

BOARD OF TRUSTEES REGULAR MEETING

**June 16, 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 and Christie Fillhardt. Attended via videoconference: Tracy Smith, Jessica Schweitzer and Maggie Brown. Also present: JC Morgan, Library Director and Chantelle Phillips, Assistant Director. Attended via videoconference: David Anderson, Cold Spring Branch Manager and Carrie Ratterman, Alexandria Branch Supervisor.

PUBLIC COMMENTS: None

MANAGERS' REPORT

David Anderson reported on adding a fourth picnic table with umbrella to the front area. He added that they have worked on improving the foyer – removed clutter and added a new slat wall. Dave reported that all Covid-related signage is gone. He added the only things left are the protective screens and hand sanitizer stations. Dave reported that circulation on Kick Off Day this year was higher by two items than it was for Kick Off in 2019. Dave reported on Andi Holt moving from Patron Services to Outreach and Katherine Sallee moving from Patron Services at Cold Spring to Information Services at Fort Thomas. The open Patron Services position at Cold Spring may be filled internally. Dave introduced Carrie Ratterman, the new Alexandria Branch Supervisor.

Carrie Ratterman reported that she started at Alexandria a week ago and she is still learning the ropes. Carrie reported that over the past nine years, she has worked in various library systems but, most recently, worked for a library in Pittsburgh. She just moved back to the area about two weeks ago. Carrie added that she is ready for the challenges of supervising Alexandria and is excited for helping to get the South Branch up and running.

PRESIDENT'S REPORT

President Tracy Smith had nothing to report.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked about e-magazine circulation. He added that it looks like all magazine circulation is going down. JC confirmed that it is decreasing. JC went over RBDigital being taken over by Overdrive and the significant increase in price for e-magazine access through Overdrive. JC explained that Overdrive was going to charge Kentucky Libraries Unbound (our consortium) \$80,000 annually up from \$20,000. Though KLU negotiated it down to \$60,000, JC reported that if we were to pay for it on our own we would have been charged \$17,000, up from \$11,000. In addition, we were not going to be able to select the e-magazines we wanted for our patrons but had to take their whole catalog -- 3,000 titles, many of those foreign magazines. JC reported that if the consortium decides they want e-magazines, we will support that. But if they decide not to

have them, we will also support that. Jessica Schweitzer asked when the contract expires. JC reported at the end of fiscal year.

Jon Cullick asked if someone sent a thank you note to the Lions Club for their generous gift. JC reported that he has already written them.

JC went over the discussion on the Long Range plan from last month's Board meeting. He reported the feeling then was we shouldn't hire a consultant this year but appoint a committee to work on it as we've done in the past. JC added he still needs to create a final analysis of our current plan even though we have not had much additional activity since the start of the pandemic; although we did get the parking lot work done. JC said he will go back and re-analyze the plan and what we've accomplished. JC asked Tracy Smith if she was okay with that approach since she was not in attendance at the last meeting. Tracy reported she did like working with consultants but didn't remember the expense. However, she is okay with keeping it in house this time. Christie Fillhardt added that she learned a lot from the experience and even uses it in her own work. Christie added she is okay with doing it ourselves this time. JC said he will put together the analysis and then we can decide.

JC reported on the short term budget which was included in the Board packet. JC added he anticipates that we will have adequate operational money until we get the next property tax check in either November or December. JC reported that, if that check were not to come when expected, our surplus should be able to carry us for three months.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): JC reported we have seven interviews scheduled for Monday. Tracy Smith reported that she has reviewed all the applications and that we have good, well qualified candidates. She added it may be a tough decision.
- Budget Committee (Jon Cullick and Maggie Brown): Jon Cullick moved to dissolve the committee, Maggie Brown seconded, all were in favor and the motion carried.
- Board Officer Nomination Committee: Jon Cullick asked if this is something we can figure out without a committee. JC reported that we may form a committee or just decide on the officers in one meeting then vote for them in the next. Jon said that he is enjoying being treasurer. He added that it's interesting seeing from the inside the activities and expenses of the library. Jon also reported that Dawna is organized and everything is well documented. JC suggested the Board discuss it over the next month and present a slate at the next meeting.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 4,436 items withdrawn from the collection, a DataRemote device that was for our Touch Tone Tales service, Dell Optiplex computers (13) and a children's shelf from Cold Spring. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The DataRemote device was returned to Masters Telecomm for a \$200 refund. The Dell Optiplexes will be donated to Habitat for Humanity. The children's shelf will be given to St.

Philips for their kindergarten classroom. Christie Fillhardt moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

- General Policies/Open Records Policy and Form: JC reported on the new laws covering Open Records that will go into effect at the end of June. JC added that he is suggesting that we remove the Open Records policy from the General Policies and make it a standalone policy to more closely comply with the new law's requirements. JC reported that he has created a form that we can use for submitting an open records request. This form is a stop gap until the Attorney General releases a form for standardized use which we are required to accept and have displayed on our website. Tracy Smith asked if the Board will need to attend a new training. JC reported they will get an updated handbook and will need to sign a new form acknowledging its receipt. Christie Fillhardt moved to revise the General Policies, create a new Open Records policy and approve the newly created request form, Jon Cullick seconded, all were in favor and the motion carried.
- DLG Budget Amendments: JC reported that we pay a registration fee to the Department for Local Government so we can post budget information on their website, which we do at the beginning of the fiscal year. JC added that then the year goes on and we find we spend money differently than we show in the posted budget. For example, we might show the Collection budget on the DLG's site as \$600,000 but spend \$675,000. The DLG requires that the library amend its posted budget to accommodate these changes. We do not, however, know right now what changes will need to be made until closer to the end of the fiscal year. JC asked the Board to allow Dawna Haupt to make adjustments to the DLG budget as necessary. We will upload the actual revenue and expenditures to the DLG's site after the end of the fiscal year. Maggie Brown approved the library making the adjustments to the DLG budget, Christie Fillhardt seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Coronavirus update: JC reported he will remove this topic from the agenda after this meeting. JC added that, after June 11th, we stopped requiring masks and removed all signage related to Covid-19. He also added that we plan to keep the Plexiglas shields in place for now. JC reported that all our public computers are available, the meeting rooms are all back to being used, all water fountains are back on and building capacities are back to normal.

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, July 21, 5:30 p.m., at the Cold Spring Branch or through Zoom

ADJOURNMENT: Christie Fillhardt moved to adjourn the meeting, Maggie Brown seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 5:58 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary