

Library Board of Trustees

The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve.

MEETING AGENDA

THURSDAY, July 12, 2018
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments
- VI. Trustee Informational Comments on Pertinent Items Not on the Agenda
- VII. New Business
 - A. Reschedule September 13 meeting
 - B. On The Same Page
- VIII. Ongoing Business
 - A. Library Director search update (HR)
 - B. Louisville City Council update (A. Stolzmann)
 - C. Superior Board of Trustees update (S. Hammerly)
 - D. Library Foundation liaison report (R. Gurganus)
 - E. Board Handbook
 - F. Eagle Scout project: Little Library at Dutch Creek damage
 - G. Realtor packets
- IX. Director's Report
- X. Agenda Items for Next Meeting: September 13, 2018
- XI. Adjournment

Library Board of Trustees

The Louisville Public Library's mission is to inform, involve, and inspire the communities we serve.

Meeting Minutes—*DRAFT*

(Version 29-May-2018)

THURSDAY, May 10, 2018
Library Meeting Room, 1st Floor
951 Spruce Street
6:30 PM

I. **Call to Order.** President Schuman started the meeting at 6:30pm.

II. **Roll Call**

Members of the public were present, and the Board and Library staff introduced themselves by name.

Board Members Present:

- Richard Chamberlin, Secretary
- Renée Gurganus
- Conor Seyle
- Helana Lechner
- Jeannie Schuman, President
- Shari Lancton, Vice President

City Staff Members Present:

- Becky Campbell, Interim Library Director
- Ashley Stolzmann, Louisville City Council Liaison
- Kathleen Hix, Louisville Human Resource Department Director

Board Members Absent:

- Sandie Hammerly, Town of Superior Trustee

Members of the public present:

- Michael Bishop, Louisville resident

III. **Approval of Agenda** The agenda was approved by general consent.

IV. **Approval of Minutes**

Member Lechner moved to accept the draft minutes from the Jan 11 and March 8 Library Board of Trustees (LBOT) meetings. The motion was seconded and approved by unanimous vote.

V. **Public Comments**

There were no public comments.

VI. **Library Tour**

Director Campbell gave the LBOT a tour pointing out recent remodeling improvements to the library.

VII. Trustee Informational Comments on Pertinent Items Not on the Agenda

Board President Schuman circulated a thank you card from former Library Director Barrett. She also circulated a card for Karen Freiter to thank her for her many years of service taking minutes for the LBOT.

VIII. New Business

- A. Library Director Search: Kathleen Hix, Director of the Louisville Human Resource (HR) department, gave an update on the search. HR is in the process of indentifying a firm to recruit a new director. HR had one response from CPSHR, Sacramento, CA. CPSHR has a local recruiter located in Erie and HR and LBOT President Schuman will meet with the recruiter to discuss the CPSHR proposal. **Action:** When a recruiter is hired by HR, then HR will arrange for them to meet with the LBOT and the library staff to discuss the requirements of the Director's job.
- B. Annual Staff Luncheon: The luncheon will be on Wednesday, May 30 starting at about 11 am.

IX. Ongoing Business

- A. Louisville City Council update (A. Stolzmann)

The City Council is working on the two year budget process and is taking suggestions from the Boards and Commissions, and the public. Building permitting fees are intended to be revenue neutral over the long term and so they are being evaluated. Replacement schedules for equipment, such as used in the Recreation Center and other city facilities are being developed. The city code about signs display in public is being updated. On April 17 the City Council heard a proposal from Director Campbell to hire an outreach specialist. There has been recent growth in the library staff, and discussion at the City Council suggested that that they were not inclined to add more staff in this budget cycle. Councilwoman Stolzmann displayed a slide to the LBOT summarizing recent library staffing trends and comparisons with nearby communities.
- B. Superior Board of Trustees update (S. Hammerly): Member Hammerly was not present so no update was presented.
- C. Library Foundation liaison report (R. Gurganus): The Foundation is restructuring the roles of the officers to spread out more responsibility. The Foundation is recruiting new members. Information flyers are placed in the library lobby.
- D. Bylaws changes: No new changes to the Bylaws were proposed.
- E. Board Handbook Revision: Vice President Lancton and Secretary Chamberlin presented a draft of the handbook revision. The revision will be in pdf form. Where appropriate, it will contain links to online material, rather than replicating it. **Actions:** Vice President Lancton will email a copy of the draft to the Board members. At the next meeting a revision of the draft will be presented.
- F. Eagle Scout project (little libraries): **Actions:** President Schumann will contact the Eagle Scout about repairing one of the libraries. She will also get information about the scout troop and maybe contact them about sustainability issues. Member Gurganus will monitor the status of the Dutch Creek little library.

G. Realtor packets: To date, three library card applications resulted from distribution of the realtor packets.

X. **Director's Report:** (1) The summer reading program starts on May 25. The theme will be "Libraries Rock". This year's program will not differentiate between students enrolled in BVSD summer school and those not enrolled. Teens and adults will be registered at the same time so the process is consolidated. A primary goal of the summer reading program is to foster a love of reading by encouraging citizens of all ages to read daily. The new summer program focuses more on the pleasure of reading every day rather than keeping track of pages read. (2) During May librarians will visit every Louisville school to promote outreach for summer reading. (3) A summer intern will be hired for 15 hour work weeks. (4) The library lost one full time employee who was overseeing the Maker's Space, IT, ordering books, and coordinating the data base. So the library will search for a replacement employee. (5) The time of the staff is oversubscribed so Director Campbell instructed the staff not to start any new programs.

XI. **Agenda Items for Next Meeting: July 12, 2018**

In addition to regular agenda items, the following will be included as ongoing business:

- A. HR update the library Director search.
- B. Board Handbook revision.
- C. Little Library update.
- D. Board public outreach efforts.


XII. **Adjournment**

The meeting was adjourned at 8:35 PM.

CITY OF LOUISVILLE
DIRECTOR OF LIBRARY AND MUSEUM SERVICES
Draft Recruitment Schedule

<u>Task</u>	<u>Anticipated Completion Date</u>
1. Recruitment brochure	
Draft of brochure content to City	7/2
District reviews/feedback on brochure content	7/9
Draft brochure design developed	7/11
Brochure finalized	7/13
Post position/place ads	7/16
2. Identify and contact potential candidates	7/16-8/13
3. Final filing date	8/13
4. Preliminary Screening	
Preliminary screening of resumes	7/23-8/13
Preliminary interviews by consultant	8/13-8/17
5. Submit Client Report to City	8/23
6. Meet with City; select candidates for Skype interviews	week of 8/27
7. Skype interviews; select candidates for on-site phase	week of 9/3
8. On-site interviews; select finalist(s)	week of 9/17
9. Finalist interviews, community sessions, etc.	week of 9/17
10. Reference/background checks completed	week of 9/17
11. Appointment announced	TBD

July 2018

SUN 1-5PM	MON 10AM-8PM	TUES 10AM-8PM	WED 10AM-8PM	THURS 10AM-8PM	FRI 10AM-6PM	SAT 10AM-6PM
<u>1</u>	<u>2</u> * 55+ Maker Program Passing Hats 1:00-2:00	<u>3</u> Snark Attack Tuesday 4:00-5:30 Read to Rover (all ages) Every Tuesday 4:00-5:00	<u>4</u>  CLOSED 4th of July	<u>5</u> * 55+ Program Coffee & Conversation 1:30-3:00	<u>6</u> Storybook Yoga (ages 2-5) 10:30-11:15 * Movie Matinee: <i>Ferdinand</i> (all ages) 2:00-4:00 First Friday Art Walk at the Museum <i>Soda Parlor History</i> 6:00-8:00	<u>7</u> Discovery Yoga (ages 6-12) 1:00-2:00
<u>8</u>	<u>9</u> * Wild West Show (all ages; families) 2:00-3:00	<u>10</u> * Music Makers (ages 2-5) 10:30-11:30 * Museum & Open Space Program <i>Harper Lake and the Matchless Mine: an Exploration of Mining in Louisville</i> 7:00-8:00 *pre-register with Open Space; see website calendar*	<u>11</u> Money Matters Understanding Social Security Choices 6:00-7:00	<u>12</u> * Incredible Invertebrate Adaptations (grades 2-5) 2:00-3:00	<u>13</u> Music & Movement (ages 2-5) 10:00-10:30	<u>14</u>
July 9-13 ■ 12:00-4:00 3D Modeling and Printing Historic Downtown Louisville						
<u>15</u>	<u>16</u> * Rock 'N Read (all ages; families) 11:00-12:00 Adult SRP <i>A Butterfly's Life</i> 7:00-8:30 * Colorado Rocks (ages 5 and up) 10:00-11:00 or 11:15-12:15	<u>17</u> Anime Club 4:00-6:00 Teen SRP College Planning 101 6:30-7:30	<u>18</u> * Teen & Tween SRP (grades 3 & up) Washi Tape Jewelry 2:30-3:30	<u>19</u>	<u>20</u>	<u>21</u> Maker Expo Open House Libraries Rock 2:00-4:00
<u>22</u>	<u>23</u> Block Party (ages 2-4) 10:00 * Woodpeckers Drum to the Beat! (ages 5-10 w/adult) 2:00-3:00	<u>24</u> Teen Creations Kraft Crafts 4:00-5:30 * Mission to Mars (grades 3-6) 11:00-12:00 or 1:00-2:00 or 2:15-3:15	<u>25</u>	<u>26</u>	<u>27</u> Music & Movement (ages 2-5) 10:00-10:30	<u>28</u>
<u>29</u> Family SRP Daryl Nickel Live Folk Music 1:00-3:00	<u>30</u>	<u>31</u> * Teen & Tween SRP (grades 3 and up) Harry Potter Trivia 4:00-5:30	Story Time WED Toddler ■ 10:00 Preschool ■ 10:30 Baby ■ 11:00 SAT All ages :: 11:00 * = pre-register	Story Time THUR Baby ■ 10:00 Toddler 10:30 & 11:00 ** ** each session limited to 60 attendees Preschool ■ 3:00	* Tween SRP Comics Workshop with AnimationNutz (ages 9-13) 2:00-4:00 MON, July 16 & 23 WED, July 18 & 25	

August 2018

SUN 1-5PM	MON 10AM-8PM	TUES 10AM-8PM	WED 10AM-8PM	THURS 10AM-8PM	FRI 10AM-6PM	SAT 10AM-6PM
Story Time WED Toddler ■ 10:00 Preschool ■ 10:30 Baby ■ 11:00 SAT All ages ■ 11:00	Story Time THUR Baby ■ 10:00 Toddler 10:30 & 11:00 ** ** each session limited to 60 attendees Preschool ■ 3:00	Read to Rover Tuesdays (all ages) 4-5PM Quiet Writing Group Mondays 10-12:30	<u>1</u> Build It! (families) 4:00-5:00 Head/Neck Injuries and Migraines 6:30-7:30	<u>2</u> * 55+ Program Coffee & Conversation 1:30-3:00 BUSINESS PROGRAM How Your Health Affects Your Business 12:00-1:00 First Friday Art Walk at the Museum ■ 6:00-8:00 <i>Lafayette History in the Spotlight</i>	<u>3</u> Storybook Yoga (ages 2-5) 10:30-11:00 Cardboard Creations (all ages) 2:00-3:00	<u>4</u> Discovery Yoga (ages 6-12) 1:00-2:00
* = pre-register						
<u>5</u>	<u>6</u> * Cupcakes and Collages (grades 1-6) 10:30-12:00 * 55+ Maker Program Passing Hats 1:00-2:00	<u>7</u> Snark Attack Tuesday 4:00-5:30	<u>8</u> Money Matters Stock Market Savvy 6:00-7:00	<u>9</u> Historic Walking Tour <i>Louisville 101</i> 7:00pm (meet at Main & Elm)	<u>10</u> Music & Movement (ages 2-5) 10:00-10:30 FAMILY PROGRAM Globalsound Studios Rock School Show @ Steinbaugh Pavilion 4:30-6:30	<u>11</u> Historic Walking Tour <i>Louisville 101</i> 9:00am (meet at Main & Elm)
<u>12</u> 	<u>13</u>	<u>14</u> Teen Advisory Group 5:00-6:00	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u> Anime Club 4:00-6:00	<u>22</u>	<u>23</u>	<u>24</u> Music & Movement (ages 2-5) 10:00-10:30	<u>25</u>
<u>26</u>	<u>27</u> Library Town (ages 2-5) 10:00-11:15	<u>28</u> Teen Creations <i>Superfight Tournament</i> 4:00-5:30	<u>29</u>	<u>30</u>	<u>31</u> Learning Through Play (ages 3-6) 10:30-11:30	