

BOARD OF TRUSTEES REGULAR MEETING

**July 21, 2021
Cold Spring 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 Christie Fillhardt. Attended via videoconference: Jon Cullick. Absent: Jessica Schweitzer and Maggie Brown. Also present: JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Carol Freytag, Outreach Services Coordinator; Stacey Venneman, Children's Outreach Librarian; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORT

David Anderson reported that Cold Spring's lobby and display area recently received a refresh. He also reported on the inventory that was supposed to happen at Cold Spring and Alexandria in 2020 but is now happening this year on August 13. The Cold Spring staff has been weeding and running lists to find missing items ahead of inventory. Dave reported on all the interviewing he has been doing both Cold Spring and Alexandria. Cold Spring has replaced four patron services assistants in the past 8 months. Dave added that not all are leaving the system but moving on to better things like the Information Services desk.

Carol Freytag reported on Tower Tuesdays and Jolly Thursdays. Carol reported that we have had 4,272 attendees at both events which is 329 per event. She reported we will be adding a third large park event next summer somewhere in the northern part of the county, likely on the west side of Newport. Carol reported that Play Explore Build will be returning in September. She added that, with money from our Wish List fund, she was able to buy more equipment to support that program. Carol reported on new picture paths being installed in Southgate and at AJ Jolly Park. She added that having picture paths out at the parks in the county in the spring and fall is better than in the summer because there's less mowing and the paths are disturbed less. Carol reported that she and Stacey have created mini picture paths because they are more portable. Carol reported that we've completed three parades so far this summer- two Memorial Day parades and one on July 4th. She added they have mostly went smoothly but she definitely earned things she will apply to the Alexandria Horse Fair parade. Carol reported that Kelsey Stratton, Adult Outreach Services Assistant, hit her one-year anniversary this July, most of which she spent in teams and separate from the rest of the outreach department. Carol added Kelsey is offering a Summer Reading Club to her seniors through the mail. It's called Summer in a Box. Christie Fillhardt commented on how amazed she is with our staff's creativity.

Stacey Venneman reported on offering collections to centers. She's been offering collections to 25 centers each month to help us maintain contact with those centers. We hope they will eventually let us come back and offer storytimes. Stacey reported on the Book Care Packages program. We have pulled together 105 collections since we began the program. She also reported on a winter outreach giveaway for centers that contained books, a craft and library information. We reached 830 centers with this

giveaway. Stacey reported on child care provider trainings. Stacey said we normally offer these in-house but went to prepaid coupons codes for trainings because of Covid. She added the coupon codes provided access to trainings through HDI Learning, which is offered by the University of Kentucky, to provide certified training for providers. Stacey reported on Summer Reading offered to centers this summer. Outreach has distributed 500 prize books to classrooms this summer and we are still giving out more. Stacey reported this is the 5-year anniversary for 1000 Books before Kindergarten. She added 109 kids have completed the program with 1,163 logs turned in. Stacey reported on our participation with the free weekly lunch programs at schools in both Bellevue and Newport. We provided crafts, books and library information each week. She added we distributed 316 make and takes through the lunch program. Stacey reported on the Play and Read kits for those with visual impairments that she is developing with Amy Carroll. These kits will have books and toys with more tactile and visual stimulation. There will be 40 or 50 kits in this category. Stacey added we were able to purchase the items for these kits with money donated by the local Lions Club when they ceased operation.

Dawna Haupt reported on handling the library's annual filings with the Secretary of State's office as well as the filings for the Friends and Imagination Library. She added the budget amendments for FY202-21 and the new fiscal year's budget have been posted on the DLG's website. Dawna reported that fiscal year end 2021 is about closed. Dawna reported that she will be doing an inventory of fixed assets at both Cold Spring and Alexandria when their collections are inventoried. Dawna reported she is analyzing credit card fee costs to determine if we should continue to take credit cards based on patron usage of that service and the related costs. She reported that all schools have been invoiced for costs related to the Campbell County Imagination Library for the fourth quarter ending June 30. Dawna added that the Campbell County Imagination Library will be audited this year. Dawna reported that she still loves working at the library.

Melissa Yankee reported that recruiting has been in full force for quite a while with an average of three open positions per month. She added that it's been a challenge and it's taking longer to get positions filled. However, on the upside, we have promoted five staff members. Melissa reported that we are having Staff Day in person this year. Melissa went over some of the planned presentations for Staff Day. On a personal note, Melissa reported that she participated in the Gross Food Challenge at our Cold Spring Branch for Summer Reading kickoff and that she's worked at Tower Tuesday. Melissa added she has been here for four years. Christie Fillhardt commented on Melissa's positivity and on how good she is at engaging the staff.

PRESIDENT'S REPORT

President Tracy Smith had nothing to report.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. There were no questions about JC's written report and he had no further comments to add.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Jessica and Tracy interviewed six candidates. They thought all were wonderful candidates. JC reported that two names will be submitted for each open position. Jon Cullick said that all these wonderful

candidates speaks to the high quality of the library's reputation. For the Fort Thomas/Bellevue/Dayton position, Jon Cullick (now completing Carla Landon's unfulfilled term) and Adam Sonnett. For the Cold Spring/Highland Heights position, Kelley Raleigh and Elizabeth Reeder. Christie made a motion to nominate these candidates, Jon Cullick seconded, all were in favor and the motion carried. JC will forward the names to the State Librarian.

NEW BUSINESS

- Destruction of Government Documents: Christie Fillhardt moved to approve the destruction of 4,891 deleted inactive patron records and FY2012-13 Financial Records, Jon Cullick seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 3,348 items withdrawn from the collection, a Communications Department printer, display units from Newport, and various pieces of equipment from Fort Thomas (play center, projector, amplifier, camera). The disposed items from our collection and the display units will be given to the Friends of the Campbell County Public Library for their regular book sales. The printer was returned to Millennium Business Systems for recycling. Also, the various pieces of equipment will be recycled or disposed of as appropriate. Christie Fillhardt moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Juneteenth Holiday: JC reminded the Board of the email sent to explain Juneteenth. He added that the managers recommended it be a closed holiday. Tracy Smith would like to know what other libraries are doing. Jon Cullick would also like to know. JC said that he will ask on the directors' listserv. He added that it would also be good to have Maggie and Jessica in attendance for the decision. The issue was tabled.
- Value Statement: Jon Cullick moved to approve the Value Statement as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- 2021 Tax Rates: JC suggested that we keep the same tax rate as last year, 7.4 for Real and Personal property. He reminded the Board that last year we were able to lower our tax rate from 7.5 to 7.4 and that, basically, we've had the same tax rate since the lawsuit ended. Jon Cullick moved to set the Library's ad valorem tax rates for FY2021-22 at 7.4 cents per \$100 for Real property, 7.4 cents per \$100 for Personal property, and 2.6 cents per \$100 for Motor Vehicles, Christie Fillhardt seconded, all were in favor and the motion carried.
- Donation of Stock: JC reported that a frequent donor has donated \$4,800 worth of stock to the library. He added that, over the last year, the 92 shares have varied in value from \$42 to \$58 dollars a share. JC advises that we cash out the stock and put the money in the Wish List fund. Jon Cullick moved to cash out the shares, Christie Fillhardt seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Nomination of Officers: Jon Cullick moved to nominate the slate of new officers for the board:
 - Tracy Smith – President
 - Jessica Schweitzer, Vice-President
 - Maggie Brown, Secretary
 - Jon Cullick, Treasurer

- Christie Fillhardt seconded, all were in favor and the motion carried.

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, August 18, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Christie Fillhardt moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:37 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary