

BOARD OF TRUSTEES REGULAR MEETING

August 18, 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, Christie Fillhardt, Jon Cullick and Jessica Schweitzer. Attended via videoconference: Maggie Brown. Also present: JC Morgan, Library Director; Valerie Davis, Newport Branch Manager; Kim Thompson, Newport Adult/Teen Services Librarian; Michael Gregory, Technical Services Manager; Andrew Moorhead, Communications Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORT

Valerie Davis reported that this is her first Board meeting as branch manager of Newport. Valerie added that she has been the teen librarian at Newport for the past 17 years which has made the transition easier; that and having Chantelle just a phone call away. Valerie reported she loves this community and is happy to be here. She reported on the surge of Covid cases in the community and the branches encouraging mask use as well as going back to wiping down high touch surfaces more. Valerie said that when she reported at Board meetings in her previous role she always brought book suggestions with her. To continue that tradition, she suggested the Enola Holmes series by Nancy Springer, *Wizard: the Life and Yimes of Nikola Tesla* by Marc Seifer and the *Mythos* series by Steven Fry. Valerie introduced Kim Thompson who took Valerie's place as the Adult/Teen Librarian at Newport.

Kim Thompson reported that it is wonderful to be working for Valerie. Kim has known Valerie for a few years but has admired her work for a long time. Kim reported that her first career was as a middle school teacher. Then she moved to social work and finally became a librarian. Kim reported that her planned programs begin in October. She added that she is taking over the Young Adult for Grown Adults book club and she has planned a "make a board game" program. This family program focuses on teens and getting them to connect with their families. Christie Fillhardt said to Valerie that she has loved watching her evolve over the years and that she loves her attitude. Christie added that she is very happy Valerie has this position and thinks Valerie and her team will make a difference.

Michael Gregory reported that the back log of items needing processed, which was caused by pandemic, has finally been cleared. He added when we closed in March of 2020, at the end of that fiscal year's ordering, we had thousands of dollars of items on order. We had to place all of that on hold until we were able to return to the building at least half time. Michael added we are finally back to pre-pandemic processing levels. Michael reported on the inventory that took place at our Cold Spring location last Friday. He added that staff scanned 58,000 items in 8 hours and encountered few problems. There were only 356 items not found that were supposed to be on the shelf and only 200 items that belonged to another branch or were withdrawn but still on the shelf. Michael reported that we will be doing inventory at Alexandria on the 23rd. Michael reported on a call number project his staff will be working for juvenile DVDs and books in a series.

Andrew Moorhead reported Summer Reading has just ended. It was jungle themed so it worked well with Cam. Andrew reported on the return of the book club brochure which was not printed during COVID. Andrew reported that in the latest edition of *What's Happening* contained information about our upcoming Signature Series, Camping with the Library, Storytime in the Park and the return of Drop your Drawers. Andrew reported on the new adult outreach services handout which outlines services for homebound patrons. Andrew reported that the September newsletter has a cover story about the library going permanently fine free. We used a super hero theme to promote it. We will also be changing the message on check out receipts to highlight that we are fine free. Andrew reported that we will be including a coupon in the Valpak Mailer to encourage library card sign ups. Andrew added he is also sharing material with the schools and other entities to get them to promote fine free. Andrew reported his department created a kids' activity sheet for library card sign up month. It allows them to design their own library card and also lets parents know that kids of all ages may have a card. Andrew also reported on the online contest where patrons may submit a photo of themselves with their library card to get a free shopping trip in the Friends book sale area. Andrew added that fall is always a really good time at the library. Christie Fillhardt thanked the staff for all their work and dedication. She said it's just amazing.

PRESIDENT'S REPORT

President Tracy Smith reported on two thank you notes. One from a grandmother who donates annually to Imagination Library in honor of her grandsons. The other was from Paul and Nan Johnson to thank us for flowers sent to the service of a recently lost loved one. They reported the flowers were doing double duty as they were sent to a local nursing home after the service.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked about the ad hoc collection development committee. JC reported that Beth Eifler, Collection Development Coordinator, is the chair of this committee and will be taking an online class on building a diverse collection from *Library Journal*. JC added that, hopefully, the committee's work will be done in time for the Collection Development policy update. Jon Cullick asked about Staff Day. JC reported we are still determining if we will be having Staff Day. JC reported on needing to make changes to the meeting room policy. He added that those changes may be ready to present at the next meeting. JC reported on the increase in Covid cases in our area bringing back the need for staff to wear masks and the return to increased surface cleaning. He mentioned how we are handling staff getting tested and, perhaps, needing to work from home or take time off if they test positive for Covid. JC suggested we hold the Board dinner at O'Bryon's in Newport. They have an upstairs room that should hold 16 comfortably.

COMMITTEE REPORTS:

Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): JC reported our new member, Kelley Raleigh, should be appointed at the Fiscal Court meeting this evening. JC reminded the Board that we will have a photographer at Newport, in the Presidents Room, on September 1 at 10:30 to take new Board members' pictures.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 7,081 items withdrawn from the collection and three Partner Phone System handsets. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The

Partner Phone System handsets were recycled. Christie Fillhardt moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.

- Long Range Plan Analysis: JC reported on his Long Range Plan analysis. He reported that we were able to increase size of our e-book collection during the pandemic. However, the loss of usage of our physical collection and buildings remains a concern, especially not knowing the non-users in our area. JC reported on ideas he gathered from Pam Posik during an exit interview meeting where she thought our focus was too wide and thin and that we needed to concentrate on what we uniquely offer our patrons instead of chasing bright pennies. She also thought we needed to deepen staff knowledge. JC reported that we are contracting to do a salary comparison. We are using the same person who analyzed Kenton and Boone's salary schedules. This person is currently doing Boone's analysis so maybe we can piggy back on that and it won't cost as much. Jon Cullick added that he agreed with the need for the library to better understand who our protentional constituents are among non-users and how better to inform them of what we have to offer. Jessica Schweitzer mentioned the South Branch and asked why people are not complaining about the lack of services at Alexandria. Jon added that having a consultant to work as a mediator would be a good idea for the next Long Range plan. Jessica added the she is disappointed that we don't have the funding saved for the South Branch. JC reported that Kenton and Boone have budgets twice ours which allows them to save money.
- Touchless Bathroom Fixtures: JC reported that we failed to file the 471 Form to the Universal Service Administration for the erate program in the spring. It is based on the numbers of students enrolled in the free lunch program and our money from it would have increased because we have a school who went to 80 percent participation. However, we forgot to file it and so, now, have a \$39,000 whole in the budget. We may be able to fill that whole if the tax money brings additional revenue. However, until we know, we will hold off on changing all our faucets to touchless bathroom fixtures in case we need that money elsewhere. JC added this does not affect the cabling project which we applied for in the spring. JC reported we have started replacing towel dispenser with touchless dispensers but our supply company gave us those for free because we buy the paper from them. JC added the Board still needs to approve the bathroom fixtures project because it will cost just under \$30,000 but, again, we may not pursue this work. Christie Fillhardt moved to approve the touchless bathroom fixtures project, Jon Cullick seconded, all were in favor and the motion carried.
- Donation for Fort Thomas Reference Desk: JC reported that our regular donor, Tom Jones, has offered \$15,000 to replace the reference desk at Fort Thomas. The Board is okay with the using the donation in this way.
- KDLA Annual Report: JC reported that the numbers for KDLA are all off because of the effect of the pandemic. Jon Cullick asked who ultimately reads this report and what do they do with it. JC reported that, in three years, we will be able to access this report and then compare ourselves to other libraries across the country. KDLA also produces its own annual report from the data which covers only Kentucky's public libraries.

UNFINISHED BUSINESS

- Juneteenth Holiday: The Board decided to table this discussion until the October meeting.

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, September 15, 5:30 p.m., at the Carrico/Fort Thomas 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 6:44 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary