The Louisville Free Public Library Advisory Commission met on Tuesday, October 16, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:35 p.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, Carrick Arehart, and Lee Burchfield.

A motion to approve the minutes of the September 18, 2018 meeting was entered by Lisa Pearce, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the September 18, 2018 absence of Chris Hoganson and the October 16, 2018 absences of both Chris Hoganson and Florence Chang was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

Planning Report:
Mr. Blanton reported that St. Matthews branch has completed all demolition, and is on track to move to the next phase of refurbishment.

Jim Blanton shared that the Northeast Regional Library (NERL) now has perimeter glass in place. Additionally, interior painting has begun and the HVAC components have been installed.

Jim Blanton added that the Main Library is scheduled to begin new carpet installation next week, and that materials for the Kentucky History Room collection continue to be moved into the new space on the South side of the Library. Furthermore, the elevators at Main now designate the updated floor labeling of the basement, first floor, second floor (formerly the Mezzanine), and third floor (formerly the second floor). The third floor will be closed to the public beginning in early November.

Finance Report:
The Commissioners briefly discussed NERL bridge financing.
**Librarian’s Report:**
Mr. Blanton conveyed his deep appreciation for his three years with LFPL. Mr. Blanton shared his pride in the Library’s passionately dedicated staff and the capital projects accomplished, and his admiration of the talent within the Administrative team.

The Commissioners welcomed Mr. Burchfield as Interim Director, and Jim Blanton expressed his confidence in Lee Burchfield assuming the new role. The Commissioners discussed the transition plan, and Jim Blanton shared updates regarding the capitol campaign, the Belvoir mansion project, and the Library Lane project. NERL is still on schedule to open after St. Matthews is reopened.

Mr. Dietz shared that a Fast Class with the Kentucky Opera Lecture Series will take place on October 17, 2018. The Library After Dark adult Halloween party takes place on October 20th at 6:30pm, and the children’s Halloween event, Creepy Crawley Extravaganza, is scheduled for 10:00am on October 27th.

Art Dietz announced that the Louisville Astronomical Society will host a Family Star Party on November 3rd at SWRL from 7:00pm-9:00pm, and will include an introduction to the Lending Telescope program.

Additionally, Mr. Dietz gave a brief update on the Family STEAM program taking place on November 10th at 10:00am, at the SWRL.

**Chairman’s Report:**
Chair Melanie McCoy shared her thoughts on the positive momentum of LFPL as Jim Blanton transitions. Ms. McCoy expressed her excitement for the projects currently in progress, and her confidence in the Library’s Administrative team.

**Old Business:**
Further spending policy discussion was tabled until the next meeting.

The Commissioners discussed the Cultural Funding request. Belinda Catman shared details of the request, and furthered the discussion of the Eileen Keltner Trust for the St. Matthews opening day collection. The Commissioners also shared suggestions for acknowledging the trust at St. Matthews, including signage and/or book plaques.

A motion to approve the cultural funding request for the Foundation to use branch-specific restricted funds for programming in the amount of $13,763.15 was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

A motion to approve a disbursement from the LAC specific fund, specific book funds, and from the Eileen Keltner Trust for the St. Matthews opening day collection, furniture and fixtures in the
amount of $899,214.58 was entered by Carol Mullins, seconded by Lisa Corpus, and unanimously approved.

**New Business:**
A motion to approve the Crescent Hill Friends Book Sale on December 1, 2018, was entered by Lisa Pearce, seconded by Carol Mullins, and approved unanimously.

At the suggestion of Jim Blanton, the Commissioners briefly discussed the potential benefits of laptop kiosk checkout technology at Main.

**Adjournment:**
There being no further business, the meeting adjourned at 5:40 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*
The Louisville Free Public Library Advisory Commission met on Tuesday, November 20, 2018, in the Board Room at the Main Library, located at 301 York Street.

Chair Melanie McCoy called the meeting to order at 4:34p.m.

**Attendance:**
Commissioners present included Melanie McCoy, Florence Chang, Lisa Pearce, Carol Mullins, and Lisa Corpus. New Commissioners Dr. Tiffany Stith, Ms. Carla Robinson, and Mr. Nathan Smith were in attendance for their first meeting. Also present were Interim Director Lee Burchfield, Belinda Catman, Art Dietz, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the October 16, 2018 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

A motion to approve the absence of Christine Hoganson was entered by Lisa Corpus, seconded by Lisa Pearce, and approved unanimously.

**Planning Report:**
Ms. Melanie McCoy shared her hopes that Mr. Smith and Ms. Pearce might use their combined skills and knowledge to revitalize the LAC Planning Committee in the new year.

Mr. Lee Burchfield stated that renovations of the Main Library will continue in phases. The third floor has temporarily re-opened, but will close to the public once again upon completion of the first floor updates. The LAC planning Committee may be able to assist with envisioning and moving forward the coming renovations to the second floor (Mezzanine) and third floor.

Lee Burchfield announced that St. Matthews branch’s structure framing is underway, and that the project is still on track for a spring of 2019 re-opening.

Lee Burchfield reported that the NERL project has most recently seen built-in shelving being assembled, meeting rooms finishing out, most interior painting nearing completion, and tile work wrapping up in the restrooms. A late-spring 2019 opening remains on track.

**Finance Report:**
Ms. Florence Chang shared a brief LFPL financial overview with the new Commissioners, including the structure and status of funds and disbursements.
Florence Chang updated the Commissioners on her follow up conversations with the Library Foundation in regards to the proposed management fee. That conversation included the Foundation’s suggestion that the fee be called a ‘support fee’ to better represent its purpose. Also discussed was the concept of strategic disbursements versus a yearly set fee.

Florence Chang stated that the proposed bridge financing will be addressed during a Library Foundation meeting in January or February, 2019. Melanie McCoy then shared the history of the proposal with the new Commissioners.

**Librarian’s Report:**
Lee Burchfield stated that South Central Regional Library held a Family STEAM day last Saturday, with over 2,000 patrons in attendance. The event brought an inflatable planetarium, Lego stations, musical activities, and the Speed Art Museum’s mobile workshop to the attendees.

Lee Burchfield shared his vision of what the next three-to-six months’ work will likely involve, with building projects as a high priority. Strategic planning, finishing the Northeast Regional Library, improving facilities system-wide, and increasing utilization of the Library were also cited as top goals. Beyond six months, the Master Facilities Plan will need to be reexamined and decisions made regarding the remaining three major projects (Portland, Shively and Middletown).

Lee Burchfield commented on further goals such as the new Union Contract, Bookmobile Services, and the renovation of the Bellevoir mansion.

Mr. Art Dietz reported on upcoming programs, including Nutcracker Storytime with the Louisville Ballet that will take place throughout December, the Polar Express Party at South West Regional on December 7th, the January 15th fast class “The Bright Side of Frustration”, the January short course on the history of the social justice movement, the February 2nd Louisville Mix Celebration of Hip Hop, two additional fast classes in February, and the African American Film Festival taking place each Sunday in February.

Ms. Carrick Arehart invited all Commissioners to visit the newly relocated Kentucky History Room on the second floor of the South (York street) side of the Main Library. The space includes rare and historic materials, and a reading area.

Mr. Paul Burns informed the Commissioners of the newest exhibit in the Bernheim Gallery that runs through January 13, 2019, “Poets, Rock Star and Holy Men: A Literary Renaissance”. The next exhibit will be a retrospective on the 20th Anniversary of Louisville’s Fairness Campaign.
**Chairman’s Report:**

Melanie McCoy reminded all Commissioners of the requirement to access their LFPL email accounts for any and all Commission business.

Melanie McCoy inquired as to the traditional practice of cancelling the December LAC meeting to better accommodate holiday work and travel plans of the Commissioners. With the lack of pending action items for next month, the Commissioners were in agreement to cancel the December 2018 LAC meeting.

**Old Business:**
None.

**New Business:**
A motion to approve the Friends of Bon Air Book Sale to take place on July 20 and 21, 2019, was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

**Adjournment:**
There being no further business, the meeting adjourned at 5:30 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*
Our short term priorities (3 -6 months) are clear:

- Open the expanded St. Matthews Library and the new Northeast Regional Library. I was last at St. Matthews on Sunday. I was last at Northeast today with Foundation and donors.
- Complete the renovations of the Main 1st floor.
- Develop a plan for Main 2nd and Main 3rd.
- Proceed with execution of existing strategic plan, making adjustments as needed.
- Four Strategic Objectives: Encourage the Reading of Books, Support Lifelong Learning, Increase Awareness of the Library, and Continuously Improve.
- Fifteen current goals: #1: Build Northeast; #2 Improve Library Facilities (Main & St. Matthews); #12: Increase Utilization of the Library (OrangeBoy Patron Engagement Initiatives).

Should the interim era extend beyond that, we have some clearly established longer range plans:

Continue progress on the Master Facilities Plan

- Construction or renovation projects for Portland, Shively, & Middletown. (Est. $13.8M)
- Increase operating budget to $28.9M by year 11 (2019) to support MFP.

Improve the Library Materials and Marketing Budgets.

Materials budget has been aided by capital spending on Regional Libraries. In the absence of that additional funding we will have inadequate materials budgets beginning in upcoming FY2019 - 2020.

There are other risks, challenges, and opportunities that will need to be dealt with in the next 18 months:

- Maintain Main Library as a central research library for the region.
- Build on our history of outstanding, innovative programming.
- Bid out a new integrated library system to replace the current Polaris ILS.
- Union Contract expires June 30, 2019 and will need to be renegotiated.
- Outside interest in Highlands-Shelby Park, Parkland, and Shelby Park branches.
- Full restoration of Bookmobile Services to pre-flood (2009) state.
- Renovation of the Bellevoir mansion and incorporation into the LFPL service plan.

I anticipate the focus of my energies to be on:

- Master Facilities Plan completion
- Improved operating funding for staffing, materials, & marketing.
- Supporting the fundraising, governance, and advocacy efforts of the Commission, the Foundation, and the Friends.
- Moving metrics on utilization of library services and identifying new ways to measure and communicate the impact of the work we do every day.
LIBRARY ADVISORY COMMISSION

NO MEETING HELD

DECEMBER, 2018