The Louisville Free Public Library Advisory Commission met on Tuesday, January 15, 2019, 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, Christine Hoganson, Lisa Pearce, Carol Mullins, Lisa Corpus, Tiffany Stith, Carla Robinson, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the November 20, 2018 meeting was entered by Carol Mullins, seconded by Chris Hoganson, and approved unanimously.

A motion to approve the absence of Florence Chang was entered by Carol Mullins, seconded by Lisa Pearce, and approved unanimously.

**Planning Report:**

Ms. Pearce shared that the Planning Committee met in December, during which Mr. Burchfield discussed the original project schedule, budget, and projections from the Master Facilities Plan. The updated schedule was also discussed at that time. Matt Frazier, Project Consultant, will be invited to a future meeting to share additional updates on the Northeast Regional Library.

Mr. Burchfield stated that he recently attended a hardhat tour of the St. Matthews construction site, and the expansion is remarkable. At this time, bookplates are being purchased to acknowledge the Kiltner Estate’s materials contribution.

Lee Burchfield reported that the first floor renovations at the Main Library are moving along nicely. New computer areas are open, and materials are being set up in rearranged stacks. Additionally, plaster renovation has begun in the South lobby.

**Finance Report:**
None
**Librarian’s Report:**
Lee Burchfield emphasized several of the December 2018 monthly statistics; particularly that circulation was down, but by less than 1%, and that e-book circulation increased by 25%. Door count was also discussed, with a noted decrease of 15.4% that is largely attributed to the temporary closure of St. Matthews and the closure of Westport.

Lee Burchfield explained that beginning with this monthly report, outreach numbers are being reported separately from other programming numbers which causes larger variation when comparing year to date and year over year programming counts.

Mr. Burchfield highlighted upcoming events such as the Lean Into Louisville press conference at SCRL scheduled for January 18th, the Fairness Exhibit and after-hours event at Main on January 26th, and Library Legislative Day in Frankfort on February 14th. Commissioners are invited to attend.

Additionally, Lee Burchfield reported that the Orange Boy Patron Engagement Initiative has shown its first positive growth week, a new integrated library system to replace Polaris ILS is being explored, and the budget proposal process for FY 2020 has begun. For statistical purposes, the counting of information requests will move from continuous recording to a one week per quarter sampling procedure.

Ms. Arehart gave further information regarding Lean Into Louisville. The yearlong initiative will promote programs that educate about the historical mistreatment of residents based on gender, race, religion, age, gender identity or sexual orientation, disabilities, and nationality or immigration status, and how that history impacts our city and our country today.

Carrick Arehart also highlighted the upcoming six-week Social Justice short course beginning January 17th, and the Indigenous Languages Fast Class on February 12th.

Mr. Burns shared information on the upcoming Bernheim Gallery exhibit celebrating the 20th Anniversary of Louisville’s historic LGBTQ Fairness Ordinance, called “Fairness for All”. A reception for the opening of “Fairness Still Does a City Good” will be held January 26th and will include a panel discussion.

**Chairman’s Report:**
Melanie McCoy reported that there are no updates as of yet regarding the search to fill the open Director position. Ms. McCoy will check in with the Mayor’s office and report back at the February meeting.

**Old Business:**
None.
**New Business:**
The Commissioners discussed standing LAC Committees and the need to schedule both a Finance Committee meeting and a second Planning Committee meeting as soon as possible. It was decided that the Planning Committee will convene in February and the Finance Committee will convene in March. Both will take place one hour prior to the regularly scheduled LAC meetings.

The Executive Committee was also discussed. Decisions regarding that committee were tabled and will be addressed at a later date.

**Adjournment:**
There being no further business, the meeting adjourned at 5:20 p.m.

*Minutes submitted by: Becky Jetton, Administrative Specialist*
Library Advisory Commission Meeting  
Library Director’s Report 
January 15, 2019  
Lee Burchfield, Interim Director

Monthly Statistical Report Review  
Circulation was down in December, but less than 1%.  
St. Matthews and Westport both being closed is definitely affecting circ.  
One reason it was not down more was a 25% increase in e-book circulation.  
Door count was also down by 27,700 (15.4%). Dec 2017 door count at St. Matthews was < 30,000, so the impact of that closure is clear.  

Program counts and attendance are also showing as down 25% - 28%. This is the second month we have been separating outreach contacts from other programming numbers, so that’s part of it. But it’s also St. Matthews and Westport being closed.

Lean Into Louisville Press Conference  
South Central Regional Library  
Friday, January 18, 2019, 10 am

Fairness Exhibit and After-hours event  
Main Library Auditorium  
January 26th, 6 – 8 pm

Library Legislative Day  
Frankfort, KY  
February 14, 2019

Project Updates

- St. Matthews Library and Northeast Regional Library – both looking great and on-schedule.  
- Main 1st floor – also looking great, timeline still tentative due to labor involved in moving books.  
- Main Library South Lobby Plaster Repair – Starting in earnest today removing plaster.  
- OrangeBoy Patron Engagement Initiative – first positive growth week since initiative began.  
- Bid out a new integrated library system to replace the current Polaris ILS – first meeting was held yesterday. We’ll put out a request for information.  
- Budget Proposal Process – has begun and it is not promising for next fiscal year.  
- Procedural change proposal for stats collection – will be sampling 1 week per quarter rather than counting each informational and directional question. Less time consuming, hopefully more accurate. Consistent with guidance from KDLA.
The Louisville Free Public Library Advisory Commission met on Tuesday, February 19, 2019, 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.

**Attendance:**
Commissioners present included Melanie McCoy, Lisa Pearce, Carol Mullins, Tiffany Stith, Carla Robinson, Florence Chang, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the January 15, 2019 meeting was entered by Carla Robinson, seconded by Carol Mullins, and approved unanimously.

A motion to approve the absences of Lisa Corpus and Christine Hoganson was entered by Tiffany Stith, seconded by Carla Robinson, and approved unanimously.

**Planning Report:**
Ms. Pearce shared information from the LAC Planning Committee’s meeting earlier in the afternoon.

The Planning Committee reviewed the project schedule of the master facilities plan, including the identified need for new libraries in the underserved areas of Shively and Middletown. The proposed renovation and expansion of Portland, Highlands-Shelby Park and Fern Creek branches was also reviewed.

Lisa Pearce shared that a goal of the Planning Committee is to validate the current master plan and continue to determine next steps; including developing a new master facilities plan.

**Finance Report:**
Ms. Chang presented the December financial report, including updates on restricted and unrestricted funds. A small drop in investment revenue from the last quarter was noted.

Florence Chang highlighted for the Commissioners that the newly adopted spending policy assists in managing the financials.
The Commissioners briefly discussed the proposed $30,000 support fee for the Foundation. This will be reviewed again during the March LAC Finance Committee meeting.

**Librarian’s Report:**
Mr. Burchfield reported that the St. Matthews City Council announced the opening date of the refurbished St. Matthews branch as May 9, 2019. More details will follow. The opening date for the Northeast Regional Library has not yet been determined.

Lee Burchfield shared a LFPL infographic that highlights the state pension driven Louisville Metro budget shortfall and its probable impact on libraries. This infographic has been made available to the public at all branches, on social media, and on the LFPL website.

Lee Burchfield also shared a fact sheet from Mayor Fischer’s office regarding the budget crisis, potential cuts in services, and possible solutions. In light of this information, library advocates are being encouraged to attend community meetings to ask questions and offer their opinions.

Mr. Burchfield emphasized that the Library exists as a non-political entity. Patrons and staff come from a myriad of political positions and influences. Advocacy as a private citizen is certainly supported, but Library staff do not take political positions regarding these budget issues. As such, social media, printed materials, and other communications will be used to share facts and to allow patrons to make informed decisions about their positions on the potential cuts and proposed revenue.

Mt. Dietz reported on the African American Film Festival taking place at Main on Sundays in February. Other programing highlights included the February 26 performance of “Conversations with a Suffragist” at Main, the Fast Class at Main on March 7, “How the Black Death Changed History” the Fast Class at Main on March 12, “Immigration: Stories of Status”, and the Southwest Regional Library’s Star Party at Jefferson Memorial Forest on March 15.

Art Dietz also shared information on two upcoming Short Courses. The first, “Can you See Me? Conversations About Mental Health in the African American Community” takes place at Western, March 5 – April 16. The second, “200 Years of British Monarchy” takes place at Main, March 21 – April 25.

**Chairman’s Report:**
Melanie McCoy informed the Commissioners that the Friends of the Library advocacy group has multiple materials available to those who wish to address the budget shortfall by advocating as private citizens for library services.

Ms. McCoy reported that Louisville Metro will hire a search firm to steer the hiring process of the new Library Director. An RFP is ready to be distributed.

Ms. McCoy shared a flier regarding the Northeast Regional Library preview dates sponsored by Ignite Louisville and the Library Foundation.
Melanie McCoy discussed her 2019 goals for the Library Advisory Commission:
1. Intentional succession planning for those Commissioners who have terms expiring in 2020.
2. Increasing the use of LAC committees and helping them to thrive.
3. Review of and updates to the current By-Laws to better reflect the LAC’s current work.
4. Strengthening LAC and Library Foundation collaborative relationships.

Ms. McCoy and Ms. Chang will attend the May 21, 2019 Library Foundation meeting, and hope to discuss ways to better partner at that time.

Old Business:
The Commissioners reviewed the Committee rosters:
1. Planning Committee
   - Lisa Pearce (chair)
   - Nathan Smith
   - Carla Robinson
   - Melanie McCoy
2. Finance Committee
   - Florence Chang (Chair)
   - Tiffany Stith
   - Lisa Corpus
   - Chris Hoganson

New Business:
The Commissioners discussed the most recent Benchmark Cities Report. Lee Burchfield shared the history of the report and its intended purpose.

Highlights included 2016-2017 comparative statistics between LFPL and fifteen peer libraries on service benchmark totals such as library operating income per capita, library holdings per capita, annual circulation per capita, population and square miles per branch, material expenditure per capita, etc.

The results of the Benchmark Cities Report showed that LFPL’s standing in these comparisons changed very little this year, and remains at #15.

Mr. Burchfield commented that the NERL opening could create a slight adjustment in some of the rankings next year.

Adjournment:
There being no further business, the meeting adjourned at 5:36 p.m.

Minutes submitted by: Becky Jetton, Administrative Specialist
The Louisville Free Public Library Advisory Commission met on Tuesday, March 19, 2019, in the Board Room of the Main Library, located at 301 York Street.

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

**Attendance:**
Commissioners present included Melanie McCoy, Lisa Pearce, Carol Mullins, Tiffany Stith, Carla Robinson, Florence Chang, Lisa Corpus, Christine Hoganson, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns, the LFPL Director of Communications and Marketing.

A motion to approve the minutes of the February 19, 2019 meeting was entered by Carol Mullins, seconded by Lisa Corpus, and approved unanimously.

**Planning Report:**
None

**Finance Report:**
Ms. Chang informed the Commissioners that the Finance Committee met earlier in the afternoon.

Florence Chang facilitated a discussion of the Project Consultant’s current contract. It was explained that due to the March 7, 2019 Louisville Metro Government suspension of the bond ordinance that funds the Northeast Regional Library, there could be delays in the completion of the project. It was then determined that an extension of the current contract would need consideration only if a major construction delay were to occur. More information on the ordinance status is expected from Metro Council later this week.

Florence Chang shared that updates to the finance sections of LAC By-Laws will be drafted by the Finance Committee, and will be presented to the Commissioners for edits and feedback at a later date.

Florence Chang reported that the Finance Committee had reviewed the proposed $30,000 support fee for the Library Foundation. Subsequently, the Committee made recommendations to the Commissioners that 1) the LAC not commit to paying the fee this fiscal year while still financing the Project Consultant contract and 2) that next fiscal year the LAC examine the proposal as a bookkeeping fee and ask the Foundation for an hourly estimate of the executive services being provided. The Commissioners agreed this was an appropriate next step. Ms. Chang confirmed that she will communicate this decision to the Library Foundation.
In conclusion, all Commissioners expressed their heartfelt appreciation of the Foundation’s supportive services to the LAC.

**Librarian’s Report:**
Mr. Burchfield reiterated to the Commissioners that due to the Louisville Metro bond ordinance suspension, NERL construction temporarily ceased on March 11, 2019. Until the issue is resolved, construction is halted. Depending upon the outcome of Metro Council vote on March 21st, the contractors could be asked to resume work as early as the following day.

Ms. Catman shared her thoughts on which parts of the NERL project funding would most likely be impacted should the bond amounts be approved but reduced. The Commissioners then briefly discussed what next steps might be taken if the March 21st vote results in a continued halt on the NERL project.

Lee Burchfield reported that a Drag Queen Storytime library event scheduled for the Southwest Regional Library on March 16 was cancelled, and a team is working on a replacement program and expects to announce the date soon. The Commissioners then discussed different aspects of LFPL story time programs, including target audiences and past guest readers.

Lee Burchfield informed the Commissioners that a Louisville Metro budget amendment vote on March 21st could ultimately result in a smaller tax hike and continued, but less drastic, service cuts. More will be known soon and will be discussed at the April 2019 LAC meeting.

Lee Burchfield called attention to the monthly report from 2019, particularly the increase in circulation statistics. E-book circulation increased 3.3% last month. Mr. Burchfield emphasized that Crescent Hill branch has done an excellent job of picking up services for the currently-closed St. Matthews branch. Crescent Hill has seen a 100 percent increase in their circulation numbers.

Ms. Arehart shared that the Kentucky History Room has an official opening reception scheduled for tonight, March 19, 2019, from 6:00pm until 7:30pm. Guest authors and speakers Emily Bingham and James Higdon will be in attendance, and catered refreshments will be served. All Commissioners are invited to attend, compliments of the Library Foundation.

**Chairman’s Report:**
Ms. McCoy shared her hope that the LAC Planning Committee will also take an opportunity to examine the current By-Laws and draft a planning section update for the Commissioners’ review.

Ms. Pearce inquired about the other aspects of updating the current By-Laws and how to best share edits. The Commissioners agreed to email any edits to the entire group for review before the April LAC meeting.
Old Business:
None.

New Business:
The Commissioners discussed the benefits of researching By-Laws established at other city entity public libraries to gather appropriate ideas for the necessary revisions.

The Commissioners then agreed that ongoing By-Laws revision work will be gathered into a master document for further edits and eventual approval.

A motion to approve the Friends Book Sale to take place at the Iroquois Library from 10:00am - 5:00pm on May 18, 2019, was entered by Carla Robinson, seconded by Lisa Pearce, and approved unanimously.

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

Minutes submitted by: Becky Jetton, Administrative Specialist