

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

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
August 11, 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, August 11, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Rania Belmadani, Mike Burke, Ralph Coldiron, Stephanie Nallia, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, 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; and Clarissa Thomas, Director of Education

Also present: Lori Meister, Friends of the Library; and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the July 14, 2021, Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. Meister provided the Friends Report. The Friends Book Cellar is open Monday-Friday from 10-4 and Saturday 10-1. The next Friends Board meeting is on Wednesday, August 18, at 5:00 and will be held virtually. They continue to seek new members for the Friends of the Library Board.

Ms. Donworth presented the Development Report. In July, the Booktacular Committee decided that they would be offering a virtual or non-event option for Booktacular. The Foundation, in collaboration with Ms. King, has submitted a notice of intent to apply for Public Library Construction Funds for the Village Branch. The formal application will be submitted in October. Thanks to Lisa Smith, a member of the Library Foundation Board, the Library has been invited to submit an application to the NiSource Charitable Foundation. In July, \$2,500 was received for the Eastside Branch Capital Campaign, \$200 for the Tates Creek Branch, and almost \$3,000 for youth services programming at the Northside Branch.

Ms. King presented the Financial Report for the month of June, which is also year-end. The auditors have completed their audit work and are working on the Financial Statements, which will be presented at next month's Board Meeting. Assets for the month

ending June 30, 2021, were \$16,701,000, liabilities were \$987,000 and the fund balance was \$15,714,000. Assets increased \$39,000 month over month and \$1,016,000 year over year. That included \$2.3 million in cash and a decrease in receivables due to the timing of receiving the monthly check from LFUCG. The fund balance increased \$338,000 month over month and \$1,480,000 year over year. The general fund activity for the month had revenues of \$1,367,000 with expenditures of \$929,000 and a bottom line of \$437,000. Year to date, revenues were \$16,420,000, expenditures of \$12,232,000, and a bottom line of \$4,187,000. That is before fund balance expenditures. Revenue increased year over year by \$826,000 and expenditures decreased year over year \$848,000 for a net year over year bottom line increase of \$1,674,000.

In the materials fund for the 12 months, revenue was \$2,291,000 and expenditures were \$2,159,000 with a bottom line \$132,000. The highest investment this year was in ebooks at \$880,000. The enterprise fund for the year had revenue of \$45,000 with expenditures of \$20,000 and a bottom line of \$24,000. Most of the revenue is rent from property on Village Drive. Garage revenues were \$307,000 with a bottom line of negative \$133,000. Investments for the month of June were \$5,229,000. \$2,176,000 was in regular CDs, \$2,868,000 was in the CDARS program, and \$185,000 was in money market accounts. There was a slight month over month increase in investments of \$23,000 and a \$48,000 increase over the year before.

Debt in the general fund was \$4,488,000 and debt for the parking garage was \$2,074,000 for total debt of \$6,562,000. There were no fund balance expenditures in June, however this year the Library invested \$3,089,000 in the purchase of the Village Branch and \$1,224,000 on the brick and elevators in the parking garage through the fund balance.

Ms. Dieffenbach presented the Director's Report. She reported that the work on the 4th floor of the Central Library is nearly complete. Once the shelves, books, and furniture have been moved, in the new Children's Floor will be open to the public. Staff spent a lot of time in the community over the past month, including at the Ashland Elementary Summer Ignite program, the Duncan Park Family Fun Fest, the Consolidated Baptist Church outdoor community art event at the Northside Branch, through a presentation to the Fayette County Public Schools Media Specialists, and in partnership with Goodwill Industries. This morning, the Northside Branch welcomed Divine Carama, the new director of OneLexington, who provided a training on engaging with teens. Next month, Ms. Thomas and her staff will present information to the Board about Destination Kindergarten, which will begin September 13. We have hired seven floating part time Library Associates as well as a Homework Help Associate for the Village Branch. We received 106 applicants for another Library Associate Position, from which a number of staff will be hired, and there is a full schedule of interview for this week and next.

Mr. Smith presented the Chairman's Report. Ms. Nallia was sworn onto the Lexington Public Library Board of Trustees.

Mr. Coldiron presented the Building and Property Committee report. We are currently in the design phase of the Village Branch. Staff have identified a possible temporary location for the Village Branch to operate from during construction. The Committee makes a motion that staff move forward with a space identified on Alexandria Drive, making sure all permits are in place, securing a certificate of occupancy from the city, and confirming that the insurance company approves the Library operating in a non-sprinklered space.

Ms. Nallia seconded and the motion carried unanimously.

Mr. Coldiron continued with his report. The Committee discussed the Beaumont Branch and the need to reimagine how space is being used. The Committee moves that staff prepare a Request for Proposal for Architectural Services to Brandstetter Carroll and EOP Architects for the renovation of the Beaumont Branch. The architects would be responsible for all permits related to the project.

Ms. Wright seconded and the motion carried unanimously.

Mr. Burke presented the Budget and Finance Committee Report. The Budget and Finance Committee brings forth a motion that the Board of Trustees accept the June financial report as presented by Ms. King. Ms. Wright seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the July check and procurement card statements with no questions and no issues.

There being no further business, the meeting was adjourned at 4:55pm.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
September 8, 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, September 8, 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, Stephanie Nallia, and Lawrence T. Smith. Advisory Board members present: Keith Bohart, Kimberly Turner Brennen, Megan George, Casandra Hockenberry, Louetta Hurst, James Inman, 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; Kelli Parmley, Community Relations Manager; Paige Smith, Development Manager; and Clarissa Thomas, Director of Education

Also present: Lori Meister, Friends of the Library; Cassidy Rosenthal, Stites and Harbison; and Debbie Smith, Mountjoy, Chilton, Medley

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the August 11, 2021, Board Meeting. Ms. Nallia seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. She shared that the Friends are working on plans for an October book sale. Ms. Donworth highlighted the Library's application to the city's American Rescue Plan Fund. The three projects the Library submitted were for a teen gaming space at the Northside Branch, a letter of support for Parks and Recreation's redesign of Phoenix Park, and funding for the Village Branch. Ms. Donworth stated that she would send additional information to the Board Members and asked that they contact their councilmembers in support of these projects. The city is allocating \$122 million in ARP funds.

Debbie Smith from Mountjoy, Chilton, Medley presented the FY 2021 Audit Report. She commended Ms. King and the Business Office staff for being available throughout the audit and for providing all necessary documents on time. She stated that they are issuing an unmodified opinion, which is the highest level of opinion and means they believe that the financial statements are fairly presented in accordance with generally accepted accounting principles.

Ms. Smith presented a high level review of the FY21 audit, stating that there were no internal control matters and that they did not become aware of any fraud or material weaknesses. She also commended the Library on maintaining strong controls throughout the Covid-19 pandemic, stating that this is an additional area of review.

Ms. Smith stated that the audit also includes the Lexington Public Library Foundation, which is reported separately.

Ms. King presented the Financial Report for July. For the first month of FY22, the library had assets of \$16,969,000, liabilities of \$757,000 and a fund balance of \$16.7 million. Assets were up \$267,000 over the prior month and \$1.4 million over the prior year. The fund balance was up \$497,000 over the prior month and \$1.5 million over the prior year. In the general fund, revenues were \$1,289,000 and expenses were \$875,000 with a bottom line of \$413,000. This was \$285,000 better than budget, primarily driven by Personnel, which is under budget by \$142,000. Revenues were down slightly from the prior year by \$14,000. The decrease in revenue was due to high projections from the city early in FY20, which were reversed in the second half of the year.

In the materials fund, revenue was \$194,000 and expenditures were \$257,000 with spending \$63,000 more than revenue. This is typical for the month of July due to database renewal and the budget will catch up by the end of the year. The enterprise fund had revenue of \$18,000 in July and expenses of \$3,000 for a bottom line of \$15,000. The large revenue number was the annual percentage rent payment from Long John Silver's and not a normal month's revenue. The garage had revenue of \$29,000 and a bottom line of negative \$7,700. Investments were \$5,228,000, with no significant changes over last month and a slight increase over the year before. Debt in the general fund was \$4,441,000 and \$2,065,000 in the garage for total debt of \$6,506,000. There were no fund balance expenditures in July, but there will be significant expenditures for the Village Branch as the year progresses.

Ms. Dieffenbach presented the Director's Report. She invited everyone to visit the new Children's Section on the Central Library's 4th floor. There are multiple play areas, a storytime corner, and many projects for kids to enjoy. Hiring of more staff continues, with interviews for the Human Resources Director, Training Manager, and Marketing Manager taking place in the coming weeks.

Ms. Dieffenbach welcomed Ms. Thomas and Ms. Parmley who presented information about Destination Kindergarten.

Ms. Thomas reported that in-person Children's programming will begin as part of Destination Kindergarten, the Kindergarten readiness program and initiative that is funded by PNC and their Grow Up Great initiative. Each week, programs will be offered around the 5 building blocks to early literacy, which are Read, Talk, Play, Write, and

Sing. The behaviors will be modeled through the programming, and additional resources will be provided to the parents. The programs, which begin next week, will be offered outside whenever possible.

Ms. Parmley shared that there will be an area at each location devoted to Destination Kindergarten. Parents and caregivers will be able to pick up a bingo card and stamp with a variety of activities to do with their child, and children will receive a backpack. As they complete themed activities, they will receive a hang tag that can be attached to their backpack. Featured themes will be early literacy; science, art and music; math; language and communication; social and emotional development; and fine and gross motor skills. With each theme comes a checklist that parents and caregivers can use to monitor their child's progress. The next phase of the program will be a roll out to childcare centers, which will take place when library staff are allowed back into the facilities.

Mr. Smith presented the Chairman's Report. The next meeting will be October 13 at the Central Library Board Room. The Lexington Public Library plans to apply for public library facility construction funds from the Kentucky Department of Libraries Archives to assist with the construction of the new Village Branch library. Mr. Smith moves to authorize Heather Dieffenbach to file the application to KDLA on behalf of the Board of Trustees, provide additional information that may be required, and to serve as the library board's official representative to act in connection with this proposal. Mr. Burke seconded and the motion carried unanimously.

Mr. Burke presented the Budget and Finance Committee Report. He moved that the Board of Trustees accept the FY 2021 audit as performed by MCM and Advisors. Mr. Coldiron seconded and the motion carried unanimously.

The Budget and Finance Committee moved that the Board of Trustees accept the July 2021 financial report as presented by Ms. King. Ms. Nallia seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith reviewed the August check and procurement card statements with no questions and no issues.

Mr. Burke updated the Board on the work the Budget and Finance Committee have been doing on the Investment policy. In 2019, the Kentucky Legislature revised KRS 66.480, which allows quasi-governmental institutions to broaden their investment policies to include slightly more risky investment opportunities. Prior to the KRS change, the Library could only invest in low risk areas, such as CDs and Money Market Accounts. The change allows more flexibility and for institutions to assume slightly more risk in search of a better return, with a number of safe guards built in.

The proposed change to the Library policy will match KRS 66.480 and includes a requirement that if the library wants to move in the direction of assuming more risk, the plan must be approved by the Board prior to the investment.

King presented additional information on the limitations built into KRS 66.480.

Mr. Smith stated that everyone will receive a copy of the Investment Policy, to be voted on next month.

There being no further business, the meeting was adjourned at 5:22pm.

Signed: _____


Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
October 13, 2021

The regular meeting of the Board of Trustees of the Lexington Public Library was held virtually and at the Central Library on Wednesday, October 13, 2021, at 4:30 p.m. Lynda Bebrowsky, Library Board Vice Chair, called the meeting to order.

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

Library staff present: AnnaMarie Cornett, Administrative Support Coordinator; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development, Marketing and Communications; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Human Resources Director; Karen King, Finance Officer; Clarissa Thomas, Director of Education; Paige Smith, Development Manager; and Jamie West, Training Manager.

Also present: Melissa Boulton, Kentucky Department for Libraries & Archives (KDLA).

Ms. Bebrowsky called the meeting to order.

Ms. Wright moved for the approval of the minutes from the September 8, 2021, Board meeting. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. She informed the Board that the Friends' annual book sale was currently in progress and encouraged members to participate, stating that the money raised by the sale formed a large portion of the Friends' annual revenue.

Next, Ms. Donworth apprised the Board of the on-going preparations for the 2021 Booktacular fundraiser, which would essentially be a watch party, but which would also have an in-person option, held at the Melodian and available to Board members, Foundation Board members, and Booktacular committee members first, and then to anyone else who wished to take part. She added that the suggested donation level for people participating in the watch party was \$25, but that donations at any level were greatly appreciated. And she concluded by thanking Paige Halpin Smith for her tremendous work on the project and by informing the Board that a record total of

\$35,000 in committed sponsorships had already been achieved, led by the presenting sponsor, Community Trust Bank.

Finally, Ms. Donworth thanked all Board members who had reached out to their council members and council members-at-large in support of the Library's proposals for the American Rescue Plan Act. She urged them to keep talking to them, because many council members had included infrastructure for non-profit partners, of which the Library was potentially one, on their list of top 30 priorities.

Ms. King presented the Financial Report. As of August 2021, the Library had total assets of \$17,377,000. This was an increase of \$408,000 from the previous month and \$1,452,000 from the previous year, and included \$9,251,000 in cash, \$5,228,000 in investments, and \$2,897,000 in receivables. Liabilities were \$812,000, which left a fund balance of \$16,564,000, up by \$352,000 from the previous month and \$1,496,000 from the previous year.

In general fund activity, revenues for the month were \$1,291,000 and expenditures were \$937,000, leaving a bottom line of \$354,000. Year to date revenues were \$2,580,000, expenditures were \$1,822,000, and the bottom line was \$758,000. The current revenue was \$22,000 under budget and \$26,000 below the year before. Expenses were \$412,000 under budget, primarily in personnel, which was \$280,000 under budget and \$252,000 less than the year before.

The Materials Fund year to date for the two months (July and August) was \$388,000 and expenses were \$442,000. Expenses therefore exceeded revenue by \$54,000, a typical trend at the beginning of the year, according to Ms. King.

The Proprietary Fund year to date revenues were \$22,000 for the Enterprise Fund and \$56,000 for the Parking Garage. While expenditures were \$8,000 and \$74,000 respectively. Leaving a bottom line of \$14,000 for the Enterprise Fund and negative \$17,000 for the garage.

Investments were \$5,228,000, a slight change over the previous year, but with no significant changes in the investments. Debt for the general fund was \$4,383,000 and for the Parking Garage was \$2,037,000, making a total of \$6,431,000.

There were no Fund balance expenditures year to date.

Ms. Dieffenbach presented the Director's Report. She asked the Board to join with her in congratulating Ms. Thomas and her department for organizing a very successful Take Home Job Fair, which had proved to be so popular that a second one was being organized for January 2022. She asked the Board members to supply Ms.

Thomas with the names of any employers they knew who might be interested in advertising for employees in order that their details might be included in the bags participants would take home from the next fair.

Ms. Dieffenbach continued by informing the Board of recent hires, interviews, and forthcoming interviews, particularly for the positions of Eastside Branch Manager, Village Branch Assistant Manager, and the Workforce Development Manager. And she introduced the new Director of Human Resources, Kevin Imai, and the new Training Manager, Jamie West, to the Board.

Ms. Bebrowsky presented the Chairman's Report. The next meeting will be on November 10 and will be held at Central and via Zoom.

Ms. Bebrowsky noted that the planned changes to the Library's investment policy that the Budget and Finance Committee had intended to bring forward at the meeting would now be brought forward at the next meeting.

Ms. Bebrowsky also presented the Board Development Committee Report, giving a brief summary of the Knight Foundation-funded Civic Commons Learning Network, an initiative Ms. Donworth had been working on which focused on rethinking public spaces. Ms. Bebrowsky explained that one of the working groups within the network was advocating for one percent of the Federal Infrastructure Bill to be dedicated for civic infrastructure, such as public spaces, and a community revitalization fund. Ms. Donworth had successfully petitioned for public libraries to be included on the Percent for Place platform, and the platform had been officially endorsed by the AARP, Trust for Public Lands, and the National Parks and Rec Association. The coalition was seeking official endorsement from as many organizations as possible in order to demonstrate to Congress the broad support for civic spaces. Ms. Bebrowsky then proposed a motion that the Library officially state its support for the Percent for Place initiative. Mr. Coldiron seconded, and the motion was passed unanimously.

Ms. Bebrowsky concluded the committee's report by advising the Board that a number of vacancies on the Advisory Board were due to arise in January 2022, and that there would also be two Trustee vacancies in July 2022. She announced that the committee was currently discussing next steps on a Board Recruitment plan which would be presented at the next meeting.

Ms. Nallia presented the Budget and Finance Committee Report.

Mr. Burke reported that he and Mr. Smith had reviewed the September check and procurement card files with no issues and no questions.

Ms. Nallia proposed the motion that the Board approve the financial statements for August as presented by Ms. King. Mr. Coldiron seconded the motion, which passed with unanimous consent.

There being no further business, the meeting was adjourned at 4:50 p.m.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
November 10, 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, November 10, 2021, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Mike Burke, Ralph Coldiron, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Megan George, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Jonathan Francis, Marketing Manager; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; Paige Smith, Development Manager; and Clarissa Thomas, Director of Education

Also present: Lori Meister, Friends of the Library; Cassidy Rosenthal, Stites and Harbison; and Mike Wolfe, Churchill McGee

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the October 13, 2021, Board Meeting. Mr. Burke seconded and the motion carried unanimously.

Ms. King presented the Financial Report. As of the end of September 2021, the library had assets of \$17,561,000, liabilities of \$812,000 and a fund balance of \$16,748,000. Assets were up \$183,000 over the prior month and \$1,281,000 over the prior year. The fund balance was up \$184,000 over the prior month and \$1,243,000 over the prior year. In the general fund, revenues were \$1,292,000 and expenses were \$937,000, so revenues exceeded expenditure by \$354,000. Year to date, revenues stood at \$3,872,000, which was \$31,000 under budget and \$39,000 less than the same time last year. Expenditures totaled \$2,759,000 and were \$576,000 under budget, sixty percent of which was due to a temporary reduction in the number of personnel. Ms. King explained that a number of positions were in the processes of being filled and that once they were the expenditure for personnel would start to rise. The bottom line, year to date, was \$1,113,000, which was \$544,000 under budget and \$163,000 less than last year, and which, once again, could be directly attributed to the reduced number of personnel.

In the materials fund, revenue was \$582,000 and expenditures were \$642,000 with spending \$60,000 more than revenue. This is typical for the time of year. The enterprise

fund had revenue of \$32,000 year to date and expenses of \$14,000 for a bottom line of \$17,000, thanks largely to the rent from Long John Silver's, which will soon stop. The garage had revenue of \$84,000 and a bottom line of negative \$20,000. Garage gate receipts are still at approximately fifty percent of where they were prior to the pandemic. Investments were \$5,228,000, with no significant changes over last month and an increase of \$45,000 over the year before. Debt in the general fund was \$4,365,000 and \$2,229,000 in the garage. There were no fund balance expenditures in September, but there will be significant expenditures for the Village Branch as the year progresses.

Ms. Donworth presented the Development Report. She began by inviting Ms. Meister to provide an update on the Friends of the Library. Ms. Meister informed the Board that the recent Friends Book Cellar sale raised approximately \$12,000, a similar sum to that raised in pre-pandemic years, and added that the Friends planned to hold an open house on Saturday, November 20, to give people an opportunity to see the new layout of the store. She concluded by announcing that Keith Bohart had been appointed to the Friends' Board.

Ms. Donworth then reported on the success of the 2021 Booktacular fundraiser, which grossed \$50,916, a record amount. She thanked everyone who participated, from sponsors to attendees, and made special mention of Jeremy Midkiff and Paige Halpin Smith for their hard work. Mr. Smith asked that the minutes formally record the Board's appreciation of the work Ms. Donworth and Ms. Smith in organizing Booktacular. Lastly, Ms. Donworth thanked the Friends for their donation of \$25,000 towards the Library's annual staff awards celebration and staff professional development.

Ms. Dieffenbach presented the Director's Report. She notified the Board of some recent internal promotions (Jonathan Francis, Marketing Manager, AnnaMarie Cornett, Chief of Staff, and Christopher Oakford, Executive Assistant), and of the appointment of Ashley Sipple-McGraw as Eastside Branch Manager. And she outlined some forthcoming job postings (Librarian Is, Teen Librarians, Workforce Development Manager, and Experiential Learning Coordinator) that would be advertised in the near future. She then informed the Board of the likely need for a special called Board meeting to be held before December 5 to discuss the Library's response to the Biden administration's vaccine mandate, which would affect the Library as an employer with over 100 employees.

Mr. Smith presented the Chairman's Report. He began by reading a tribute to Elliot Appelbaum, a longtime Library employee and the former manager of the Eastside Branch. He suggested that the tribute should be entered in the minutes in full and disseminated to all staff. Mr. Burke proposed the motion, Mr. Coldiron seconded, and it passed unanimously. The text is as follows:

"It is with great sadness that I share that in October, former Eastside Branch Manager, Elliot Appelbaum passed away after a courageous fight against Leukemia. Elliot retired from LPL at the end of May after spending 30 years with the Library, including as manager of the Tates Creek Branch. Not only did Elliot leave a lasting legacy at LPL, he was also respected and admired by his library colleagues across the state. On behalf of the Board, I would like to express our sincere condolences to his family, his partner Rick, and all of his friends and colleagues."

Mr. Smith concluded his report by welcoming the new Director of Human Resources, Kevin Imai, to the Library.

Mr. Coldiron presented the Building and Property Committee Report. He brought forward two motions. First, that the new Village Branch, which thanks to a rise in construction costs will now cost \$1.2 million more than anticipated, should be completed as originally intended, and that the additional money required should be raised by the Foundation as part of a \$5 million capital campaign. The motion was seconded by Mr. Burke and passed unanimously. Second, that EOP and Group 4 should begin work on the second stage of the project immediately. The motion was seconded by Ms. Wright and passed unanimously.

Ms. Bebrowsky presented the Board Development Committee Report and provided members with a flyer, which will be used to attract potential new Board members as part of the committee's Board Recruitment Plan.

Mr. Burke presented the Budget and Finance Committee Report. He moved that the Board of Trustees approve the Investment Policy. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke moved that the Board of Trustees accept the September 2021 financial report as presented by Ms. King. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith had reviewed the October check and procurement card statements with one question and no issues.

There being no further business, the meeting was adjourned at 5:01pm.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
December 1, 2021

A special meeting of the Board of Trustees of the Lexington Public Library was held in the Board Room of the Central Library on Wednesday, December 1, 2021, at 4:30 p.m. Mike Burke, Library Board Treasurer, called the meeting to order.

Board members present: Rania Belmadani, Mike Burke, Ralph Coldiron, Stephanie Nallia, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Brennen, Megan George, Louetta Hurst, James Inman, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; Paige Smith, Development Manager; and Clarissa Thomas, Director of Education

Also present: Lori Meister, Friends of the Library and Cassidy Rosenthal, Stites and Harbison

Mr. Burke called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the November 10, 2021, Board Meeting. Dr. Belmadani seconded and the motion carried unanimously.

Ms. Donworth presented the Development Report. She began by saying that November had been a busy month, and a very successful one, with a total of \$15,021 in donations from 51 donors. She thanked Paige Halpin Smith and Yajaira West for their leadership of Booktacular, and then outlined the plan for this year's End of Year Fundraising Appeal, which would be divided into two separate approaches, one for Adult services and one for Children's services. Ms. Donworth informed the Board that the Foundation was to be featured in the December issue of Tops In Lex. She concluded by reporting on the success of the recent open house held by the Friends, reminding the Board that the Book Cellar would be closed between December 20 and January 3, and officially thanking the Friends for their donation of \$25,000 to support staff development.

Ms. King presented the Financial Report. As of October 2021, the Library had assets of \$17,868,000 and liabilities of \$690,000. The monthly revenues for October were \$1,315,000, with expenditures of \$1,035,000, leaving a bottom line of \$279,000, while year to date revenues were \$5,187,000, liabilities \$3,795,000, and the bottom line was \$1,391,000. There had been no expenditures from the Fund Balance so far, though some relating to the Village Branch would start to come through soon.

Ms. Dieffenbach presented the Director's Report. She asked the Board to consider what information should most usefully be contained in her monthly Director's Report to help keep them in their work and informed them that the Library's Chief of Staff would send them a communication on the subject in due course to ask for their feedback. She then reported on the recent launch of the Luna Library partnership at Northside and screened a news report from LEX18 that covered the event.

Mr. Burke presented the Chairman's Report. The date of the next regular meeting of the Board is January 12, 2022. There were no reports from the Building and Property Committee or the Board Development Committee.

Mr. Burke then presented the Budget and Finance Committee Report. On behalf of the Committee, he moved that the Board of Trustees accept the October 2021 financial report as presented by Ms. King. Mr. Coldiron seconded and the motion carried unanimously.

Mr. Burke stated that he and Mr. Smith had reviewed the November check and procurement card statements with no questions and no issues.

There being no further business, the meeting was adjourned at 4:45pm.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
January 12, 2022

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, January 12, 2022, 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, Stephanie Nallia, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Keith Bohart, Kimberly Brennen, Megan George, Laura Hatfield, Casandra Hockenberry, Louetta Hurst, James Inman, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; Paige Smith, Development Manager; and Clarissa Thomas, Director of Education

Also present: Lori Meister, Friends of the Library, and Cassidy Rosenthal, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Coldiron moved for approval of the minutes from the December 1, 2021, special called Board Meeting. Ms. Wright seconded and the motion carried unanimously.

Ms. King presented the Financial Report. As of the end of November 2021, the Library had total assets of \$18,399,000, up \$531,000 month over month and \$4,300,000 year over year. There was \$1,100,000 in liabilities and a fund balance of \$17,296,000, up \$118,000 over the prior month and \$4,100,000 over the prior year. Revenues for November were \$1,339,000 and expenditures were \$903,000, while for the year to date they were \$6,526,000 and \$4,706,000. This left a bottom line of \$1,819,000, which was \$956,000 under budget and attributable, in large part, to the continuing reduction in expenditure on personnel during the pandemic. Materials spending was \$51,000 over budget, typical for the time of year. Investments had not materially changed in the month of November. And from the Fund Balance a total of \$334,000 had been spent on the Village Branch, primarily on architectural services.

Ms. Donworth presented the Development Report. She began by highlighting the success of the 2021 Year End Giving campaign, which raised a total of \$18,366 from 106 donors, compared to just over \$10,000 from 104 donors the year before. She thanked Paige Halpin Smith, Development Manager, and Jonathan Francis, Marketing Manager, for putting together the campaign, and explained that for the first time the Library had

separated Year End Giving into two different appeals: one focused on children's education and one on workforce development, an initiative that had clearly worked well. She added that the Foundation's bottom line for November and December was \$62,636. She then informed the Board that work on the Village Branch capital campaign was ongoing and included meetings with potential donors and advocates. She concluded by thanking Lori Meister for her work as Chair of the Friends' Board. (Ms. Meister is stepping down after eight years. Her replacement is Mr. Rod Brotherton.) The Board joined Ms. Donworth in thanking Ms. Mesiter for her service.

Ms. Dieffenbach presented the Director's Report, beginning with an update on the Library's Covid situation in which she informed the Board that, following guidance from the CDC and the Kentucky Department for Public Health, the Library had reintroduced the requirement for staff and patrons to wear masks in all buildings. Next, she notified the Board of the recent deaths of two members of the Library's staff: Johnny Daniels and Jacques Campbell, and she drew the Board members' attention to the number of losses the Library community had suffered over the past year. She then provided some brief biographical details of the recipients of the 2021 service awards, in lieu of the annual awards dinner, and asked the Board to join her in thanking the members of staff for their work. (The people receiving service awards were Jennifer Murphy; Leslie Tate; Vickie Hale; Jeremy Midkiff; Rebecca Bruin; Naomi Clewett; Jackie Arakaki; Katie Camp; Heather Prichard; Bill Widener; Wayne Johnson; and Lori Poole.)

Mr. Smith presented the Chairman's Report. He notified the Board that next the Board meeting would be on February 9 at Central. He then thanked the three Advisory Board members (Keith Bohart, Kimberly Brennen, and Laura Hatfield), whose terms had already expired, or were about to expire. The Board thanked all three for their service.

Ms. Bebrowsky presented the Board Development Committee Report and brought forward two motions. First, that the Board approve the updated Ethics policy to bring LPL into line with the LFUCG Ethics Act. Mr. Burke seconded and the motion passed unanimously. Second, that the Board approve the Vaccine Mandate policy. Mr. Coldiron seconded and the motion passed unanimously. Ms. Bebrowsky then informed the Board that there were four vacancies on the Advisory Board to fill, and that the Board Development Committee would bring a list of recommended replacements to the February meeting.

Mr. Burke presented the Budget and Finance Committee Report and brought forward two motions. First, that the LPL FY 2022 budget be adjusted to include an increase of \$195,000 to \$482,000 to complete the repairs to the parking garage membrane in one go rather than two, allowing for a saving of approximately \$100,000. Second, that the Board accept the November Financial Report, as presented by Karen King. Ms. Wright and Ms. Nallia seconded respectively and both motions passed unanimously. Mr.

Burke concluded by confirming that he and Mr. Smith had reviewed the checks and procurement card statements for December with no questions and no issues.

There being no further business, the meeting was adjourned at 5:09pm.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
February 9, 2022

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, February 9, 2022, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Rania Belmadani, Mike Burke, Ralph Coldiron, Stephanie Nallia, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Megan George, Casandra Hockenberry, Louetta Hurst, James Inman, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Lori Davis, Workforce Development Manager; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; Paige Smith, Development Manager; and Clarissa Thomas, Director of Education

Also present: Rod Brotherton, Friends of the Library; Cassidy Rosenthal, Stites and Harbison; and Melissa Boulton, KDLA

Mr. Smith called the meeting to order.

Ms. Wright moved for approval of the minutes from the January 12, 2022, Board Meeting. Ms. Nallia seconded and the motion carried unanimously.

Ms. Donworth gave the Development Report. She explained that much of January and early February had been spent holding conversations with Council Members about the Village Branch project and the Library in general, and that she had also held meetings with individual Board members and potential donors about the forthcoming capital campaign. She informed the Board that Library Legislative Day was scheduled for Wednesday, March 2, and she concluded by stating that the Foundation received 19 individual gifts in January.

Ms. King gave the Financial Report. As of December 2021, the Library had total assets of \$18,590,000, up \$190,000 month over month and \$4,037,000 year over year. There was \$942,000 in liabilities and a fund balance of \$17,647,000, an increase of \$351,000 over the prior month and \$3,900,000 over the prior year. Revenues for December were \$1,305,000 and expenses were \$877,000, while year-to-date, they were \$7,831,000 and \$6,818,000. This left a bottom line of \$2,247,000. In the Materials Fund, revenues were \$1,163,000 and expenditures were \$1,192,000, while in the Proprietary Fund, revenues exceeded expenditure in the Enterprise Fund by \$8,700 and expenditure exceeded revenue in the Garage Fund by \$50,900. Investments did not materially change in the month of December. A total of \$433,000 had been spent on the Village Branch from the Fund Balance.

Ms. Dieffenbach gave the Director's Report, She began by thanking attendee Melissa Boulton for KDLA's construction grant for the Village Branch, and by introducing the Library's new Workforce Development Manager, Lori Davis. Next, she informed the Board of the sad news of the death of former LPL legal counsel Keith Moorman, and she asked them to join her in congratulating LPL's current legal counsel, Cassidy Rosenthal, on her appointment as Chair Elect of Commerce Lexington. Finally, she directed the Board's attention to two further points: that Lexington Public Library had been selected as one of just 22 libraries chosen from across the United States and Canada to participate in the Urban Libraries Council *Building Equity: Amplify Summer Learning Cohort*, and that AARP Tax Help would be back at four locations this year.

Mr. Smith presented the Chairman's Report. He informed the Board that next month's meeting would be on March 9 at Central.

Ms. Wright presented the Board Development Committee Report and brought forward three motions. First, that the Board should submit five names to Mayor Gorton for appointment to Lexington Public Library's Advisory Board, seconded by Mr. Coldiron and passed unanimously. Second, that the Board adopt two recommended updates to the Library's IT Security policy, seconded by Mr. Burke and passed unanimously. Third, that the Library add Juneteenth be added to the list of holidays for the Library's staff, seconded by Dr. Belmadani and passed unanimously.

Mr. Burke presented the Budget and Finance Committee Report. On behalf of the committee, he brought forward the motion that the Board accept the December 2021 Financial Report, as presented by Karen King. Ms. Wright seconded and the motion passed unanimously. Mr. Burke concluded by confirming that he and Mr. Smith had reviewed the checks and procurement card statements for January with one question and no issues.

There being no further business, the meeting was adjourned at 4:52pm.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
March 9, 2022

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, March 9, 2022, at 4:30 p.m. Lawrence T. Smith, Library Board Chair, called the meeting to order.

Board members present: Rania Belmadani, Mike Burke, Ralph Coldiron, Stephanie Nallia, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Alex Garcia, Megan George, Casandra Hockenberry, Louetta Hurst, James Inman, Rebecca Self, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; Paige Smith, Development Manager; and Ashley Sipple-McGraw, Eastside Branch Manager

Also present: Rod Brotherton, Friends of the Library; Logan Marksbury, Marksbury Family Foundation

Mr. Smith called the meeting to order.

Mr. Smith moved for approval of the minutes from the February 9, 2022, Board Meeting. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Donworth gave the Development Report. She began by welcoming the members of the Marksbury family who were attending and thanking them for their generosity and support. She then informed the Board that the City had agreed to allocate \$1 million from the American Rescue Plan Act funds to the Village Branch project, and she thanked everyone on the Staff and Board who had helped bring that about. She added that the Foundation had received an additional \$75,000 in donations, that during Library Legislative Day on March 2 she met with 10 of Fayette County's 17 legislators to discuss a wide variety of issues, and that the Library's new STEAM Lab would open on March 24.

Ms. King gave the Financial Report. As of January 2022, the Library had total assets of \$19 million, up \$420,000 month over month and \$3.8 million year over year. There was \$941,000 in liabilities. Revenues for January were \$1,291,000 and expenses were \$927,000, while for the year to date, they were \$9,123,000 and \$6,500,000. This left a bottom line of \$2.6 million. In the Materials Fund, year-to-date revenues were \$1,357,000 and expenditures were \$1,329,000, while in the Proprietary Fund, revenues exceeded expenditure in the Enterprise Fund by \$12,000 and expenditure exceeded revenue in the Garage Fund by \$60,000. Investments did not materially change in the month of January. A total of \$433,000 had been spent on the Village Branch from the Fund Balance.

Ms. Dieffenbach gave the Director's Report. She welcomed the new Advisory Board member, Alex Garcia, and introduced the Library's new Eastside Branch manager, Ashely Sipple-McGraw, to the Board. She then handed over to Chief of Staff, AnnaMarie Cornett, who updated the Board on the work that had done on defining the Library's strategic priorities. Ms. Cornett unveiled eight key areas in which the Library sought either to change or to improve in the short to medium term. They were:

- Develop a diverse, flexible, and highly skilled workforce
- Long-term stability and growth
- Become an institution that "Transforms Lives" and "Supports Personal Growth"
- Develop buildings that are appealing, flexible, and easy to navigate
- Defend intellectual freedom and promote civic engagement
- Board development and advocacy
- Diversity, equity, inclusion, social justice, and anti-racism
- Improve efficiency and capacity

Mr. Smith presented the Chairman's Report. He asked Mr. Garcia and Ms. George, who was beginning her second term on the Advisory Board, to read the oath of office, and informed the Board that the next Board meeting would be on April 13 at the Central Library.

Mr. Burke presented the Budget and Finance Committee Report. On behalf of the committee, he brought forward two motions. First, that the Board accept the January 2022 Financial Report, as presented by Ms. King. Ms. Nallia seconded and the motion passed unanimously. Second, that the Board accept the Staff's recommendation to award the contract for the provision of general counsel and legal services to Lexington Public Library to the firm of Stites & Harbison, PLLC. Mr. Coldiron seconded and the motion passed unanimously. Mr. Burke concluded by confirming that he and Mr. Smith had reviewed the checks and procurement card statements for February with no question and no issues. As part of the same committee report, Mr. Smith then read a Resolution of Gratitude to the Marksbury Family Foundation for its donation to the new Village Branch building project, in which he announced that the new branch, when completed, would be named the Marksbury Family Branch. This came in the form of a motion. Mr. Burke seconded and the motion carried unanimously.

Under Any Other Business, Mr. Brotherton told the Board that the online inventory of the Friends' stock should be complete by the end of March and that the Friends planned to hold a sale between the 7th and 16th of April.

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

Signed: _____


Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
April 13, 2022

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, April 13, 2022, 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, Stephanie Nallia, Lawrence T. Smith, and Susan Wright. Advisory Board members present: Jennifer Bird-Pollen, Craig Cammack, Alex Garcia, Casandra Hockenberry, Louetta Hurst, Carly Muettertities, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Tonya Head, Director of Access and Strategic Initiatives; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; Paige Smith, Development Manager; and Clarissa Thomas, Director of Education

Also present: Rod Brotherton, Friends of the Library; Megan George, Stites and Harbison; and Melissa Boulton, KDLA

Mr. Smith called the meeting to order.

Mr. Smith moved for approval of the minutes from the March 9, 2022, Board Meeting. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Donworth gave the Development Report. She informed the Board that it was currently "On the Table Week" and she invited Board members to participate, giving them details of forthcoming meetings taking place at the Library that they could attend. Next, she gave a brief account of the opening of the Kloiber Foundation STEAM Lab on March 24, congratulating Clarissa Thomas and her team on their hard work and the success of the event, and adding that in the lead up to the opening the Kloiber Foundation provided additional funds for the creation of an audio booth. She then provided an update on the amount of donations and pledges the Foundation had received in March, which totaled just over \$46,000 in donations and \$12,500 in pledged support, and she asked the Board to save the date for the 2022 Booktacular fundraiser on October 28. The event will be at the Central Library, and for the first time has attracted a presenting sponsor, Community Trust Bank. She concluded by thanking the Board for their support on Library Giving Day, which raised \$1000.

Immediately following the conclusion of Ms. Donworth's report, Chair Larry Smith asked Ms. Donworth to provide an update on Senate Bill 167. In response, Ms.

Donworth summarized the substance of the bill and explained that it would not have a direct impact on Lexington Public Library.

Ms. King gave the Financial Report. As of the end of February 2022, the Library had total assets of \$19,422,000, liabilities of \$2.1 million, and a fund balance of \$17.3 million. Revenues for February were \$1,290,000 and expenses were \$1,024,000, leaving a bottom line of \$366,000. Year-to-date, revenues have exceeded expenses by \$2.8 million, \$1.5 million better than budget most of which was in personnel. In the Materials Fund, year-to-date revenues were \$1,552,000 and expenditures were \$1,511,000. Investments did not materially change in the month of February. And from the Fund Balance, \$278,000 was spent on the Marksbury Family Branch, formerly known as the Village Branch.

Ms. Dieffenbach gave the Director's Report. She informed the Board that the Library was currently hiring more staff, which would allow for an expansion of hours, starting on May 2, to include opening again on Sundays. The new hours for all locations will be Monday-Thursday, 9:30am-7:00pm, Friday, 9:30am-6:00pm, Saturday, 9:30am-5:00pm and Sunday, 1pm-5pm. She then encouraged all those present to participate in the on-going On the Table discussions. And she asked everyone who could to take part in the Community Read of Heather McGhee's *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together*, which the Library was working on with the University of Kentucky and Blue Grass Community Foundation, and to attend *An Evening With Heather McGhee*, scheduled for April 28, 2022.

Mr. Smith presented the Chairman's Report. He began by notifying the Board that since the last meeting three members of the Advisory Board (Megan George, James Inman, and Rebecca Self) had resigned, as they had each taken on new commitments leaving them unable to devote the necessary amount of time to the Board. He added that Lynda Bebrowsky would provide details of possible replacements in the Board Development Committee Report. He then asked three new members of the Advisory Board (Jennifer Bird-Pollan, Craig Cammack, and Carly Muetterties), who were appointed by Mayor Gorton in February, to read the oath of office and he assigned them to their preferred committees, which were: Building and Property (Alex Garcia); Board Development (Craig Cammack); Budget and Finance (Jennifer Bird-Pollan and Carly Muetterties). He concluded by tabling a motion to move the date of the May Board meeting from Wednesday, May 11 to Wednesday, May 18. The motion was seconded by Mr. Coldiron and passed unanimously.

Ms. Bebrowsky presented the Board Development Committee Report and brought forward a motion that the Board forward the names of three applicants for the Advisory Board (DeLaine Bender, Shawntaye Hopkins, and Hunter Porter) to Mayor Gorton for her consideration in appointing them to fill the unexpired terms left by Megan George, James Inman, and Rebecca Self. The motion was seconded by Mr.

Coldiron and passed unanimously. Ms. Bebrowsky then provided the Board with an outline of the evaluation process for the Executive Director, highlighting key dates for the Board.

Mr. Burke presented the Budget and Finance Committee Report. On behalf of the committee, he brought forward a motion that the Board accept the February 2022 Financial Report, as presented by Ms. King. The motion was seconded by Ms. Nallia and passed unanimously. He confirmed that he and Mr. Smith had reviewed the checks and procurement card statements for February with two questions and no issues. He then asked Ms. King to give a summary of the FY 23 budget. After giving a brief overview of the key points, Ms. King informed the Board that every member would receive a draft of the full budget and an invitation to discuss it with herself and Ms. Dieffenbach over the course of the next month and ahead of the May Board meeting.

There being no further business, the meeting was adjourned at 5:15 p.m.

Signed: 
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
May 18, 2022

A special called meeting of the Board of Trustees of the Lexington Public Library was held in the Board Room of the Central Library on Wednesday, May 18, 2022, at 4:30 p.m. Lynda Bebrowsky, Library Board Vice Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, and Ralph Coldiron. Advisory Board members present: DeLaine Bender, Jennifer Bird-Pollen, Alex Garcia, Shawntaye Hopkins, Louetta Hurst, Carly Muetterties, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; and Clarissa Thomas, Director of Education

Also present: Rod Brotherton, Friends of the Library, and Megan George, Stites and Harbison

Ms. Bebrowsky called the meeting to order.

Ms. Bebrowsky moved for approval of the minutes from the April 13, 2022, Board Meeting. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Donworth gave the Development Report. She began with a review of progress on the Marksbury Family Branch capital campaign, saying that as of May 1, the Foundation had received pledges worth \$2.74 million (52% of the \$5.3 million goal), and adding that the aim was to secure at least 75% before the project breaks ground. In April, the Foundation received a total of \$309,000 in donations, partly for the Marksbury Family Branch capital campaign and partly for the STEAM Lab, and an additional \$84,500 in pledges, of which \$80,000 was for the capital campaign and \$4,500 was for Booktacular.

Ms. King gave the Financial Report. As of the end of March, the Library had total assets of \$18,899,000, liabilities of \$1.5 million, and a fund balance of \$17.4 million. Revenues for March were \$1,301,000 and expenses were \$1,176,000, leaving a bottom line of \$125,000. Year-to-date, revenues exceeded expenses by \$2.976 million, largely owing to the reduced number of personnel. In the Materials Fund, year-to-date revenues were \$1,746,000 and expenditures were \$1,735,000. Investments did not materially change in the month of March. There were no Fund Balance expenditures in March, but year-to-date a total of \$3.8 million had been spent on the Marksbury Family Branch.

Ms. Dieffenbach gave the Director's Report. She confirmed that the Village Branch would close on June 10 and that the move to the temporary location at Gardenside would take place between June 11 and June 26, allowing Village to reopen at Gardenside on June 27. To provide context, she explained that it usually takes, at least, one month to accomplish such a move, and she thanked all members of staff who had made meticulous preparations for the closure and move in such a short amount of time. Ms. Dieffenbach then told the Board about three partnerships LPL had recently been involved in that typified the contribution public libraries and their staff can make to their local communities. The expungement clinic, for which LPL partnered with LFUCG, allowed 254 individuals to have their records expunged or get advice on how to begin the process, and offered approximately 1,000 job opportunities. The event *An Evening With Heather McGhee* on April 28, in partnership with BGCF, emphasized the important contribution public libraries can make towards social change. And the partnership with God's Pantry, which would open the first food pantry in a public library in Kentucky at 10 a.m. on June 7, was a win-win, allowing people in need to receive material help and introducing them, at the same time, to the resources the Library has at its disposal for their use.

Ms. Bebrowsky presented the Chair's Report. She informed the Board that the next meeting would be held at Central on June 8, and she welcomed two new Advisory Board members: DeLaine Bender and Shawntaye Hopkins. Ms. Bebrowsky read the oath of office and Ms. Bender and Ms. Hopkins were sworn in.

Mr. Coldiron presented the Building and Property Committee Report. On behalf of the committee, he brought forward a motion that the Board approve a gift agreement with the estate of Bettie Jane Tuttle, following a substantial donation in 2020, which would re-name part of the Eastside Branch the "Bettie Tuttle Children's Wing" in recognition of Ms. Tuttle's generosity. Mr. Burke seconded and the motion passed unanimously.

Ms. Bebrowsky presented the Board Development Committee Report. On behalf of the committee, she brought forward three motions. First, that the paragraph referring to Salary Administration Reviews be removed from the policy document to avoid duplication, as the same paragraph was already in the procedures document. Mr. Coldiron seconded and the motion passed unanimously. Second, that LPL add its support to Commerce Lexington's Racial Equity Pledge, the text of which read: "Commerce Lexington, Inc. has long held that diversity and creating a welcoming city for ALL are not only good for our economy, but are also keys to our business recruitment and retention efforts." Mr. Burke seconded and the motion passed unanimously. Third, that the Board approve the dates of the FY23 Board and Committee meetings and that the meetings should continue to take place at Central in 2022, but that confirmation of the location of the 2023 meetings would be held over until

the Library's staff had time to look at the feasibility of arranging virtual attendance at other branches. Mr. Burked seconded and the motion passed unanimously.

Mr. Burke presented the Budget and Finance Committee Report. He brought forward a motion that the Board accept the March 2022 Financial Report, as presented by Karen King and a motion that the Board approve the FY23 budget. Mr. Coldiron seconded both motions and they both passed unanimously. Mr. Burke concluded his report by confirming that he and Mr. Smith had reviewed the checks and procurement card statements for April with one question and no issues.

There being no further business, the meeting was adjourned at 5:01 p.m.

Signed:  _____
Susan Wright, Secretary

BOARD OF TRUSTEES' MEETING
LEXINGTON PUBLIC LIBRARY
June 8, 2022

A regular meeting of the Board of Trustees of the Lexington Public Library was held in the Board Room of the Central Library on Wednesday, June 8, 2022, at 4:30 p.m. Larry Smith, Chair, called the meeting to order.

Board members present: Lynda Bebrowsky, Rania Belmadani, Mike Burke, Ralph Coldiron, Stephanie Nallia, Larry Smith, and Susan Wright. Advisory Board members present: DeLaine Bender, Jennifer Bird-Pollen, Craig Cammack, Alex Garcia, Casandra Hockenberry, Shawntaye Hopkins, Louetta Hurst, Carly Muetterties, Hunter Porter, and Yajaira West

Library staff present: AnnaMarie Cornett, Chief of Staff; Lori Davis, Workforce Development Manager; Heather Dieffenbach, Executive Director; Anne Donworth, Director of Development; Kevin Imai, Director of Human Resources; Karen King, Finance Officer; Christopher Oakford, Executive Assistant; and Rob Parmley, Director of Operations

Also present: Rod Brotherton, Friends of the Library, and Megan George, Stites and Harbison

Mr. Smith called the meeting to order.

Mr. Smith moved for approval of the minutes from the May 18, 2022, special called Board Meeting. Mr. Coldiron seconded and the motion carried unanimously.

Ms. Donworth gave the Development Report. She provided an update on the progress of the Marksbury Family Branch capital campaign, saying that the Foundation had received an additional \$65,000 in pledges over the past month. She encouraged all Board members who had not done so to participate by making a donation or a pledge, stressing the importance of 100% participation from the Board and the senior team. She then thanked Paige Halpin Smith for her work on this year's Booktacular fundraiser, which will be at Central and have a *Back to the Future* theme.

Ms. King gave the Financial Report. As of the end of April, the Library had total assets of \$19,208,000, liabilities of \$1,672,000, and a fund balance of \$17,535,000. Assets had increased by \$308,000 month over month, and the Fund Balance had increased \$145,000 month over month and \$2.5 million year over year. Revenues for April were \$1,397,000 and expenses were \$1,074,000. Year-to-date, revenues were \$13,113,000 and expenses were \$9,823,600, leaving a bottom line of \$3.3 million. In the Materials Fund, year-to-date revenues were \$1,940,000 and expenditures were \$1,922,000. Investments

had not materially changed in the month of April. Expenditure from the Fund Balance in April was \$85,000, and year-to-date, a total of \$3,887,000 had been spent on the Marksbury Family Branch.

Ms. Dieffenbach gave the Director's Report. She drew the Board's attention to several recent successes for Lexington Public Library. In particular, Summer Reading, which, in its first week, attracted over 2500 people, reflecting the degree to which the community had missed Library's programs over the previous two years, and the opening of the Food Pantry at Northside, in collaboration with God's Pantry; the first such venture in a public library in Kentucky. Ms. Dieffenbach then reintroduced to the Board two recently promoted members of staff: Tonya Head, Deputy Director, and Rob Parmley, Director of Operations, before handing over to Ms. Donworth for an update on developments in the Marketing department.

Mr. Smith presented the Chair's Report. He informed the Board that the next meeting would be at Central on July 13, and he welcomed new Advisory Board member Hunter Porter, who, after Mr. Smith read the oath of office, was duly sworn in. Mr. Smith then appointed all three new Advisory Board members to their committees. (DeLaine Bender - Budget and Finance; Shawntaye Hopkins - Board Development; Hunter Porter - Building and Property.)

Mr. Coldiron presented the Building and Property Committee Report. On behalf of the committee, he brought forward three motions. First, that the Board award the contract for the Marksbury Family Branch building project to Rising Sun, the lowest bidder. Second, that the Board approve the renewal for two years of the lease agreement with Bluegrass Community & Technical College for a meeting room at the Eastside Branch for holding GED classes. Third, that, with certain specified provisos, the Board approve a request from the Carnegie Center to make some improvements to the Carnegie Center facility. (The Library is an owner of record of the Carnegie Center facility.) The motions were seconded by Mr. Burke, Ms. Bebrowsky, and Dr. Belmadani respectively, and all three passed unanimously.

Ms. Bebrowsky presented the Board Development Committee Report. On behalf of the committee, she brought forward five motions. First, a recommendation to remove one sentence relating to floating holidays from the policy document, because it was inaccurate. Second, that the names of two members of the Advisory Board (Casandra Hockenberry and Yajaira West) should be forwarded to the Mayor for appointment to the Board of Trustees, and that one current member of the Board of Trustees (Ms. Bebrowsky), who was filling an unexpired term, should be appointed to a first full term. Third, that the Board approve the following executive committee appointments, after the July Board meeting: Lynda Bebrowsky, Chair; Ralph Coldiron, Vice Chair; and Stephanie Nallia, Treasurer. (Susan Wright to continue as Secretary.) These motions were seconded by Dr. Belmadani, Mr. Burke, and Mr. Coldiron respectively and passed

unanimously. The fourth and fifth motions concerned the Executive Director's evaluation and salary. Ms. Dieffenbach's performance was rated "high solid to outstanding" and her salary increased by 3% to \$141,265, which was in line with the general increase approved by the Board and the review by Hanna Resource Group. Both motions were seconded by Mr. Coldiron and passed unanimously.

Mr. Burke presented the Budget and Finance Committee Report. He brought forward a motion that the Board accept the May 2022 Financial Report, as presented by Karen King. Seconded by Ms. Nallia and passed unanimously. He then asked Ms. King to give a brief report on FY22 Year End Commitments, and at the conclusion of her report, he brought forward a motion that the Board approve the commitments, which Mr. Coldiron seconded and passed unanimously. Mr. Burke concluded his report by confirming that he had reviewed the checks and procurement card statements for May with no questions and no issues.

There being no further business, the meeting adjourned at 5:23 p.m.

Signed: 
Susan Wright, Secretary