



LOUISVILLE FREE PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION

**Library Advisory Commission Meeting Minutes
January 16, 2024**

I. Quorum Call and Call to Order

The regular monthly meeting of the Library Advisory Commission was called to order by the chair, Keith Runyon, at 4:30 p.m. on January 16, 2024. The meeting was held in the Board Room at the Main Library. Secretary Lee Burchfield was present.

Commissioners in attendance were Keith Runyon, Nathan Smith, Florence Chang, Charity Garnett, Anita Riley Hall, Demiche Sewell, and Marcus Walker. Absent Commissioners were Carla Robinson and Tiffany Stith. Others present included; Deputy Mayor Nicole George, Library Foundation Executive Director Chandra Gordon, Library Communications Manager Paul Burns, Library Executive Administrator Ben Tipton, and Library Administrative Assistant Vanessa Fuller.

A motion to approve the minutes of the meeting on December 19, 2023 was entered by Nathan Smith, seconded by Marcus Walker, and approved unanimously.

By consent the absences from the December 19, 2023 meeting of Carla Robinson, Aaron Smith, and Tiffany Stith were excused unanimously.

Update from Library Foundation Director, Chandra Gordon:

The Chair recognized Chandra Gordon who gave an update on the One Library, One Louisville Capital Campaign. The Foundation expects to reach its \$5 million goal by Spring 2024, at which point the campaign will enter its public phase.

Ms. Gordon gave an update on a recent meeting with leaders from the Parkland neighborhood. The Foundation is looking for ways to engage the community in the fundraising campaign.

An update was given on the Café Louie series of programs that began on January 13th and continues each Saturday through March 13th. A calendar showing the location for the weekly events was shared and Commissioners were invited to participate.

II. Planning Report

Committee Chair Nathan Smith Gave the planning report.

Mr. Smith called the Commissions attention to a petition being circulated by the Shelby Park Neighborhood Association asking for the long-closed library in Shelby Park to be reopened.



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Deputy Mayor George let Commissioners know that she and the Library Director would be attending the upcoming Neighborhood Association meeting to hear more about their hopes for reactivation of the building.

III. Finance Report

Committee Chair Florence Chang reported that the most recent quarterly investment reports have been received. Once those have been reviewed more information will be shared at the next monthly meeting.

IV. Librarian's Report

Lee Burchfield gave the Librarian's Report. Three new appointees to the Commission were introduced. Demiche Sewell is a human resources project manager at Humana Corporation. Anita Riley Hall is an Assessment & Analytics Librarian at the University of Louisville. Charity Garnett is a Library Media Specialist at Engelhard Elementary School.

Mr. Burchfield informed Commissioners that usage statistics are still rising toward pre-pandemic norms. An update was given on the ongoing capital projects at Parkland, Portland, Fern Creek, and the Main Library. Work is also continuing on the new Library Master Facilities Plan, which is expected to be completed in 4 – 6 months.

A written summary of his report was submitted for inclusion with the minutes.

V. Chairperson's Report

Commissioner Chair Keith Runyon shared that Commissioners Lisa Pearce, Aaron Miller, and Allison Strickland will be leaving the commission at the end of December 2023.

Three new mayoral appointed members will be joining the commission in January 2024: Anita Hall, Charity Garnett, and Demiche Sewell.

VI. Old Business

No old business.

VII. New Business

No new business.

VII. Adjournment

A motion to adjourn was brought by Anita Hall and seconded by Nathan Smith, and the meeting was declared adjourned.

Minutes submitted by Secretary Lee Burchfield



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**Library Advisory Commission Meeting Minutes
February 20, 2024**

I. Quorum Call and Call to Order

The regular monthly meeting of the Library Advisory Commission was called to order by the chair, Keith Runyon, at 4:32 p.m. on February 20, 2024. The meeting was held in the Board Room at the Main Library. Secretary Lee Burchfield was present.

Commissioners in attendance were Keith Runyon, Nathan Smith, Florence Chang, Charity Garnett, Anita Riley Hall, Demiche Sewell, Marcus Walker, Carla Robinson and Tiffany Stith. Others present included; Deputy Mayor Nicole George, Library Foundation Executive Director Chandra Gordon, Library Communications Manager Paul Burns, Library Executive Administrator Ben Tipton, and Jill Eyres from Group 4 Architecture who joined via Webex.

A motion to approve the minutes of the meeting on January 16, 2024 was entered by Tiffany Stith, seconded by Anita Riley Hall, and approved unanimously.

A motion was made by Tiffany Stith to excuse the absences from the January 16, 2024 meeting of Carla Robinson and Tiffany Stith. The motion was seconded by Anita Riley Hall and the motion was passed.

Update from Library Foundation Director, Chandra Gordon:

The Chair recognized Chandra Gordon who gave an update on the One Library, One Louisville Capital Campaign. The Foundation has so far raised \$3.5 million and expects to reach its \$5 million goal by Spring 2024, at which point the campaign will enter its public phase.

II. Planning Report

Committee Chair Nathan Smith Gave the planning report.

Jill Eyres was introduced and gave an update on the production of the new Library Facilities Master Plan. This is one of a series of updates being given to various stakeholder groups to share information on the scope of the development being proposed by the plan. Writing will begin soon with a draft plan expected by late Spring.

III. Finance Report

There was no finance report this month.



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IV. Librarian's Report

Lee Burchfield submitted a written Librarian's Report. Highlights were reviewed for the committee. The complete report is attached to these minutes.

V. Chairperson's Report

There was no Chairperson's report.

VI. Old Business

No old business.

VII. New Business

A motion to approve the upcoming used book sales at the Northeast Regional Library in April and May was brought by Marcus Walker and seconded by Charity Garnett. The motion passed.

VII. Adjournment

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

Minutes submitted by Secretary Lee Burchfield



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**Library Advisory Commission Meeting Minutes
March 20, 2024**

I. Quorum Call and Call to Order

The regular monthly meeting of the Library Advisory Commission was called to order by the chair, Keith Runyon, at 4:31 p.m. on March 20, 2024. The meeting was held in the Board Room at the Main Library. Secretary Lee Burchfield was present.

Commissioners in attendance were Keith Runyon, Florence Chang, Charity Garnett, Anita Riley Hall, Demiche Sewell, Marcus Walker, Carla Robinson and Tiffany Stith. Nathan Smith was absent. Others present included; Library Communications Manager Paul Burns, and Library Executive Administrator Ben Tipton.

A motion to approve the minutes of the meeting on February 20, 2024 was entered by Carla Robinson, seconded by Florence Chang, and approved unanimously.

II. Planning Report

The Planning report was given by Lee Burchfield. He presented an update on the development of the Library Master Facilities Plan. He and Jill Eyres from Group 4 Architects will meet on March 22 with Deputy Mayor Nicole George and Mayor Greenberg to update the Mayor on the general strategy being developed and a timeline for completion. The draft plan should be done in about 3 months.

III. Finance Report

Florence Chang delivered a finance report. She also introduced the idea of the Commission increases its pledge to the Library Foundation capital campaign. Previously, the Commission had approved a pledge of \$500,000 to be paid out over 3 years. Given the current state of the Commission's assets, consideration is being given to increasing that gift to \$1,000,000. A special meeting may be called to consider the matter prior to the next regular monthly meeting.

IV. Librarian's Report

Lee Burchfield submitted a written Librarian's Report. Highlights were reviewed for the committee. The complete report is attached to these minutes.

V. Chairperson's Report

There was no Chairperson's report.

VI. Old Business

No old business.



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VII. New Business

An item requesting approval for 4 upcoming book sales was included on the agenda. In the absence of information about the location of those planned sales, it was tabled until next month.

VII. Adjournment

There being no further business, a motion to adjourn was brought by Demiche Sewell and seconded by Carla Robinson. The motion passed and the meeting was adjourned at 5:15 p.m.

Minutes submitted by Secretary Lee Burchfield

Library Director's Report
March 2024
Lee Burchfield, Director

Monthly Statistical Report Highlights

- February 2024 was another great month for library usage.
- Circ was up by 7% over February 2023. For the 12-month period we're up by almost 4%.
- Door count was up by 8% over last February and we're up by 14% for the 12-month period.

Capital Projects Update

- Parkland. Construction is making rapid progress. See the library website for photos. We're expecting construction to finish during Q4 of 2024.
- Portland. Construction manager is setting up onsite and starting interior demolition and site preparation.
- Fern Creek. We're got back quotes from subcontractors and are working through value engineering. We're working to get a meeting scheduled early next week to finalize the design.
- Main. The construction manager is working on getting pricing together so we can settle on final scope for the project and start work on construction drawings.

Other

- We're about 3 months from completion of our Master Facilities Plan.
- The spelling bee was a fantastic event. We're looking forward to many more schools participating next year and we learned much that will make next year better.
- Café Louie wrapped up Saturday.
- We're in the middle of some great author events. We've had Michele Norris, Rebecca Makkai, and Stacey Vanek Smith. Coming in April are M. G. Lord and Will Cockrell. Craig Johnson in May.



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Library Advisory Commission Special Meeting Minutes
Tuesday, April 2 2024

I. Quorum Call and Call to Order

The special meeting of the Library Advisory Commission was called to order by the chair, Keith Runyon, at 3:05 p.m. on April 2, 2024. The meeting was held in the Board Room of the Main Library. Communication Director, Paul Burns, was present.

Commissioners in attendance were Anita Hall, Carla Robinson, Demiche Sewell, Florence Chang, Marcus Walker, and Keith Runyon. Others present included: Library Foundation Director, Chandra Gordan.

II. New Business

Finance Committee chair and commissioner Florence Chang reminded the Commission of the discussion last meeting concerning increasing the LACs 500,000 commitment to the Library Foundations Capital Campaign. The portfolio is now at \$7.5 million. Ms. Chang is proposing to increase the commitment to \$1 million over the next three years.

A motion to increase the commitment contribution from \$500,000 to \$1 million was entered by Florence Chang, and seconded by Anita Hall.

Commissioner Marcus Walker inquired on how the donation would be divided over three years. Ms. Chang said that she will work with the Foundation and Library Leadership to adjust amounts as needed.

Commission chair Keith Runyon asked about escrow ingredient funds in case the market changes. Ms. Chang assured him that Portland is healthy, but can be reviewed if things change.

The motion passed.

III. Adjournment

There being no other business, the meeting was adjourned at 3:25 pm.

Minutes dictated by Communications Director, Paul Burns, and transcribed by Administrative Assistant, Vanessa Fuller.



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**Library Advisory Commission Meeting Minutes
April 16, 2024**

I. Quorum Call and Call to Order

The regular monthly meeting of the Library Advisory Commission was called to order by Florence Chang, at 4:36 p.m. on April 16, 2024. The meeting was held in the Board Room at the Main Library. Secretary Lee Burchfield was present.

A quorum was present. Commissioners in attendance were Florence Chang, Charity Garnett, Anita Riley Hall, Demiche Sewell, and Marcus Walker. Commissioners Nathan Smith, Keith Runyon, Carla Robinson, and Tiffany Stith were absent. Others present included; Library Communications Manager Paul Burns, Executive Administrator Ben Tipton, and Assistant Director Carrick Arehart.

A motion to approve the minutes of the regular monthly meeting on March 19, 2024 was brought by Demiche Sewell, seconded by Anita Riley Hall, and approved unanimously. A motion to approve the minutes of the special meeting held on April 2, 2024 was made by Marcus Walker, seconded by Demiche Sewell, and passed unanimously.

II. Planning Report

The Planning report was given by Lee Burchfield. He presented an update on the development of the Library Master Facilities Plan. He is expecting a draft soon from Group 4 Architecture. Once that has been received he will be working with Ben Tipton, Doug Foster, and Carrick Arehart to supply additional data on projected staffing needs, construction costs, and operating costs.

III. Finance Report

Florence Chang delivered the finance report. Since the last quarterly statement, the balance of the LAC investments has increased. At a future meeting there will need to be some discussion of timing for disbursement of the first payment toward the LAC's total commitment to the Library Foundation's capital campaign.

IV. Librarian's Report

Lee Burchfield submitted a written Librarian's Report. Highlights were reviewed for the committee. The complete report is attached to these minutes.

V. Chairperson's Report

There was no Chairperson's report.

VI. Old Business

An item requesting approval for 4 upcoming book sale dates was tabled at the last meeting to allow location information to be confirmed. A motion was made by Anita Riley Hall to



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approve book sales at the Shively Library on July 19th and 20th. Marcus Walker seconded and the motion passed unanimously.

A motion to approve book sales at the Shively Library on October 11th and 12th was made by Demiche Sewell, seconded by Marcus Walker, and approved unanimously.

VII. New Business

There was no new business.

VIII. Adjournment

A motion to adjourn was brought by Demiche Sewell and seconded by Marcus Walker. The motion passed and the meeting was adjourned at 5:15 p.m.

Minutes submitted by Secretary Lee Burchfield

Library Director's Report
April 2024
Lee Burchfield, Director

Monthly Statistical Report Highlights

- March 2024 was another great month for library usage.
- Circ was up by 2.7% over March 2023. For the 12-month period we're still up by 3.2%.
- Door count was down by 4% over last March but we're still up by 12% for the 12-month period.

Capital Projects Update

- Parkland. Construction is making rapid progress. See the library website for photos. We're expecting construction to finish during Q4 of 2024.
- Portland. Construction manager is on-site. Interior demolition is underway. There is a fence that needs to be moved and then they will begin digging for the foundation of the addition.
- Fern Creek. Design phase has completed and work is underway on construction drawings.
- Main. Final scope has been settled so design drawings are starting.
- \$2 million was included in the state budget for Fern Creek.

Other

- We're about 2 months from completion of our Master Facilities Plan.
- Earlier this month I attended the Public Library Association conference in Columbus, Ohio. Several others from LFPL attended, as did two Foundation staff members. A number of great sessions yielded ideas that we will start work on implementing, including closer collaboration with the Kentucky Career Center on workforce development, and better training and preparation for LFPL staff to respond to intellectual freedom challenges and "First Amendment Audits." Thank you to the LAC for providing support for professional development and continuing education.
- The How-to-Festival will be on Saturday, May 11th at Main.



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**Library Advisory Commission Meeting Minutes
May 21, 2024**

I. Quorum and Call to Order

The regular meeting of the Library Advisory Commission was called to order by the acting chair, Nathan Smith, at 4:30 on Tuesday, May 21, 2024. The meeting was held in the Board Room at the Main Library. Secretary Lee Burchfield was present.

Commissioners in attendance were Marcus Walker, Demiche Sewell, Anita Riley Hall, Charity Garnett, Nathan Smith, and Tiffany Stith. Absent commissioners were Keith Runyon, Florence Chang, and Carla Robinson. Others present included: Deputy Mayor Nicole George, Library Foundation Executive Director Chandra Gordon, Library Assistant Director, Carrick Arehart, Library Communications Manager Paul Burns, Library Executive Administrator Ben Tipton, and Library Administrative Assistant, Vanessa Fuller.

A motion to approve the minutes of the meeting held on April 19, 2024 was entered by Marcus Walker, seconded by Anita Hall, and approved.

A motion to excuse the absence of commissioners Nathan Smith, Keith Runyon, Carla Robinson, and Tiffany Stith from the April 19, was entered by Anita Hall, seconded by Marcus Walker, and approved.

Update from Library Foundation Executive Director Chandra Gordon:

Ms. Gordon shared the One Library, One Louisville Fundraising campaign will have a public phase launch at the Main Library on June 24, 2024. The Thomas Fountain Blue award winner was announced for the very first year. The winning project was submitted by staff at the Southwest Regional Library and will purchase a portable kitchen to enable food literacy programming.

Café Louie will have its 10-year anniversary in 2025. Kickoff will be in early November of this year.

II. Planning Report

Library Director Lee Burchfield has received a first draft of the Master Facilities plan from Group 4 architecture. Once it has been reviewed it will be sent to the planning committee for consideration.

III. Finance Report

None.



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IV. Librarian's Report

Lee Burchfield submitted a written Librarians Report. Highlights were reviewed for the committee. The complete report is attached to these minutes.

V. Chairpersons Report

None.

VI. Old Business

None.

VII. New Business

None.

VIII. Adjournment

A motion to adjourn was entered by Demiche Sewell and Seconded by Marcus Walker. The motion passed and the meeting was adjourned at 5:01 p.m.

Commissioners were then invited to a reception for visiting author Jeff Speck followed by a presentation on how to make Louisville a more walkable city. Those events were taking place in the 1908 Carnegie building starting at 5:00 pm.



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**Library Advisory Commission Meeting Minutes
June 18, 2024**

I. Quorum and Call to Order

The regular meeting of the Library Advisory Commission was called to order by the acting chair, Florence Chang, at 4:30 on Tuesday, June 18, 2024. The meeting was held in the Board Room at the Main Library. Secretary Lee Burchfield was present.

Commissioners in attendance were Marcus Walker, Demiche Sewell, Carla Robinson and Florence Chang.

Absent commissioners were, Anita Riley Hall, Charity Garnett, Nathan Smith and Tiffany Stith.

Due to a lack of quorum, the review and approval of the minutes of the May 21, 2024 were tabled.

Due to a lack of quorum, excusing the absences of commissioners Carla Robinson and Florence Chang from the May 21, 2024 meeting was tabled..

Others present included: Deputy Mayor Nicole George, Library Foundation Executive Director Chandra Gordon, Library Assistant Director, Carrick Arehart, Library Communications Manager, Paul Burns, Library Executive Administrator Ben Tipton, Library Performance Analyst, Lejla Bilanovic, and Library Administrative Assistant, Vanessa Fuller.

Lee Burchfield introduced new employee Lejla Bilanovic to the commission.

Update from Library Foundation Executive Director Chandra Gordon:

Ms. Gordon shared that the Foundation is preparing for the One Library One Louisville public launch. She shared that the Library has received \$2 million in additional funding from the Kentucky State Budget.

II. Planning Report

Lee Burchfield shared that he has received the draft of the Master Facilities Plan and it has been shared with Library Administration. A special meeting of the LAC Planning Committee will be scheduled before the upcoming LAC regular meeting on July 18.



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III. Finance Report

Florence Chang shared that \$333,000 will be liquidated and pulled from both LAC financial portfolios. The withdrawal to enable a payment to the Foundation Capital Campaign will be put into a Money Market Account until it is disbursed to the Library Foundation.

IV. Librarian's Report

Lee Burchfield submitted a written Librarian's Report. Highlights were reviewed for the committee. The complete report is attached to these minutes.

V. Chairpersons Report

None.

VI. Old Business

None.

VII. New Business

None.

VIII. Adjournment

There being no other business, the meeting was adjourned at 5:00 pm

Minutes prepared by Library Administrative Assistant, Vanessa Fuller.