

BOARD OF TRUSTEES REGULAR MEETING

January 20, 2021

Newport Branch

MINUTES

CALL TO ORDER

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

ATTENDANCE

Board members present: Jon Cullick. Attended via videoconference: Tracy Smith, Maggie Brown, Christie Fillhardt and Jessica Schweitzer. Also present: JC Morgan, Library Director. Attended via videoconference: Pam Posik, Carrico/Fort Thomas Manager; Jennifer Gooch, Carrico/Fort Thomas Children's Librarian, Amy Carroll, Adult Programmer Coordinator; Dawna Haupt, Library Accountant; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

AUDITOR'S REPORT

Stephanie Huhn, of Bramel & Ackely, delivered a summary of the independent auditors' report to the Board for the library's financial statements year ended June 30, 2020, including a complete report of the director's expenses. Christie Fillhardt moved to approve the auditor's report as presented, Jon Cullick seconded, all were in favor and the motion carried.

MANAGERS' REPORT

Pam Posik reported on staffing changes at the Carrico/Fort Thomas Branch; changes to meeting rooms due to storing furniture and equipment during the pandemic; our new AnyDesk service that she and Morgan Lockard developed; and their most popular programming since going to virtual programs.

Jennifer Gooch reported on having a blast in her new position; Take & Makes being her most popular program; her Zoom graphic novel workshop; outreach to Johnson Elementary; her work on the juvenile collection; and getting to know the kids and families in Fort Thomas.

Amy Carroll reported on the return of Signature Series and Arts & Culture in April and May, both outside; how Art After Hours will be smaller and handle differently this year; her April Stay at Home challenge through Beanstack last April that helped introduce patrons to our online services and virtual programs; Summer Reading through Beanstack and adding 1,000 Books before Kindergarten to Beanstack; and then Amy's work with the Northern Kentucky Forum. Jessica Schweitzer asked how our summer reading numbers in Beanstack compared with past numbers. Amy said you really can't compare because the 2020 Summer Reading program was so different. Beanstack was never intended to replace our typical summer reading program.

PRESIDENT'S REPORT

Tracy Smith reported on a note from the wife of the mayor of Cold Spring. The mayor's wife is a regular Cold Spring patron and she wanted to thank us for our service and flexibility during COVID-19. She adds that she would have been lost with the library.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Christie Fillhardt asked about the donations mentioned in the report. Jon Cullick said he enjoyed reading this month's report, lots of good things like the Equity and Inclusion Committee book clubs and mask donations. The Board thanked Paul Johnson for building the table for our Carrico/Fort Thomas Branch. Jon thanked the Newport staff for how they handled the Narcan situation. JC reported on the problems with the telephone system port over that did not happen until Christmas Eve. He added that those problems include issues with our fire panels, specifically the devices sent to us from Verizon to connect those panels to our new phone service. Those devices are not UL approved for fire equipment in Kentucky. JC reported he called the three city's fire departments, as well as the Campbell County and Newport building inspectors, and asked them to come and look at these devices. Our alarm monitoring service, Integrated Protection Services, is giving us a quote for providing cellular service to the fire panels and for installing a new fire panel at Newport, which is obsolete. The panels at Cold Spring and Fort Thomas are not obsolete, are working and supported, but old.

JC also reported on a service outage with Verizon last Wednesday. The phones at all locations began rebooting and losing data connection. We couldn't make or send calls consistently. Jeff checked our network first then called Verizon. Verizon reported a network outage through OneTalk. The Verizon representative kept saying it was being fixed and then it kept not being fixed. JC reported that he then looked at the news for any reporting about this system-wide outage and, instead, found reviews echoing all of the problems we were having with Verizon that other customers had also experienced. After talking to the branch managers, JC looked for reviews on other cellular service providers and found similarly bad reviews on all those services as well. At this point, the phones are working again. We are not under a contract with Verizon, but we've decided to wait and see how the system works for a longer period of time. However, we are too dependent on our phone system to not have it be reliable. JC also reported that he is anxious to get our fire panels taken care of. He has kept all his emails on this to prove to the insurance company that we are working on getting problem fixed.

JC also reported on clearing out the back room of the Friends area so that we can take donations again. He reported on this year's library legislative day and about the legislature having no bills under consideration that should affect libraries. JC added that we are asking for state aid to libraries be returned to the budget.

COMMITTEE REPORTS: None

NEW BUSINESS

- **Disposal of Surplus Materials:** This month's disposal includes 1,039 items withdrawn from the collection. Plus, we disposed of 24 office chairs, a broken computer and broken flatbed scanner. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The chairs that are still useable will be given to the Habitat for Humanity ReStore in Bellevue. Those chairs that aren't useable and the computer and flatbed scanner will be disposed of. Maggie Brown moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.
- **Review of the General and Investment Policies –** JC reported that the change in the Investment Policies were in reaction to the legislature's concerns over libraries having too much in reserves. We have enough operational reserves to get us from July through March. The new section on

reserve funds basically spells out that the Board intends to have reserves and what we will use them for. Jon Cullick asked if the wording for this policy came from KDLA. Jon suggested that we change the language on page five to say that the library will propose adjustments to tax rates since we can no longer approve them but only make suggestions to the fiscal court. Jon Cullick moved to approve the policies with that one change, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Coronavirus update: JC reported that we will not be having in-person programs while the county is still red unless they are outside. Per Maggie Brown's suggestion, the state librarian asked if library workers could be moved up to 1C in the vaccine schedule. The lieutenant governor said that Dr. Stack should call the county health departments to tell them that library workers should be move up to 1C but he hasn't called yet and we are still in phase 3. JC added that the state is doing a great job in rolling out vaccines, but there are not enough doses.

FINANCIAL REPORT AND MINUTES

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

NEXT MEETING: Wednesday, February 17, 5:30 p.m., either through Zoom or at the Newport Branch.

ADJOURNMENT: Maggie Brown moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:47 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary