



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

Library Advisory Commission Minutes
June 21, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, June 21, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Attendance and other items:

Commissioners present included Aaron Miller, Florence Chang, Nathan Smith, Tiffany Stith, Marcus Walker, Allison Strickland, Keith Runyon, and Carla Robinson.

Others present included Library Director Lee Burchfield, Assistant Director Carrick Arehart, Communications Manager Paul Burns, Executive Administrator Benjamin Tipton, and KDLA Regional Library Consultant Chris Bischoff.

Due to the absence of Commission Chair Lisa Pearce, Commissioner Nathan Smith led the meeting. The meeting was called to order at 6:00 p.m.

A motion to approve the minutes of the May 17, 2022 meeting was brought by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

A motion to excuse the absences from the May 17, 2022 meeting was brought by Allison Strickland, seconded by Marcus Walker, and approved unanimously.

Planning Report

There was no planning committee report.

Finance Report

Commissioner Florence Chang gave the finance report. She shared that Susan Nicholson, CPA of the Library Foundation asked for an estimate of Commission funds that will be transferred to the Library this year so that the Foundation can transfer the funds from investments to checking.

Librarian's Report

Library Director Lee Burchfield gave the Librarian's report. Mr. Burchfield introduced Chris Bischoff, the KDLA North Region Library Consultant.

Mr. Burchfield shared that there were nine days left in 2022 fiscal year. He shared that the Metro Council Budget Committee had met earlier today and amended the proposed FY 2023 Library budget to add \$200,000 for books and other print materials. And to add \$80,000 to purchase automatic defibrillator devices for all library locations.

He also reported that last week the Metro Council had approved 14.6 million from American Rescue Plan Act funding for capital projects at Portland, Parkland, Fern Creek and the Main Library.



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Chairperson's Report

No chairperson's report.

Old Business

Mr. Lee Burchfield updated everyone on the funding for the new website redesign. He shared that the contract had been awarded to EBSCO services, he then requested that Benjamin Tipton give a financial breakdown of the new site.

Mr. Benjamin Tipton shared that the maintenance and implementation cost for the first year of the site would be \$49,148.

A motion to approve the funding for the website was brought by Keith Runyan and was seconded by Marcus Walker. It was approved unanimously.

New Business

Mr. Burchfield reported that due to the approval of ARP funding the Addendum to the Master Facilities Plan which the LAC approved in September 2021 will need to be adjusted to move the Fern Creek Library earlier in the timeline. An updated version will be presented to the Commission at the July meeting.

Adjournment

There being no other business, the meeting adjourned at 5:10 p.m.

Minutes prepared and submitted by Administrative Specialist Vanessa Fuller



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**LIBRARY
ADVISORY
COMMISSION
NO MEETING
HELD**



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Library Advisory Commission Minutes
August 16, 2022

The Louisville Free Public Library Advisory Commission met on Tuesday, August 16, 2022 in the Board Room of the Main Library, located at 301 York Street. Due to the ongoing COVID-19 pandemic, Commissioners were able to attend the meeting via WebEx video conferencing.

Attendance and other items:

Commissioners present included Lisa Pearce, Carla Robinson, Florence Chang, Marcus Walker, Tiffany Stith, Aaron Miller and Allison Strickland.

Others present included Communications Manager Paul Burns, Executive Administrator Ben Tipton, Assistant Library Director Carrick Arehart and Library Director Lee Burchfield.

A motion to approve the minutes from the June 2022 LAC meeting was brought by Marcus Walker, seconded by Tiffany Stith, and approved unanimously.

A motion to approve the absences of the June 2022 LAC meeting was brought by Tiffany Stith, seconded by Marcus Walker, and approved unanimously.

Planning Report

Due to the absence of Commissioner Nathan Smith, there was an abridged Planning Report. New updates to the Master Plan addendum was shared with the Commissioners, as well as plans for the upcoming planning and finance meeting.

Finance Report

Commissioner Florence Chang gave the Finance Report. Mrs. Chang shared that since the last meeting the final quarterly report from 2022 was received. Due to stock market volatility there was a decrease in the LAC funds balance from \$7.5 million to \$6.5 million.

Librarian's Report

Library Director Lee Burchfield gave the Librarians report. He shared that core metrics continue to increase toward pre-COVID norms. The circulation for July 2022 was 336,126, while the circulation for July 2021 was 334,030. Pre-covid it would have been closer to 360,000. He shared that door count also continues to approach pre-COVID norms, but slower. For July 2022 we had 143,004 visits compared to 233,260 for July 2019.

Mr. Burchfield then shared the breakdown of recent events held at LFPL. He gave a brief update on the Summer Reading Kickoff, the visit of Pulitzer Prize winning author Geraldine Brooks, the Greatest Day of Play held at Northeast, the Western Block Party, Linkin' Bridge, and the Thomas Fountain Blue Memorial dedication.

Mr. Burchfield then discussed the website redesign project and the new features that will come to the website.



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Mr. Burchfield then gave an update on the West Region Patron Engagement Project. In order to drive up community engagement, street side banners were placed at Western. The IQS community survey is complete, and we are waiting on the results.

Mr. Burchfield then gave an update on the various pending LFPL projects. He shared that Design and Construction contracts for Parkland have been awarded, and groundbreaking is set for September 27th at 10:00 am.

He shared that the design contracts for the Portland branch had been awarded. The initial walkthrough will be held on August 19th, and the groundbreaking is set for September 27th at 10:00 am.

The Library Foundation is also pulling together plans for a capital fundraising campaign. Mr. Burchfield stated that as details are announced, he would ensure the changes are shared with the Commission. He shared that he hopes the LAC will consider having someone serve on the Campaign Committee.

Mr. Burchfield then shared a funding request with the LAC. The request would total \$11,908 and cover a one year enrollment in the New York Times Library Program. The program would give anyone with a library card access to the New York Times' website for current news and archival content.

Chairperson's Report

Lisa Pearce gave the chairperson's report. Mrs. Pearce shared the campaign needs for the Parkland and Portland branches.

Old Business

There was no old business.

New Business

Library Director Lee Burchfield shared the update to the Kentucky State Statue and Open Meeting Law and Regulation. He reiterated that due to the update, all cameras and audio must be enabled for an attendee to a virtual meeting to be considered present. He then shared that metro groups are no longer required to have a physical location if everyone is online, but the meeting will have to be live streamed to the site.

Mr. Burchfield then shared an update to the Master Plan Addendum for September 2021, and discussed changes to the original schedule. Florence Chang then moved to approve the revision to the Master Plan Addendum. The vote was seconded by Aaron Miller, and approved unanimously.



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Commissioner Aaron Miller moved to approve Northeast Book-sale request for October 1st and October 2nd, Florence Chang seconded, and the request was approved unanimously.

Commissioner Marcus Walker moved to approve the Friends of the Iroquois Book-sale request for November 5th, Tiffany Stith seconded, and the request was approved unanimously.

Commissioner Carla Robinson moved to approve the Council of Friends Book-sale request for October 23rd, Marcus Walker and Florence Chang seconded, and the request was approved unanimously.

Adjournment

There being no other business, the meeting adjourned at 5:13 p.m.

Minutes prepared and submitted by Administrative Specialist Vanessa Fuller