

BOARD OF TRUSTEES REGULAR MEETING
October 21, 2020
Newport Branch

MINUTES

CALL TO ORDER

President Tracy Smith called the regular meeting to order at 5:30 p.m.

ATTENDANCE

Board members present were: Tracy Smith, Christie Fillhardt, Jon Cullick and Jessica Schweitzer. Attended via videoconference: Maggie Brown. Also present were JC Morgan, Library Director and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

PRESIDENT'S REPORT

Tracy Smith had nothing to report this month.

REGIONAL LIBRARIAN'S REPORT

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

DIRECTOR'S REPORT

JC reported that we were not able to host a Staff Day this year. Therefore, some of the money we normally use for Staff Day was repurposed to buy fleece jackets with our logo for staff as well as portfolios for the supervisors and leather bound journals for our managers and for the Board. For this year, in particular, we thought it was important to recognize the work our staff. Jon Cullick asked about our email outage. JC reported that we send out a lot of notices and because of that our emails can be seen as spam. We were reported as spam to one of the major spam reporting agencies, SpamHaus. This caused us to get blacklisted by a number of email services. When this happens, it can take a while to let other organizations know that our emails are legitimate. This will cause emails to get backed up on our server as they wait to be resent. Eventually, we run out of room on the email server. One solution is to separate email sent to the public from email sent by staff so both won't be affected. Another is to use an authentication key system that tells receivers that the email is from us. Jon also mentioned it was nice to see the picture path display in the Newport Dog Park with the pages from Silas Gibson's book. JC added that Silas is now 8 years old and he and his family are residents of Bellevue. JC reported on the director's evaluation process. We use the same evaluation form as we use for rest of the staff. JC will add the list of responsibilities from his job description then the Board will add comments into those sections. The written comments will be sent to Tracy who compiles them into one document. JC added that he and Tracy will meet before the December Board meeting to go over his evaluation. After the November meeting, JC will allot time for the Board to meet to discuss his evaluation without any staff present.

COMMITTEE REPORTS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,627 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, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review of Policies – Board Policies, Board Bylaws and Articles of Incorporation, and Board Procedures: JC reported that the Board Policies, as a rule, reflect Kentucky statutes without embellishment. As mentioned in his written report, the Board Procedures had the most changes, almost entirely within the section on setting tax rates. That law was changed in the last General Assembly and goes into effect on January 1, 2021. There were no changes to the Board Bylaws. JC added that we have to adopt the same code of ethics as the Campbell County Fiscal Court. Last week the state auditor reviewed many counties who did not have adequate code of ethics or who had not updated their code of ethics in many years. Because of this spotlight, we may see our fiscal court change their code of ethics. Jon Cullick asked about the wording on pages 24 to 25 in regard to tax rates. He wanted to clarify if the board adopts or proposes a rate. Should it be adopt or propose? JC said he will clarify with the state librarian. Because the Board Procedures are not posted on our website, JC suggested we approve them now and change the wording after he gets clarification. Christie Fillhardt moved to approve the Board Policies and Board Bylaws and Articles of Incorporation as presented and then the Board Procedures with the possible change in wording regarding taxes, Jon Cullick seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Construction Report: JC reported that the Cold Spring construction is complete except we've discovered cracks in the asphalt that follow the seams in the covered concrete. We will be meeting next week with the asphalt people to discuss how to fix the cracks. JC added it may be as easy as sealing the cracks. He also reported that the ponding issues in Cold Spring's backyard is better but not perfect. We are still seeing some ponding. We want all that water to drain and run off property. JC has not issued the final payment and will not until these issues are addressed. Christie Fillhardt said the outside of the Cold Spring building is very inviting. JC said that there is always someone sitting at those tables. Jon Cullick added that the parking is so much better.
- Coronavirus update: JC reported that things have been pretty static for a while. The managers are meeting less. Sunday hours are going well but we are still not seeing the same attendance as we were before Covid. JC asked Sean to purchase 20 air purifiers which will be distributed among the three large buildings. Alexandria doesn't need purifiers until we return to using our meeting rooms. Our ventilation systems are constantly moving air and bringing fresh air into the building. We also have the fans on our HVAC systems running constantly to move the air. JC added we've been very lucky that we've had no positive tests for staff. We've had staff take tests because of symptoms or contacts but no positives. Tracy Smith asked about programming moving forward. Chantelle Phillips went over some of our planned approach for spring and summer programs and mentioned that the programmers are meeting the second week of

November to solidify those plans. JC said that he thought Tracy was going to ask about going back to full hours and he doesn't know when that will happen. He added that we are still working in teams and we want to try and keep those teams intact as much as possible. Tracy asked about curbside and whether or not its use is significant enough to justify maintaining the service. JC said we plan to keep it and that both Cold Spring and Fort Thomas are at 80 percent of the circulation they were seeing this time last year. Newport is at 40 percent. He added that, last month, Alexandria exceeded their circulation numbers from last year. Jessica Schweitzer said that she feels warmly welcomed by the Board and staff. She even received a handwritten note from Miss Joyce whose story time she and her children attended.

FINANCIAL REPORT AND MINUTES

- Jon Cullick moved to approve the minutes and the financial reports as presented, Christie Fillhardt seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, November 18, 5:30 p.m., either through Zoom or at the Newport Branch.

ADJOURNMENT: Christie Fillhardt moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:05 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary