who will be sworn it as a Trustee at next month's board meeting.

Mr. Burke presented the Budget and Finance Committee report. The committee moves that the Board of Trustees accept the May Financial Report as presented by Ms. King. Mr. Parker seconded and the motion carried unanimously.

Mr. Burke further stated that he and Mr. Smith reviewed last month's check and procurement card statements with no issues.

There being no further business, the meeting was adjourned at 4:49pm.

Signed:   
Susan Wright, Secretary