

BOARD OF TRUSTEES REGULAR MEETING

**May 19, 2021
Newport Branch**

MINUTES

CALL TO ORDER

Vice President Christie Fillhardt called the regular meeting to order at 5:30 p.m.

ATTENDANCE

Board members present: Jon Cullick. Attended via videoconference: Christie Fillhardt, Jessica Schweitzer and Maggie Brown. Absent: Tracy Smith. Also present: JC Morgan, Library Director, and Chantelle Phillips, Assistant Director. Attended via videoconference: Pam Posik, Carrico/Fort Thomas Branch Manager, and Morgan Lockhard, Carrico/Fort Thomas Adult/Teen Services Librarian.

PUBLIC COMMENTS: None

AGENDA: The Board chose to move the Committee Reports to the top of the agenda so that information could be covered before Jessica Schweitzer had to leave the meeting.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): JC reported we have six candidates which is plenty of applications. He added that we usually get more just before the deadline. Jessica Schweitzer asked when we will start interviewing. JC said probably in June -- either all in one day or in two evenings. JC will schedule the interviews.
- Budget Committee (Jon Cullick and Maggie Brown): JC reported the Budget Committee met last week and went over the budget in detail. They agreed it was a sound budget and was ready to be sent to the full Board for review and approval. JC reported that our major challenges with this year's budget include the loss of the KDLA amortization grant, while still having the loan debt to repay, and the increase in the library's retirement contribution for employees. JC added that he will be asking the Board to dissolve the bank account we maintained to hold the money from the amortization grant until we used the funds each year to make the loan payment.

JC discussed the revenue side of the budget. At this point, we have received the bulk of the money we will get for the year. He added that whatever money we have left on June 30 will have to carry us until November when the next big tax check usually comes in. JC reported we have no revenue currently from fines and he did not include any in the budget for the coming year, just the revenue for repair and replacement of materials. JC added the recabling project for the branches has not been approved by the Universal Service Administration Company (USAC, who administer the e-rate program) but our share of the cost is still included on the expense side of the budget in the hope that it will be approved. He added that he has also included replacing the front doors at Cold Spring and replacing Cold Spring's public computers. JC reported that he wasn't able to get the collection budget to be 15% of overall budget, which is a state standard for an exemplary library. In addition, there is no contingency budget or miscellaneous fund. JC reported that he was able to give staff a two percent increase, but we did not add any new positions. He added that personnel is 60 percent of our budget and that much

of our costs are fixed – we have to keep the lights on and pay the staff. Our liquid areas are the collection, programming and Public Relations. Jon Cullick moved to approve the budget as presented, Maggie Brown seconded, all were in favor and the motion carried.

JC reported that it's his intention to keep the same tax rate for the upcoming fiscal year as long as this would not exceed the four percent increase in revenue. Jon Cullick reported that he, Maggie and JC went through the budget line by line. Jon added that his only concern was the collection budget being lower. Though, in general, he thought everything looked good. Jessica Schweitzer asked if the staff will feel the pinch with the reduced collection budget. JC said that collection development could suffer but we should be able to buy all the best sellers and most needed topics.

MANAGERS' REPORT

Pam Posik reported that Fort Thomas is fully staffed for the first time in a long time. She added that, with the library now back to full hours, teams are dissolved teams and staff hired during pandemic have finally be able to meet everyone. The staff very excited to be back together. Pam reported that patrons did not waste any time getting back into the study rooms and conference room. She added that the door count is slowly rebounding with more and more days over 300. Pam reported that she is retiring at the end of July so this will likely be her last Board meeting. Pam thanked the board for its commitment to the library and staff. She added that not every library board is as professional and takes such a keen interest. Pam said she appreciates being able to be a part of CCPL.

Morgan Lockhard reported that she has been with CCPL for three years in March and is relatively new to the system compared to the other Adult/Teen Services Librarians, Valerie and Clara. She reported on the hiring of Craig Branch, the new Adult/Teen Service programmer at Fort Thomas. She added that Craig has a background in theater and education and will bring good energy to Fort Thomas' programming team. Morgan reported on her digital escape rooms. She has created 9 digital escape rooms. At the end of the escape room you have to hit a submit button to exit. She has had 19,000 submit button hits. Morgan reported that she has had 100 teachers reach out for the educator's edition. This edition doesn't include the links to the answers. Her escape rooms have also been used by Girl and Boy Scout troops. Morgan reported on attending the Earth Day event at Tower Park. She had 280 people stop by our table. She has also gone back to attending the Farmers Markets at Tower Park. Many people at the most recent market asked about Summer Reading, Beanstack and our Imagination Library. Plus, Morgan added, lots of people stopped and said how much they appreciate the library. Morgan reported on attendance number for in person and Zoom programs. Christie Fillhardt said that she agrees everyone is excited for getting back into the library. Jon Cullick added that he's glad to see everything going back to in person.

PRESIDENT'S REPORT

Vice President Christie Fillhardt had nothing to report.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. JC reported on the second interviews for the Newport Branch Manager candidates. JC reported that we are at the end of the 5-year long range plan. JC added that he has not yet completed a final analysis to give to the Board but, despite the many things that were upset by the pandemic, we had already reached many of our goals. However, we were not able to increase our number of registered patrons or our circulation. JC asked if the Board

would like him to hire an outside consultant to mediate community meetings, talk to Board and staff and to facilitate the development of our next long range plan. He added that, for past long range plans, we have also done all that work ourselves. The last consultant we hired, the Kentucky League of Cities, cost us \$20,000. JC added that we don't have to make a decision right now but he would like to know what the Board is interested in doing. Christie enjoyed the experience of working on the long range plan. She added that she kept the paperwork from that process and refers back to it all the time. Christie said that exploring the process internally using the managers and staff might be good but she can also see the pros and cons of having an outside consult. Jon Cullick agrees that consultants can be good but also added it's only been 5 years and the last 18 months have been unusual. He added that maybe it's too soon to have another outside consultation. JC suggested that we table the discussion until next month when the full Board is present.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,661 items withdrawn from the collection and outdated video game equipment from Fort Thomas. The disposed items from our collection and the working video game equipment will be given to the Friends of the Campbell County Public Library for their regular book sales. The non-working video game items will be discarded. Maggie Brown moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Closure of Loan Amortization Account: JC reported the loss of the KDLA amortization grant ends the need for an account to hold that money until we use it to pay our loan. Therefore, he asked the Board to cancel that account and to approve moving the remaining money, about \$1,600, to the general fund. Jon Cullick moved to approve closing account and moving the money to the general fun, Maggie Brown seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Coronavirus update: JC asked Maggie Brown if the hospitals had any advanced notice from the CDC about the change in their approach to wearing masks. She said they did not. JC added the Library will follow what comes from the Governor but that some staff are choosing to keep masks on in the public areas. On June 11th, all mandates will be gone and we will raise the capacity of our meeting rooms. JC added that the current 75 percent capacity in our public spaces will not really affect us because we didn't make it to 50 percent capacity during the pandemic. Staff who are not vaccinated will continue to wear masks but on June 11, they can also take off their masks. There are staff who are nervous about being around people who are unvaccinated and unmasked. JC asked the Board about returning to rotating between branches. He added we may continue to use Zoom and will definitely utilize it when meeting at Alexandria. After the emergency mandates are over, we may continue to attend via Zoom but we must be able to see everyone's faces on the screen. Jon Cullick added that it's good to have the Board be at all the branches. JC will check with Communications but Newport should already be in the June newsletter so we will start at Cold Spring in July.

FINANCIAL REPORT AND MINUTES

- Maggie Brown 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, June 16, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Jon Cullick moved to adjourn the meeting, Maggie Brown seconded, all were in favor and the motion carried. Christie Fillhardt called the meeting to an end at 6:24 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary