

**BOARD OF TRUSTEES REGULAR MEETING
SEPTEMBER 16, 2020
Newport Branch**

MINUTES

CALL TO ORDER

President Cathy Howard called the regular meeting to order at 5:30 p.m.

ATTENDANCE

Board members present were: Cathy Howard, Tracy Smith, Paul Johnson, Christie Fillhardt, and Jon Cullick. Also present were Jessica Schweitzer, Incoming Board Member; Maggie Brown, Incoming Board Member; and Chantelle Phillips, Assistant Director.

OATH OF OFFICE

Tracy Smith administered the Oath of Office to both Jessica Schweitzer and Maggie Brown.

INVITATION FOR PUBLIC COMMENT

- None

PRESIDENT'S REPORT

Cathy Howard reported on the thank you note and donation received from Mark Kelso. Cathy also expressed how much she was going to miss being on the Board and being a part of the library's work. Paul Johnson agreed and added that he would still be around and would be attending events. Chantelle Phillips thanked them for their time and all they have given to the library as board members.

REGIONAL LIBRARIAN'S REPORT

Regional Librarian's written report is included in the Board packet.

DIRECTOR'S REPORT

There were no questions about JC Morgan's written report. With JC attending the Fiscal Court meeting tonight to present our tax rates, Chantelle Phillips reported on the completion and submission of our annual report to KDLA, the completion of the mural at Cold Spring, our participation in Coverings for Kids - the First Lady's mask donation campaign, and our upcoming Friends book sales in November and December.

Jon Cullick asked if there would be an unveiling event for the new mural. Christi Fillhardt echoed a desire to have an event to unveil the new mural to the public. Chantelle said she would mention both their comments to JC Morgan. Paul Johnson added that he would also like Chantelle to remind JC that he was promised he would get to build the mantle for the fireplace at the South Branch when it was built.

COMMITTEE REPORTS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,726 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell

County Public Library for their regular book sales. Jon Cullick moved to approve the disposal, Tracy Smith seconded, all were in favor and the motion carried.

- Selection of Auditor (Bramel & Ackley): Paul Johnson moved to approve the selection of Bramel & Ackley as auditor for the audits of both the Campbell County Public Library and the Campbell County Imagination Library, Jon Cullick seconded, all were in favor and the motion carried.
- Day after Thanksgiving and Thanksgiving Eve: Chantelle Phillips reported on the move throughout the state's libraries to close for both Thanksgiving and the day after Thanksgiving to provide staff with more time with their families for this holiday during the pandemic and to thank staff for their work with the public during this health crisis as we re-open our buildings. Chantelle added that if we do close the day after Thanksgiving, we will stay open until 7 pm on Thanksgiving Eve. The library typically closes early on Thanksgiving Eve, around 5 pm. The Board was fine with closing the day after Thanksgiving.
- Annual report to KDLA: Christie Fillhardt moved to approve the report as presented, Tracy Smith seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Construction Report: Chantelle reported that Graybach hired a moving company to move the bench and trash can from Cold Spring to Newport; that happened this afternoon. They still need to place mulch around the repaired sidewalk at Cold Spring. Plus, they need to slope the area behind the branch that is not draining properly. Chantelle reported that JC will make the third payment after this work has been completed. Then the final payment will be made after the final walk-through with our architect.
- Coronavirus update: Chantelle reported that on Sunday, October 4, we will be returning to offering Sunday hours from 1 to 5 pm. In addition, on October 3, Alexandria will return to their regular hours of Tuesday through Friday, 11 am to 7 pm, and Saturdays, 11 am to 5 pm. Alexandria is closed on Sundays and Mondays. She also reported on our change to quarantine procedures due to a new report showing that quarantined items placed in stacks hold onto the virus longer. To help mitigate this, we will be cleaning items that go from check in directly to the hold shelf with disinfectant spray. All other items will have additional quarantine time while they sit on book carts waiting to be re-shelved.
- Approval of Slate of Officers for the Board of Trustees: Paul Johnson moved to approve the slate of new officers for the board:
 - Tracy Smith – President;
 - Christie Fillhardt, Vice-President;
 - Jessica Schweitzer, Secretary;
 - Jon Cullick, Treasurer
- Tracy Smith seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES

- Paul Johnson moved to approve the minutes and the financial reports as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
 - Destruction of Government Record for Recorded Video of August 19 meeting: Jon Cullick moved to approve the destruction of the recorded video from last month's meeting, Christie Fillhardt seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, October 21, 5:30 p.m., either through Zoom or at the Newport Branch.

ADJOURNMENT: Paul Johnson moved to adjourn the meeting, Tracy Smith seconded, all were in favor and the motion carried. Cathy Howard called the meeting to an end at 5:55 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Cathy Howard, President

Christie Fillhardt, Secretary