

BOARD OF TRUSTEES REGULAR MEETING

**April 21, 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, Jessica Schweitzer and Jon Cullick. Attended via videoconference: Christie Fillhardt and Maggie Brown. Also present: JC Morgan, Library Director. Attended via videoconference: Michael Gregory, Technical Services Manager; Andrew Moorhead, Communications Department Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORT

Chantelle Phillips reported on staff changes - Stephanie Class (Information Services Assistant) is moving to Communications and Jessica Holloway (Children's Programmer) is going to Fort Thomas to fill a Patron Services Assistant position. Tax-aide has returned to the building and registrants have been very appreciative. The return of in-person program attendance has been slow but we and finally had attendance at a tween program. Chantelle has been updating manuals for various departments. We made space in a storage closet for the Outreach Department's supplies and equipment. This change made more room for the new Outreach Services Programmer position.

Michael Gregory reported it has been going well in Technical Services with no additional cases of Covid or quarantines. He added that 75 percent of his staff has been vaccinated or were in the process of getting vaccinated. Michael reported we are still having issues with ordering. Very few DVDs are being released and many spring book titles are being pushed off until fall 2021 or spring of 2022. Michael added that he moved more collection money to use for purchasing titles for KLU with e-book circulation 30 percent higher than it was in 2019. Michael reported that five of his staff members were able to attend the IUG conference because it was virtual. He also reported on making the necessary changes to remain fine free, including database changes to prevent fines from accruing and removing item costs from records

Andrew Moorhead reported that Stephanie Class (from Newport) has joined the Communication Department as the Digital Marketing Specialist. He added that it's helpful to have someone in that position who knows the system. Andrew reported on the sold out Signature Series event at Tower Park and the yard signs we used at the event to indicate the need for mask wearing and social distancing. Andrew added that, despite the threat of rain, the event went really well. He reported on upcoming programs - El Dia, which will be a drive through program at Cold Spring, and Early Literacy Week, which will be a systemwide awareness event. Andrew also reported on a bookmark created for 1000 Books before Kindergarten and promotional items for Summer Reading. The summer reading brochure will be delivered in early May.

PRESIDENT'S REPORT

Tracy Smith reported on an appreciative note from a patron about her experience using our AnyDesk training option.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked about state aid for libraries not being included in the state budget and what will happen to those libraries who depend on that aid. JC reported that those libraries will eventually close. Carter County has low tax rates and almost all their entire budget comes from the state. JC reported on the four requests from staff that we received for the Wish List fund. Those four requests total little over \$14,000. JC would like to just fund all four requests without forming a committee to review and approve them. He add that the Friends and managers have all agreed to that approach. Jessica Schweitzer asked about the items requested by the Outreach Department. JC reported they will be used to support our Play Explore Build program. The Board was okay with funding the requests. JC reported that the Emergency Procedures manual has been updated for the year. Jon Cullick said that it was an impressive document. Jessica asked about the section on the phones. JC reported that if the internet goes out at Newport we will not have phones or if the power goes out we will not have phones; previously that was not the case.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Tracy Smith asked when our application period will end. JC said that ends on May 31.
- Nominate a Budget Committee: Tracy Smith reported that the Board needs to put into place a budget committee. Jon Cullick said he will be on it. JC asked Maggie Brown is she would serve on it. Maggie agreed to serve on the committee. Jon added that the information is presented in an accessible way. Tracy, who was an accounting major, agreed that the information is in good order and easy to follow.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,379 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, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Review of the Circulation Policies: JC reported that additional changes were made to the policy to reflect remaining fine free. Jon Cullick moved to approve the policies as presented, Maggie Brown seconded, all were in favor and the motion carried.
- Approval of Bid for HVAC Replacement at Fort Thomas: JC reported that we received three bids for this work. One bid was for the wrong size of equipment and one bid was over the \$30,000 maximum that would require a formal bidding process. The HVAC company we normally work with bid under the \$30,000 cap. He added that we are very comfortable working with this company. Christie Fillhardt moved to approve the bid for HVAC replacement at Fort Thomas, Jon Cullick seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Coronavirus update: JC reported that Campbell County is currently yellow but Kenton County went back to orange and Boone is on the cusp. Campbell County's positivity rate is 4.4. The

state's overall positivity rate state is 3.5. He reported that Campbell County added nine new cases today but we are still in single digit cases. JC added that on May 1 we plan to eliminate teams and return to normal hours. JC reported that work from home will stop on June 1 if the governor's mandates allow for that capacity. We are still encouraging those to work from home that can but most can't, even the programmers really need to be in the buildings more. JC added that 80 percent of the staff is vaccinated or on their way to being vaccinated.

- Acceptance of RFP for Recabling Project: JC reported that Global Business systems was the lowest bidder of the three. We have worked with them in the past and are working with them now on a project. He added that we have used them as consultants when we've been in-between IT coordinators. JC added that USAC is currently reviewing our application for funding. This work will be part of next year's budget.

EXECUTIVE SESSION:

- Tracy Smith, 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 6:12 p.m. to discuss a personnel matter which might lead to the appointment, discipline or dismissal of an individual employee.
- Jessica Schweitzer moved that the Board of Trustees of the Campbell County Public Library end the closed session, Jon Cullick 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 6:18 p.m.

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, May 19, 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 6:21 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary

