

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
LACK OF QUORUM**

**APRIL, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
May 15, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, May 15, 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.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Funto Seton, Chris Hoganson, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, and Carrick Arehart.

A motion to approve the corrected minutes of the February 20, 2018 meeting and the March 20, 2018 meeting was entered by Lisa Corpus, seconded by Funto Seton, and approved unanimously.

A motion to approve the minutes of the March 20, 2018 meeting was entered by Lisa Corpus, seconded by Lisa Pearce, and approved unanimously.

A motion to approve the March 20, 2018 absences of Commissioners Corpus, Seton, Hoganson and Floyd was entered by Florence Chang, seconded by Lisa Pearce, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews steel assembly is nearly complete, and the concrete slab has been poured.

Jim Blanton shared the Northeast Regional Library (NERL) site hosted a hardhat tour on April 24, 2018. Media and public officials were on hand, and the event went well. Hard hat tours will be extended to the LAC members.

Jim Blanton stated that NERL amphitheater steps are now in place, and steel work has been completed. HVAC and roof work has begun, and sanitary sewer will soon be complete.

***Finance Report:***

Ms. Chang shared an LAC Fund handout documenting distributions from unrestricted funds from June 30, 2012 through March 31, 2018. For the Commissioners' review, the document also contained a summary of the NERL Consultant Proposal cost and the Library Foundation Fund Management Proposal cost.

After a final review of the proposed spending policy, the Commissioners agreed to provisionally adopt a spending policy of 3.5 %, the amount advised by Scott Davis, which will be revisited

annually. After the first quarter of FY19, the Commissioners will identify parameters in which spending may be outside of the policy.

After a final review for the NERL Consultant Proposal, a motion to approve the contract between the Library Foundation and Matt Frazure was entered by Florence Chang, seconded by Funto Seton, and approved unanimously.

Further reviews of the Library Foundation Fund Management proposal, and the LAC Fund and NERL Bridge Financing proposal were tabled pending future Foundation updates.

***Librarian's Report:***

Mr. Blanton reported that the Mayor's budget proposal will require changes to Main's traditional library services. High demand materials from the second floor will move to the first floor of the north building, allowing space for other programming and partnerships to be housed on the second floor. Proposed capital funds will also be used for a variety of upgrades to the first floor, including new paint, carpet and furnishings.

Jim Blanton shared that 18 staff will transfer from Main to NERL, and 2 staff will transfer to the newly expanded St. Matthews. Library Administration has put into place a process that invites staff to specify their preferences with regard to transfer opportunities.

Jim Blanton stated that the Adult Bookmobile will experience a service reduction but will remain in operation. Additionally, the Education and Outreach Team will be dispersed appropriately to staff NERL. The Commissioners discussed additional thoughts on how staff may be supported throughout the transition period, and beyond.

Finally, Mr. Blanton shared that despite some budget challenges, there will be no reduction in service hours (other than to close on Christmas Eve, 2018), nor staff cuts or layoffs. However, the Library will be eliminating VISTA workers.

In other updates, Mr. Blanton reported that GonzoFest went very well, and that despite the poor weather, had good programs enjoyed by attendees. The Library Foundation was pleased with the pre-festival reception, and plans are already in the works for next year's reception and festival. Young Authors Greenhouse was also able to have a GonzoFest piece published in Louisville Magazine.

Jim Blanton stated that How-To Festival also had another successful year, with perfect weather and 2,500 attendees participating.

Jim Blanton reminded the Commissioners that the press conference for Summer Reading and Cultural Pass will be June 1, 2018, at South Central Regional Library. The kickoff celebration will be June 9 at Main, and Cultural Pass signups are now open.

Jim Blanton announced the May Collider artist is a glass artist named John King. June will host leather craftsman Mark McGee.

Mr. Dietz stated that Books & Brews 502 programming was very successful with 652 patrons participating and 257 completing.

Art Dietz shared that the newest Short Course begins this month; five weeks of Animal Behavior with Dr. Lee Dugatkin.

Art Dietz announced that the Toyota Family Learning ends on June 30th. The three-year program grant is also ending.

Art Dietz shared that the Jeffersonville Library will partner with LFPL to provide Pop-Up Libraries on the Big Four walking bridge. There will also be a “Hoosiers versus Louisvillians” trivia pass offered as a part of the program partnership.

Carrick Arehart announced the hiring of the new Branch Services Manager, Debra Anderson, formerly the Manager of Jeffersontown Library.

***Chairman’s Report:***

None.

***Old Business:***

All old business regarding finances or finance policies was addressed during the Finance report.

A motion to approve the Book Sales of the Main Friends (May 19 and 20, 2018), the Fairdale Friends (June 8 and 9, 2018), the Bon Air Friends (July 21 and 22, 2018), and the ratified Friends Book Sales from March 21-24, 2018 at Fern Creek and April 2018 at Jeffersontown was entered by Funto Seton, seconded by Lisa Pearce, and approved unanimously.

***New Business:***

Chair Melanie McCoy explained that due to Shannon Floyd’s role as a Louisville Metro employee, her Commission term was concluding. Commissioner Floyd was thanked for her service to the LAC.

Funto Seton shared that due to relocating out of state, she would be resigning her Commission, effective this date. The Commissioners thanked Ms. Seton for her service to the LAC.

Jim Blanton announced that there are currently three open positions on the Library Advisory Commission. Chair Melanie McCoy asked that all LAC members consider ideas for appropriate new applicants. Funto Seton suggested that university students could be considered as valuable potential applicants.

Ms. McCoy announced that she will not be in attendance for the June 19, 2018 meeting. Florence Chang will chair in her absence.

***Adjournment:***

There being no further business, the meeting adjourned at 5:17 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
LACK OF QUORUM**

**JUNE, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
July 17, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, July 17, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:35p.m.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, Chris Hoganson, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, and Lee Burchfield.

A motion to approve the minutes of the May 15, 2018 meeting was entered by Chris Hoganson, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the May 15, 2018 absence of Commissioner Mullins was entered by Chris Hoganson, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews roofing, duct work, and sprinkler system installation has begun. The progress at the site is steady.

Jim Blanton shared the Northeast Regional Library (NERL) now has parking spaces marked and curbs cut. Additionally, glass installation and solar tube work has begun.

Jim Blanton stated that the Bellevoir Mansion project may have a showcase room developed in the interim to be used for workspace.

***Finance Report:***

Ms. Chang shared an updated handout of the proposed spending policy. This first draft reflects conversations with Mr. Scott Davis regarding the 3.5% rate, and March 31<sup>st</sup> as the proposed date for rolling quarter ending. The Commissioners reviewed the handout, and discussed adding a Section III as exceptions to the policy. Ms. Chang will bring an updated draft to the August 2018 meeting.

Florence Chang reported that there are no updates at this time regarding the Bridge Financing Proposal.

The Commissioners then reviewed and discussed a recent bequest.

***Librarian's Report:***

Mr. Blanton reported on the budget process and acknowledged that some media coverage of LFPL was involved. The result of the budget presentation before Metro Council is that \$265,000 has been allocated to provide three months staffing at NERL, as written. Prior to September 30<sup>th</sup>, Mr. Blanton will present to Council a proposal for the use of those funds, plus the additional \$349,968 identified for Main renovations.

Jim Blanton shared that OSHA has recently visited Main to examine the original stacks area for lead paint. Testing was done immediately, and no traces of lead were present in the air. Staff were trained in lead paint precautions, and professional work is underway to complete the needed remediation.

Jim Blanton stated that the Mayor's Office is currently reviewing candidates for the three open Library Advisory Commissioner seats.

Jim Blanton stated that Summer Reading and Cultural Pass numbers are up above the numbers from last year. Participation has been high, and the program ends August 11, 2018.

In other updates, Mr. Blanton reported that the next round of the Craig Buthod Author Series begins tomorrow night, July 18<sup>th</sup>, with author Beatriz Williams. Western Library will host the Western Block Party on Saturday, July 21<sup>st</sup>. Also on Saturday, South Central Regional Library will host a party to celebrate its 1<sup>st</sup> Anniversary. In addition, Potterpalooza returns to Main on July 28<sup>th</sup>.

Mr. Dietz stated that the newest Short Course begins this month; six weeks of *Understanding Terrorism*, with retired UofL sociology professor Dr. John Busch.

Art Dietz announced that the Kentucky Opera Lecture Series returns on August 29<sup>th</sup>, with Dr. John Hale discussing *The Magic Flute*.

Additionally, Mr. Dietz shared that *The State of Bourbon* Fast Class takes place September 5<sup>th</sup>, the International Festival returns to South Central Regional on September 22<sup>nd</sup>, and the Louisville Astronomical Society will supply telescopes for a pilot program at Southwest Regional.

Mr. Burchfield announced that the 2017-2018 Strategic Plan is closing out, and will soon generate a final report. Updates and current work will be made public on the Library's website.

Lee Burchfield informed the Commissioners that the final LouieStat data of the fiscal year may be viewed on the LouieStat website, <http://louiestat.louisvilleky.gov/>.

Lee Burchfield shared that Content Management is preparing for opening days at both St. Matthews and NERL, Computer Services is working to install new door counters at all branches, and software upgrades are being performed for staff.

Mr. Burchfield reported that Orange Boy data collection and reporting is progressing well. Emails are being sent to new patrons, and also to inactive patrons. There is significant data being collected regarding which Orange Boy emails bounce and which are opened. The first round of messaging is now complete.

***Chairman's Report:***

None.

***Old Business:***

None

***New Business:***

A motion to approve the Fairdale Friends Book Sale for September 7, 2018, from 12:00p-8:00p, and for September 8, 2018, from 2:00p-8:00p was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Adjournment:***

There being no further business, the meeting adjourned at 5:22 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*

**LIBRARY ADVISORY COMMISSION**

**MEETING CANCELLED DUE TO  
LACK OF QUORUM**

**AUGUST, 2018**

LOUISVILLE FREE PUBLIC LIBRARY  
ADVISORY COMMISSION  
September 18, 2018

The Louisville Free Public Library Advisory Commission met on Tuesday, September 18, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:41p.m.

***Attendance:***

Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, and Lisa Corpus. Also present were Director Jim Blanton, Belinda Catman, Art Dietz, and Lee Burchfield.

A motion to approve the minutes of the July 17, 2018 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***Planning Report:***

Mr. Blanton reported that St. Matthews branch is now completely closed to move forward with the renovations, and some demolition has been completed. Children's story times continue to take place, and are held at the St. Matthews Community Center, 310 Ten Pin Lane, 40207.

Jim Blanton shared that the Northeast Regional Library (NERL) will host a hard hat tour tomorrow, September 19<sup>th</sup>, at 2:00pm. The Mayor will be in attendance. The construction is now 50% complete overall. Drywall is almost completed, and the large HVAC units are being tested. Both NERL and St. Matthews are on track for late spring openings (April/May, 2019).

Jim Blanton discussed updates on the renovations and materials relocation taking place at Main, including the relocation of the Kentucky History and Genealogy section to the South building's second floor, moving computers from the third floor to the first, updates to the Mezzanine, and architectural reimagining of the first floor.

Jim Blanton reported that staff will shift to NERL who requested to do so. Other positions will be added to appropriate branches, as needed.

***Finance Report:***

Ms. Chang shared a final draft of the spending policy for review. The draft included verbiage to allow that any exceeding of the spending policy may be approved if the proposed spending meets a goal within the Library's strategic plan.

The Commissioners discussed anticipated FY 2019 disbursements in relationship to the spending policy and agreed that notwithstanding that disbursements in excess of policy fall within the

scope of the strategic plan, the policy will be adopted prospectively for FY 2019 on a pro rata basis.

Florence Chang reported that a bridge financing agreement is currently in the works, and a proposal should be available for review soon.

The Commissioners discussed the proposed Foundation management fee. Ms. Chang will communicate further with the Foundation to offer feedback and other suggestions, including strategic disbursements.

***Librarian's Report:***

Mr. Blanton reported on program updates, including that 25,814 patrons completed the Summer Reading program, 29,723 registered for the Cultural Pass, and the over 3500 patrons attended PotterPalooza in July.

Jim Blanton shared that OrangeBoy software has been reaching out to new card holders to further their engagement. The data has created a rich pool of information to examine, and has led to new messaging on LFPL social media.

Mr. Dietz stated that the Short Course *Understanding Terrorism*, with retired UofL sociology professor Dr. John Busch, has completed. More Short Courses to come include social movements thorough history, British history, and a philosophy course. These new courses begin in January, 2019, and run through May.

Art Dietz announced that Fast Classes will resume in October with The Time Machine at Antikythera on the 25<sup>th</sup>, and the Art of Consignment shopping on November 25<sup>th</sup>.

Additionally, Mr. Dietz shared that the International Festival returns to the SCRL on Saturday, September 22<sup>nd</sup>. The Frankenreads Festival continues through the month, and October 6<sup>th</sup> will bring Random Fandom After Dark's Roast of Harry Potter, hosted at the SWRL. On November 10, Family STEAM Day will return to the SCRL.

Ms. Arehart reported the Rachel Smith, former Regional Programming Supervisor at the SCRL, has been hired as the NERL Regional Supervisor.

Mr. Burchfield shared an OrangeBoy chart that gave an overview of the first round of LFPL messaging activity. The data shows that close to four thousand patrons had activity after opening an email message from OrangeBoy. The Commissioners then discussed the overall messaging program and campaign.

***Chairman's Report:***

Chair Melanie McCoy discussed the recent Friends of the Library advocacy efforts with Metro Council, and Friends President Pam Greenwell's request for joiners.

***Old Business:***

The Commissioners discussed updates on candidates for the three vacant seats on the LAC. Three candidates have been put forward, and could be appointed as early as November, 2018.

A motion to approve the final draft of the spending policy was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

***New Business:***

A motion to approve the Main Friends Book Sales on September 15 and 16, 2018, the Jeffersontown Friends Book Sales throughout the month of September, 2018, and the Westport Friends Book Sale on September 15, 2018, was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

The Commissioners discussed an emergency technology funding request. A motion to approve the funding request of forty thousand dollars for critical updates to the Main Library auditorium sound system was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

The vote regarding cultural funding will be revisited during the October, 2018 meeting.

***Adjournment:***

There being no further business, the meeting adjourned at 5:50 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*