



**LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION**
January 21, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, January 21, 2020, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy called the meeting to order at 4:34 pm.

Attendance:

Commissioners present included Melanie McCoy, Lisa Pearce, Carla Robinson, Carol Mullins, Nathan Smith, and Florence Chang. New Commissioner Aaron Miller was also present. Library staff present included Director Lee Burchfield, Carrick Arehart and Paul Burns.

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

A motion to excuse the absences of Tiffany Stith was entered by Carol Mullins, seconded by Florence Chang, and approved unanimously.

New Commissioner Aaron Miller was introduced to the attendees. Mr. Miller was appointed on December 20, 2019, and his term will expire December 31, 2020.

Planning Report:

Ms. Pearce informed the Commissioners that due to several different schedule conflicts, the joint Planning and Finance Committee meeting scheduled for 3:30 that afternoon was cancelled. This meeting will be rescheduled as soon as convenient for all involved. Lisa Pearce shared that the Planning Committee is considering financing a study to support the new Master Facilities Plan, as the current plan expires this year. The Committee is also examining the remaining projects on the temporary plan.

Mr. Burchfield stated that the Friends of the Library Advocacy Committee and capital requests of Metro Council may be able to assist with those remaining projects.

Finance Report:

Ms. Chang reviewed the December 2019 quarterly report. The discussion included trend data, contributions and expenditures of restricted and unrestricted funds, and the balance of unrestricted fund usage. Memorial gifts included the generosity of David Jones, Sr. and Doctor Seay.



Librarian's Report:

Mr. Burchfield discussed the Library's Artificial Intelligence robots, Misty I and Misty II, and current program goals for their appearance. The Commissioners may receive a visit from Misty during next month's LAC meeting.

Lee Burchfield noted that statistical highlights trends continue. Overall circulation has increased 13% versus the previous twelve months, door counts are up 4.3%, and E-book circulation is up 18% month to month and 23% over the previous 12 months. Additionally, the Northeast Regional Library has averaged 76,000 items circulated per month since its opening in June of 2019.

Lee Burchfield stated that the 2020-2021 budget process will soon begin. Advocacy work in Frankfort continues to perhaps allow the city additional revenue options. February 6th is Library Legislative Day in Frankfort. All Commissioners are invited to participate.

Lee Burchfield shared that both the Performance Analyst position and the Executive Administrator position should be filled by mid-February.

Mr. Burchfield informed the Commissioners of a Library Foundation event taking place June 16th and 17th. *Palaces for the People* author Eric Klinenberg will participate in a meet and greet and a lecture on his book that discusses libraries as a critical part of social infrastructure. More details will be available later in the spring.

Lee Burchfield informed the Commissioners that a tour to view possible Middletown Library sites is scheduled for January 23rd, and Mayor Chapman will host. Circulation at Middletown's current location topped 4,000 items in December.

Lee Burchfield reported that renovation work at the Main Library will resume soon, and that Union contract negotiations resume February 10th.

Lee Burchfield updated the Commissioners on upcoming events; including Café LOUIE sessions at each branch on Saturdays through March, the Books and Brews 502 wrap up Speakeasy at Southwest Regional on February 29th, The Friends Book Sale at Main March 12th through 15th, and that over 50 programs are being offered for African American History month in February.

Chairperson's Report:

Ms. McCoy lead introductions made to Mr. Miller by the LAC members, who shared their current work in the community and their reasons for serving on the Commission.



Old Business:

Chairperson Melanie McCoy read aloud the current draft of the By- Laws so that all members could contribute to the edits. The newest draft will be available at the February 18th meeting for thirty-day notice to approve at the March 17th meeting.

Approval of the current draft of the LAC Commissioner Expectations was tabled until the February meeting.

New Business:

The current LAC roster was distributed and examined for accuracy. Any updates will be sent to Becky Jetton for editing.

A motion to approve the Friends book sales at the Northeast Regional Library on May 16 and 17, 2020, and on September 18-20, 2020 was entered by Carol Mullins, seconded by Lisa Pearce, and unanimously approved.

A motion to approve the Friends book sales at the St. Matthews Library on February 7-9, 2020, May 8-10, 2020, July 24-26, 2020, and November 13-15, 2020 was entered by Carol Mullins, seconded by Lisa Pearce, and unanimously approved.

Adjournment:

There being no further business, the meeting adjourned at 5:38pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



LOUISVILLE FREE PUBLIC LIBRARY
ADVISORY COMMISSION
February 18, 2020

The Louisville Free Public Library Advisory Commission met on Tuesday, February 18, 2020, in the Board Room of the Main Library, located at 301 York Street.

Chairperson Melanie McCoy was not able to arrive until later in the hour. Therefore, Florence Chang called the meeting to order at 4:32 pm.

Attendance and Other Items:

Commissioners present included Melanie McCoy, Lisa Pearce, Carla Robinson, Tiffany Stith, Florence Chang and Aaron Miller was also present. Library staff present included Director Lee Burchfield, Carrick Arehart, Paul Burns and the new Executive Administrator, Ben Tipton.

A motion to approve the amended minutes of the January 21, 2020 meeting was entered by Lisa Pearce, seconded by Tiffany Stith, and approved unanimously. This amendment consisted of the removal of Belinda Catman from the listing of staff present for that January meeting. Ms. Catman had retired the previous month (December, 2019).

A motion to excuse the January 21, 2020 absence of Christine Hoganson was entered by Tiffany Stith, seconded by Lisa Pearce, and approved unanimously.

A motion to excuse the February 18, 2020 absences of Nathan Smith, Christine Hoganson and Carol Mullins was entered by Lisa Pearce, seconded by Tiffany Stith, and approved unanimously.

The Library's new Executive Administrator, Ben Tipton, was introduced to the attendees. Mr. Tipton has many years of experience with Louisville Metro Government and joined the Administrative team in early February.

Chris Bischoff, Regional Consultant for the KY Department of Libraries and Archives, was also present and introduced to the Commissioners.

Library staff members Megan Evans and Charlton Braganza gave a demonstration of the new Artificial Intelligence Robot "Misty II". Misty is able to use both facial recognition to greet patrons and 3D mapping to navigate her environment. Misty can also detect sound directionally, respond to touch, and learn autonomous tasks. Misty will be used in a variety of library programs that highlight the benefits of artificial intelligence, and will offer new opportunities for writing code.



Planning Report:

Ms. Pearce reported that a joint Planning and Finance Committee meeting will be scheduled for March, 2020.

Finance Report:

Ms. Chang informed the Commissioners that the Library Foundation Finance Meeting recently occurred, and no significant changes in the Advisory Commission fund portfolio were noted at that time. No other finance updates were applicable to this meeting.

Librarian's Report:

Mr. Burchfield discussed a few statistical highlights, including that January 2020 circulation was up over January 2019 circulation by 13.8% and that circulation for the twelve-month running period ending January 2020 was up by 9.3%.

Lee Burchfield also noted that while the door count for January 2020 was up 6.0% over January 2019, overall door counts for the twelve-month running period ending January 2020 were down 2.4%. Additionally, program counts are rebounding and the January 2020 program count showed a 42.8% increase over the January 2019 count.

Lee Burchfield reported on several programming events coming up; including the February 29th Books and Brews 502 after-hours Speakeasy party at Southwest Regional, the Craig Buthod Author Series events with Erica Armstrong Dunbar on March 24th and PETA founder Ingrid Newkirk on April 20th, and the pre-school Puppy Party at South Central Regional on April 24th.

Lee Burchfield shared that the Main Library York Street lobby is in the process of completing plaster work and lead abatement on its East side. First floor updates continue, as well. Additionally, bids are being accepted for a new integrated Library system vendor.

Mr. Burchfield reminded the Commissioners that the budget process has begun, and that some of the budget decisions will likely affect the status of the Middletown Library. Recently, Lee Burchfield and Doug Foster, Manager of Design and Construction, visited to potential sites for relocating the Middletown branch. Budgets and timelines for both locations are being prepared to submit to the Office of Budget and Management (OMB).

Chairperson's Report:

None



Old Business:

Chairperson Melanie McCoy facilitated a review of the current draft of the By- Laws. A few further edits were suggested. The newest draft will be available at the March 17th meeting for thirty-day notice to approve at the April 21st meeting.

After review, approval of the current draft of the LAC Commissioner Expectations was tabled until the March meeting.

New Business:

A motion to approve the Friends book sale at the Bon Air Library on June 13 and 14, 2020, was entered by Florence Chang, seconded by Lisa Pearce, and unanimously approved.

A motion to approve the Friends book sale at the Northeast Regional Library to take place during Café LOUIE on March 14, 2020, was entered by Florence Chang, seconded by Lisa Pearce, and unanimously approved.

Adjournment:

There being no further business, the meeting adjourned at 5:33pm.

Minutes submitted by: Becky Jetton, Administrative Specialist



LIBRARY ADVISORY COMMISSION

**DUE TO THE MAYOR'S STATE OF
EMERGENCY AND COVID-19
CLOSURES, NO MEETING HELD**

MARCH, 2020