

BOARD OF TRUSTEES REGULAR MEETING

March 17, 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: Tracy Smith and Jon Cullick. Attended via videoconference: Christie Fillhardt, Maggie Brown and Jessica Schweitzer. Also present: JC Morgan, Library Director. Attended via videoconference: David Anderson, Cold Spring Branch Manager; Clara Gerner, Cold Spring Adult/Teen Services Librarian; Dawna Haupt, Library Accountant; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORT

David Anderson reported on Noah Bartel resigning from his position as Alexandria Branch Supervisor. Dave added that Noah has Alexandria's desk schedule completed through July so that he only has to find staff to fill the holes. Dave reported that they are hoping to be able to interview and then have the Outreach Services Assistant in place by the end of April. Dave reported that Carol Freytag, our Outreach Services Coordinator, has in-person outreach events scheduled and we also just scheduled the Fort Thomas Farmer's Market. We will be there once a month with Take & Makes. We also scheduled attending the Fort Thomas Conservancy's Earth Day event on April 25th. We will be the only vendor there besides food trucks. Dave reported that Jolly Thursdays and Tower Tuesdays are planned for this year. He added that he was asked by SWON to present a webinar on how we plan those two events. That webinar is happening next Thursday with additional information on what we've learned over the years and our added Covid measures.

Clara Gerner reported on her programs during quarantine. She offered YouTube programs on cooking, making gingerbread houses, and pumpkin carving. She really enjoyed creating these programs and liked that they included some other staff members the patrons don't normally see. Clara reported on Food for Thought which we are partnering on with Campbell Media this year. She added that even though this program is through Zoom, she is still having about 25 people attend despite not having food. Clara reported that, this weekend, she will host a 24 hour read-a-thon of the Shadow and Bone series. Six staff will be reading the first book over 24 hours on Zoom and then it will be edited for YouTube. Clara reported that she's this year's chair of Adult/Teen Summer Reading. We will be offering Summer Reading through Beanstack again this year. That will be a passive program for adults with four reading prompts and an entry for each prompt completed. Teens will read for 30 hours like in years past. She added that we will livestream the kick-off events for those who are still uncomfortable with being in-person and we will have pre-packaged snacks. Christie Fillhardt said she loves the idea of the read-a-thon. Both Christie and Tracy Smith are so glad we are getting back to in-person programs.

Dawna Haupt reported that she is working well with our new treasurer, Jon Cullick. Dawna has filed our compliance report for the DLG, filed our US census report and the UFIR report. She added that all these reports ask for the same information but each report combines and presents the information differently.

Dawna reported on the Friends fundraising through the Scrips gift card program, Kroger Community Awards and Amazon Smile. The Friends earn around \$250 per year through the gift card program and about \$1,000 per year through Kroger's program. We have 71 families who have selected the Friends to receive their Kroger rewards money. Dawna added that for Amazon Smile, we earn a small percentage on purchases. Dawna reported that she's completed the annual review for the Campbell County Imagination Library and she is invoicing the participating schools each quarter.

PRESIDENT'S REPORT

Tracy Smith reported on note received from a Friends Board member in regard to flowers we sent when she lost her son. She also reported on donations received from a very generous donor who donates regularly but always wishes to remain anonymous.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. JC reported that Jon's suggestion to add the collection analysis onto our website has been done. You will find our collection analysis reports back to 2014 on our website under **About Us** then **Annual & Financial Reports**. JC reported on paying the final bill with Cincinnati Bell. He added that all our alarm panels are working and all of the uncertified equipment has been returned. Our Verizon phone service has been working well since the major incident in January with only one minor blip. JC reported on a woman who emailed Dawna wanting to make a donation in the name of her neighbor. The neighbor, a former children's librarian, and the woman's children had developed a close relationship. The children wanted to donate to the library in the neighbor's name. JC reported on summer reading t-shirts and asked the Board to send him their sizes if they wanted one to wear this summer. JC reported on the upcoming KPLA Conference and added that trustees are welcome to attend. The trustee workshops are, however, covering the same content this year as last fall. JC added that many of our staff are attending because it's only \$25 being online. JC reported on the email he sent about the CARES money for Dolly Parton Imagination Library. There's \$800,000 in the state's budget to support a statewide program. It's only for one year but we're hoping it will be so successful that it will be kept in the budget in future years. He added that it's only operational money, a fifty percent match to pay for the mailing of the books. There isn't money to promote the program or set up a 501c3. JC will be talking to the KLA board about using some money from the license plate money for this match. Jon Cullick said that he is interested in SB149 and appreciates JC including legislative concerns in his report to the Board.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): JC reported that we have two applications in hand and two more possible. He added that we have one woman who has asked question about the position and Claire Parsons also knows of someone who might apply.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,274 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 the Circulation Policies: JC asked if there were any questions about the changes to the Circulation Policies. He added there were three minor changes to fix policy so that it matched what we do in practice. Jon Cullick said that the deposit collection service was new to him.

Maggie Brown moved to approve the policies as presented, Jon Cullick seconded, all were in favor and the motion carried.

- Authorization for the Request for Proposal for the Recabling Project: JC apologized for the long email about this project, the federal funding process, and that he had to release the RFP before the Board could approve it due to the deadlines imposed by USAC, the administering agency. He added that doing the RFP doesn't lock us into anything. JC reiterated the 80% discount we will receive which will reduce our recabling costs to about \$20,000. Christie Fillhardt moved to approve the request for proposal for the recabling project as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Going Fine Free: JC reported that we stopped collecting fines at the start of the pandemic and we've remained fine free because of quarantining returned items. He added that Kenton County Public Library has decided to stay fine free. For us, this eliminates arguments with patrons over small fines. JC added that fines can be a barrier to some who are afraid of "library police." We will continue to pursue payment for lost and damaged materials. JC reported, in years past, we used to take in \$130,000 annually in fines. At that time, we charged \$1 late fines on DVDs. This past year, he budgeted only \$25,000 for fine revenue. He added that we will make up the revenue in other places. If the board approves this change, we'll just leave all of our current procedures in place since we are not levying fines during the pandemic. JC reported that we will announce in September, for Library Card Sign Up Month, that we are staying fine free. Maggie Brown moved to approve staying fine free, Christie Fillhardt seconded, all were in favor and the motion carried.
- Authorization for Certificates of Deposit: JC reported that last fall we cashed out all of our certificates of deposit except for the Tomorrow Fund. That Tomorrow Fund CD is reserved for donations made to the South Branch. That CD is ending a 27-month term at 2.75%, an unheard of rate now, and will be moved into a 12-month term at 0.25%. JC would like to move the funds from the other cashed out CDs to two new CDs. One will be for \$200,000 and will become the foundation of our Emergency Reserves. The other will be for \$52,000 and be the foundation for our Capital Reserves. Both of these reserve funds were voted into existence in the last revision of our Investment Policies. These CDs will have a term of six months at 0.15% interest. We want the six month term so that the funds will become liquid, if necessary, in order to carry us forward to the 2021 fall tax payments. Jon Cullick moved to approve the changes to the certificates of deposit, Maggie Brown seconded, all were in favor and the motion carried.

EXECUTIVE SESSION:

- Jon Cullick, Board Treasurer, moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(f) to discuss a personnel matter which might lead to the appointment, discipline or dismissal of an individual employee, Jessica Schweitzer seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:35 p.m. to discuss a personnel matter which might lead to the appointment, discipline or dismissal of an individual employee.
- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library end the closed session, Jessica Schweitzer seconded the motion, all were in favor and the motion carried.

- Tracy Smith announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:57 p.m.

UNFINISHED BUSINESS

Coronavirus update: JC reported that we will return to regular hours on May 1 and that we will be opening the study and conference rooms. He added that we will let staff know that those who are fully vaccinated no longer need to work from home, but we will be keeping masks and social distancing. However, we will not force staff to come back in who have childcare issues and those still with issues about the virus. JC added that most staff feel ready to be back at work properly and to be back together.

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, April 21, 5:30 p.m., either through Zoom or at the Newport Branch.

ADJOURNMENT: Jon Cullick 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 6:59 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary