

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
April 16, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, April 16, 2019, in the Board Room of the Main Library, located at 301 York Street.

In the absence of Chairperson Melanie McCoy, Commissioner Lisa Pearce called the meeting to order at 4:34p.m.

Attendance:

Commissioners present included Lisa Pearce, Carol Mullins, Tiffany Stith, Carla Robinson, and Nathan Smith. Also present were Interim Director Lee Burchfield, Belinda Catman, and Carrick Arehart.

A motion to approve the minutes of the March 19, 2019 meeting was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

A motion to approve the absences of Melanie McCoy, Florence Chang, Chris Hoganson and Lisa Corpus was entered by Carol Mullins, seconded by Tiffany Stith, and approved unanimously.

Planning Report:

None

Finance Report:

None.

Librarian's Report:

Mr. Burchfield shared a reminder from he and Melanie McCoy regarding LFPL.org email accounts. Please continue to use LFPL email for all for all Commission business, and remember that personal email involving Commission business, along with all LFPL email, is subject to open records requests.

Lee Burchfield reported on several important dates regarding the Metro budget process. The Mayor's budget address to Metro Council will be April 25, 2019. This will be televised on Metro TV. The Library meets with Metro Council on May 29th, and the final vote on the budget must occur by June 30th.

Lee Burchfield announced that the St. Mathews branch remains on track for its May 9th, 2019 opening, and Northeast Regional remains on track to open in late June. The next few weeks should offer a more concrete date for Northeast.

Mr. Burchfield gave updates on a few more important program events, including the How-To Festival on May 11th, and GonzoFest on July 20th. Other Gonzo events coincide with Speed Museum and Frazier History Museum events, and the University of Kentucky Ralph Stedman exhibit. May 2nd is Gonzo Thurby, and Churchill Downs will be highlighting Hunter S. Thompson and the coinciding summer events.

Mr. Dietz announced his impending retirement date of April 30, 2019. Lee Burchfield praised Mr. Dietz's work and thanked him for his service. Art Dietz expressed his joy in having had the opportunity to work so closely with patrons, programs and the community over the last five years.

Art Dietz shared information on upcoming programs, including the newest Short Course *Searching for Wisdom: Philosophy's Conversations*, that begins on May 16, 2019. Other program highlights included Disney Trivia contests for children and adults scheduled for Saturday, April 20, 2019; a new Fast Class taking place on May 22, 2019, *Conquering Cravings*; the upcoming Drag Queen Storytime scheduled for 2:00 on Saturday, May 18; and the Summer Reading and Cultural Pass Kickoff celebration at Main on June 1st.

Chairman's Report:

None.

Old Business:

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

Due to the lower attendance of this month's meeting, the task of reviewing proposed updates to the LAC By-Laws will be carried over to the May, 2019 meeting.

New Business:

A motion to approve the Friends of the Jeffersontown Library Book Sale to take place over the month of April, 2019, was entered by Carla Robinson, seconded by Carol Mullins, and approved unanimously.

A motion to approve the Friends of the Main Library Book Sale to take place on Saturday and Sunday, June 15 and 16, 2019, was entered by Carol Mullins, seconded by Nathan Smith, and approved unanimously.

A motion to approve the date change for the Friends of the Bon Air Library Book Sale from July 20 and 21, 2019 to July 22 and 23, 2019 was entered by Tiffany Stith, seconded by Carla Robinson, and approved unanimously.

Adjournment:

There being no further business, the meeting adjourned at 4:55p.m.

Minutes submitted by: Becky Jetton, Administrative Specialist

LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
May 21, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, May 21, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:39pm.

Attendance:

Commissioners present included Melanie McCoy, Florence Chang, Carol Mullins, and Chris Hoganson. Also present were Director Lee Burchfield, Belinda Catman, and Paul Burns.

Due to a lack of quorum, approval of the minutes of the April 16, 2019 meeting was moved to the June 2019 agenda.

Due to a lack of quorum, approval of the absences of Lisa Pearce, Tiffany Stith, Carla Robinson, and Nathan Smith was moved to the June 2019 agenda.

Planning Report:

Mr. Burchfield reported that the most recent update from the Planning Committee is the need to finalize a draft of the revised Master Facilities Plan, as the current plan runs through the end of FY20. Ms. McCoy inquired about the cost of printing a new Master Facilities Plan, and Mr. Burchfield stated this may need to be postponed until next year. An addendum to the current plan may also be considered.

The next Planning Committee meeting is scheduled for June 18, 2019, at 3:30pm.

Finance Report:

Ms. Chang led a discussion of the proposed bookkeeping fee that would be paid to the Library Foundation. If approved, this payment would begin in FY20. Susan Nichols, Library Foundation Controller, will report back to Florence Chang regarding the annual cost of bookkeeping.

The Commissioners then reviewed Florence Chang's prepared finance report for the quarter ending March 31, 2019.

Librarian's Report:

Mr. Burchfield reported that the St. Matthews Branch grand re-opening on May 9, 2019 was a tremendous success, and the community has been very receptive to the new design. The outdoor children's area will continue to be developed throughout the summer.

Lee Burchfield shared that over 2,200 patrons attended the How-To Festival on May 11, 2019, and Mayor Fischer spent extra time visiting the event.

Lee Burchfield announced that the Northeast Regional Library's Grand Opening takes place June 24th at 10:00am, and will host tours, refreshments, and family activities.

Mr. Burchfield gave updates on the budget process and reminded the Commissioners that the Library's departmental budget hearing with Metro Council takes place May 29th at 3:30.

Lee Burchfield discussed the ongoing goal of increasing the awareness of which patrons are taking advantage of multiple Library services as opposed to patrons who are cardholders and just check out materials and use computers. The goal is to better understand who comes to author events, story times, How-To Festival and Potter Palooza, etc., and then increase communication with them to encourage even more usage.

Lee Burchfield stated that capital projects and donated funds have made a tremendous difference in the ability to purchase physical and electronic materials this year. The focus moving forward will be to continue to increase those funding sources.

Mr. Burns reported that current Savannah/Orange Boy patron messaging is a bit flat, and therefore new messaging methods are being explored.

Chairperson's Report:

Ms. McCoy confirmed that Commissioner Lisa Corpus tendered her verbal resignation at the end of March, 2019. The Commissioners expressed their appreciation for Ms. Corpus's service and wished her well in her future endeavors. Lee Burchfield and the Mayor's office are actively working to determine a new appointee.

Melanie McCoy shared that during this morning's Library Foundation Board Meeting she had presented on the history of the Library Advisory Commission and Library Foundation financial collaboration. Ms. McCoy felt that this was well-received and she will recommend that moving forward, an LAC report be added to Foundation's agenda each meeting.

Old Business:

Ms. McCoy suggested that the Finance Committee meet in July so that a larger discussion regarding By-Laws, and possible revisions, can take place in August. This will allow for dedicated time and space to work on the By-Laws. These committee meetings will convene on the scheduled LAC meeting dates of July 16th and August 20th, at 3:30pm.

New Business:

None.

Adjournment:

There being no further business, the meeting adjourned at 5:35pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**

June 18, 2019

The Louisville Free Public Library Advisory Commission met on Tuesday, June 18, 2019, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:40pm.

Attendance:

Commissioners present included Melanie McCoy, Florence Chang, Nathan Smith, Tiffany Stith, Chris Hoganson, and Lisa Pearce. Also present were Director Lee Burchfield, Belinda Catman, Carrick Arehart, and Paul Burns.

A motion to approve the minutes of the April 16, 2019 meeting was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to approve the minutes of the May 21, 2019 meeting was entered by Chris Hoganson, seconded by Florence Chang, and approved unanimously.

A motion to excuse the May 21, 2019 absences of Tiffany Stith, Carla Robinson, Lisa Pearce and Nathan Smith was entered by Lisa Pearce, seconded by Chris Hoganson, and approved unanimously.

A motion to excuse the June 18, 2019 absences of Carol Mullins and Carla Robinson was entered by Lisa Pearce, seconded by Chris Hoganson, and approved unanimously.

Planning Report:

Ms. Pearce reported that the Planning Committee had just wrapped up its 3:30 meeting. Items discussed included the upcoming Metro Council budget vote and the importance of preparing for future conversations regarding Library branches, asking Mayor Fischer for his thoughts on the LAC By-Laws and the Commission's role in shaping the future of the Library system, and the Planning Committee's current need to update the Master Plan.

Lisa Pearce shared that other Planning Committee goals include having an operating dollars communication plan, creating a build plan for longer than five years out, and an intention to look at both qualitative and quantitative data to guide future planning decisions.

Chair Melanie McCoy suggested that the committee work to produce a written deliverable that may then be made available as needed.



The Commissioners agreed that the Planning Committee needs to meet again soon in order to tackle the current work goals in a timely manner.

Finance Report:

Ms. Chang reported that the last quarter financials for FY19 will arrive June 30th, and that July numbers will allow for the calculation of the spending policy.

Florence Chang informed the Commissioners that she will soon update all with the most recent draft of the Finance Committee section of the By-Laws.

Librarian's Report:

Mr. Burchfield reported that overall circulation is up 5.8% over May of last year, and highlighted that the St. Matthews branch has been reopened for 21 days with a circulation of 33,819 materials; the highest of any branch within that time frame.

Lee Burchfield stated that June 30th will begin work on the State Annual Report.

Lee Burchfield reminded the Commissioners of the Sunday evening, June 23rd VIP reception at the Northeast Regional Library, with the grand opening taking place Monday the 24th at 10:00am. Mr. Burchfield also shared that tomorrow (June 19th) is the last day of operations at Middletown Library. Materials from Middletown and Fern Creek are being dispersed to other branches in the system.

The Commissioners then briefly discussed the Metro Council Budget Committee meeting to take place June 20th, and the steps that will follow.

Lee Burchfield shared that the new LAC candidate has been put forward to the Mayor's Office for consideration. If the candidate is appointed, an orientation would then take place.

Carrick Arehart reported that the Summer Reading and Cultural Pass program for 2019 began on June 1st and will run through August 10th. Participants win prizes for reading and gain passes to local attractions that offer summer enrichment activities and programs.

Chairperson's Report:

Ms. McCoy encouraged the Commissioners to join the events for Northeast Regional on Sunday, June 23rd and/or Monday June 24th, if possible.

Old Business:

Due to the decision to invite Mayor Fischer's feedback regarding the LAC By-Laws, work on further updates will be revisited sometime after the month of August, 2019.



New Business:

A motion to approve the Friends' Northeast Library book sale on September 21, 2019, the Crescent Hill Library book sale on July 4th, 2019, and the date change to August 24 and 25, 2019 for the Bon Air Library book sale was entered by Lisa Pearce, seconded by Florence Chang, and unanimously approved.

Adjournment:

There being no further business, the meeting adjourned at 5:08pm.

Minutes submitted by: Becky Jetton, Administrative Specialist