

LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER, 2017

LIBRARY ADVISORY COMMISSION

**MEETING CANCELLED DUE TO
INCLEMENT WEATHER**

JANUARY, 2018

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 20, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, February 20, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:32 p.m.

Ms. McCoy introduced newly-appointed Commissioner Lisa Pearce, and welcomed Library Foundation staff members Chandra Gordon and Susan Nicholson.

Attendance:

All Commissioners were present; including Melanie McCoy, Shannon Floyd, Carol Mullins, Chris Hoganson, Lisa Corpus, Florence Chang, Funto Seton, Steve Amsler, and Lisa Pearce. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Art Dietz, Chandra Gordon, and Susan Nicholson.

Both the December 2017 and January 2018 LAC meetings were cancelled. Therefore, a motion to approve the minutes of the November 21, 2017 meeting was entered by Carol Mullins, seconded by Funto Seton, and approved unanimously.

Planning Report:

Mr. Amsler reported that Northeast Regional Library concrete and foundation work is 90% completed, and the floor will soon be poured. Steel framing is up, and installation of site utilities has begun.

Steve Amsler shared that the St. Matthews renovation is now well under way, and when finished will result in a tremendous benefit to both the city of St. Matthews and the Library.

Mr. Blanton announced that the Library has received the keys to the Bellevoir Mansion, located on the Northeast Regional Library property.

Finance Report:

Ms. Chang shared that she has recently revisited the proposed spending policy, and she will follow up with two proposals/estimates for review at the March 2018 LAC meeting.

The Commissioners discussed the previously explored fund management fee proposal, along with the history of the Library Foundation's financial collaboration with the LAC. Further discussion will take place at the March 2018 LAC meeting.

Ms. Nicholson facilitated a discussion of the NERL bridge financing proposal. The Finance Committee of the Library Foundation has approved a loan process to support the current cash needs of the NERL project. This process would allow interest to be earned and fees to be saved. Ms. McCoy will seek further clarification on the proposal and will update the Commissioners at the March 2018 LAC meeting.

Florence Chang facilitated a discussion on the proposed Planning Consultant. The consultant, Matt Frazure, would be contracted with the Library Foundation for sixteen months, and would assist Manager Doug Foster in shepherding the NERL project to completion. The Foundation would like to use unrestricted funds within the LAC Fund to cover the expense. Mr. Amsler spoke to the value of having Mr. Frazure assist, as he was on board at the beginning of the Regional Libraries planning. Ms. Chang will present cost options at the March 2018 LAC meeting.

Librarian's Report:

Mr. Blanton announced that materials usage of the South Central Regional Library has increased 140% from this time last year, and the door count has increased 120%. Additionally, the Collider program continues to be very well attended.

Jim Blanton reported that Trees Louisville has given South Central Regional Library a Tree Champion award, and the organization hopes to collaborate with the Northeast Regional Library project.

Jim Blanton shared that OrangeBoy onboarding continues, with an initial focus on examining data pertaining to both retaining new cardholders, and re-engaging former cardholders.

Mr. Blanton reported that GonzoFest takes place on Saturday, April 14, 2018. The April 13th reception and fundraising event was discussed, along with festival programming, Biblioboard hosting the art and literary contest portals, and the Young Author's Greenhouse journalism workshop/interviews taking place at the festival.

Jim Blanton shared that 35 LFPL staff members recently completed the Kentucky Department of Libraries and Archives' Public Library Institute.

Mr. Blanton reported that current state budget proposal is calling for a cut of Library Aid, which would have a challenging effect on the Library. Mr. Blanton and Ms. Gordon attended Library Legislative Day in Frankfort on February 15th to discuss the impact of the cuts with elected officials.

Jim Blanton announced that Café LOUIE takes place each Saturday at one or more library locations, ending on Saturday, April 7, 2018.

Jim Blanton briefly discussed the vandalism of the Prentice statue that occurred on the morning of the first Metro Commission on Public Art meeting.

Mr. Dietz presented information on many upcoming events and programs, including the last date of the Short Course on Forensics, a Jean Ritchie concert, GonzoFest on April 14, the Bud Dorsey photography exhibit in the Bernheim Gallery through April 8th, and the How-To Festival planning that is underway.

Art Dietz announced that Books and Brews will finish on March 9th, and has been extremely successful.

Ms. Arehart reported that a new Manager and a new Supervisor have been hired, and will be starting at both Main and Shawnee libraries.

Mr. Burchfield shared a chart, Patrons vs. Patrons Active in Past 3 & 1 Years, generated by OrangeBoy. This is an example of the significant data charts that may be added to the monthly LAC report.

Chairman's Report:

No report.

Old Business:

All old business was addressed during the Finance report.

New Business:

Jim Blanton announced that Mr. Amsler's final term expires on February 28th, and thanked him for his years of support and planning expertise.

A motion to approve the Education and Outreach team's request of \$5,000 for programming supplies and technology upgrades was entered by Carol Mullins, seconded by Chris Hoganson, and approved unanimously.

A motion to approve the Iroquois Friends of the Library book sale on May 12, 2018 was entered by Lisa Corpus, seconded by Chris Hoganson, and approved unanimously.

Adjournment:

There being no further business, the meeting adjourned at 5:45 p.m.

Minutes submitted by: Becky Jetton, Administrative Specialist

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
March 20, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, March 20, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:38 p.m.

Ms. McCoy acknowledged the poor weather conditions and lack of quorum.

Attendance:

Commissioners present included Melanie McCoy, Carol Mullins, Florence Chang, and Lisa Pearce. Also present were Director Jim Blanton, Lee Burchfield, Belinda Catman, Carrick Arehart, Chandra Gordon, and Susan Nicholson.

A motion to approve the minutes of the February 20, 2018 meeting could not be entered due to a lack of quorum. Ms. Belinda Catman also noted a needed correction under New Business. The motion to approve the Education and Outreach team's request for programming supplies and technology upgrades was a total of \$5,000, not \$5,400 as recorded. The corrected minutes will be reviewed for approval during the April 2018 meeting.

A motion to approve the absences of Commissioners Lisa Corpus, Funto Seton, Chris Hoganson, and Shannon Floyd could not be entered due to a lack of quorum. The motion to approve will be revisited during the April 2018 meeting.

Planning Report:

Mr. Blanton reported that Northeast Regional Library interior work will soon begin, sanitary sewer lines are now in place, and additional steel framing has been erected.

Mr. Blanton shared that the St. Matthews renovation has progressed with Geothermal piping completed, storm drains placed, and second floor construction underway.

Finance Report:

Ms. Chang shared a handout documenting the cost of a 3% and a 4% proposed spending policy for unrestricted funds, beginning Fiscal Year 2019. This cost was determined using 12 rolling quarters, ending December 30, 2017. The Commissioners reviewed the intended purpose of the proposed spending policy, including consistency and predictability, advancing the mission of LFPL, and balancing needs with sustainability. Ms. McCoy recommended the 3% policy, as it will allow for the best growth opportunity. The motion to approve will be entered during the April 2018 meeting.

Ms. Chang's handout also captured the cost of covering the proposed planning consultant, based on a timeframe of February 2018 - June 2019, or a total of 17 months. The Commissioners discussed that the proposed consultant's permission to contract is still pending. A motion to approve a disbursement to cover the cost of the proposed planning consultant will be entered during the April 2018 meeting.

The Commissioners revisited the previously explored Library Foundation fund management fee proposal. This proposal will be tabled until the completion of the Northeast Regional Library, as current unrestricted funds will be used to support the proposed consultant fees.

The Commissioners revisited the previously discussed Northeast Regional Library bridge financing proposal. Pending further communications from Library Foundation Chair Steve Gault, a motion to approve will be entered during the April 2018 meeting.

Librarian's Report:

Mr. Blanton reminded the Commissioners that GonzoFest will take place on Saturday, April 14th. Commissioners' invitations to join the pre-festival reception on Friday evening, April 13th, were distributed. Invitations are being mailed to those not present at today's meeting.

Mr. Blanton reported that the Speed Museum is considering a Hunter S. Thompson exhibit for summer 2019. This would include art and manuscripts. Mr. Blanton and Juan Thompson will continue to meet with the Speed curators to explore exhibit possibilities.

Mr. Blanton shared that Insider Louisville is covering GonzoFest, and two articles will be published prior to the event.

Mr. Blanton reported that the adult winter reading program Books and Brews 502 had a final count of 672 participants. Additionally, the LAC funded Beanstack web portal was well used by participants.

Mr. Blanton announced that the initial OrangeBoy marketing plan should be completed in the next one to two months.

Mr. Blanton shared that Senate Bill 1 on pension reform has the potential to significantly impact the Metro budget and Library funding.

Mr. Burchfield shared copies of the OrangeBoy data analysis dashboard, including a pie chart illustrating patron clusters based on library activity. Mr. Burchfield stated that this initial data is exciting to see, and that the Community Relations team is already working on patron engagement strategies.

Chairman's Report:

Ms. McCoy announced that she will be absent for the April 2018 and June 2018 LAC meetings, and invited Ms. Chang to chair during her absences. Ms. Chang accepted the role of Chair for the April 2018 meeting. Chair for the June 2018 meeting will be decided during the May 2018 meeting.

Old Business:

All old business was addressed during the Finance report.

New Business:

Ms. McCoy reported that due to a lack of quorum, all Book Sales may be approved today by Director Blanton, and then ratified by a motion to approve during the April 2018 meeting.

Adjournment:

There being no further business, the meeting adjourned at 5:12 p.m.

Minutes submitted by: Becky Jetton, Administrative Specialist