

BOARD OF TRUSTEES REGULAR MEETING

September 15, 2021

Carrico/Fort Thomas Branch

MINUTES

CALL TO ORDER

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

ATTENDANCE

Board members present: Christie Fillhardt and Jon Cullick. Attended via videoconference: Maggie Brown and Jessica Schweitzer. Absent: Tracy Smith. Also present: Carrie Ratterman, Alexandria Branch Supervisor; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORT

Carrie Ratterman reported that Alexandria replaced a branch services assistant about 5 weeks ago and another staff member just turned in their notice. She added that training a new staff member while she is still fairly new herself has a bit of a learning curve to it. Carrie reported that Molly Walker, Alexandria's children's programmer, has been hitting the programming hard and has a lot of upcoming programs planned as long as nothing happens that would cancel them. Carrie reported on inventorying Alexandria's collection in mid-August. She added there were very few items that were missing or miscataloged. Carrie also reported on some HVAC units not working properly, particularly the one for the meeting room. It has been 85 degrees in that room on some days. However, Barry Jolly has taken care of it and the room is much cooler.

Chantelle Phillips reported on the numerous changes that have happened since she last reported in April. She is now managing the Carrico/Fort Thomas Branch and trained Valerie Davis as she prepared to take over managing the Newport Branch. Chantelle reported that over the past few months she interviewed for replacing staff in four positions at Fort Thomas and Newport – for positions at patron services, information services, and both positions in the Adult/Teen department. Chantelle reminded the Board that she serves on the Board for the Northern Kentucky Community Action Commission. She added that since April she has worked on three committees for them – Head Start, Personnel and the Black History Walk. Chantelle reported on meeting with Jonathan Smith from KPC Architectural Products to go over the desired design for the new reference desk. Chantelle added that, while she had Jonathan in the building, she asked him for ideas on replacing the wooden chairs and soft sided seating at Fort Thomas when we have the budget to do so.

PRESIDENT'S REPORT

Vice President Christie Fillhardt reported on note we received from Kim Fender, who is a Board member of the Campbell County Schools, about the wonderful experience her Girl Scout troop had at our Cold Spring Branch when, on short notice, the library gave the troop a tour of the branch and helped them complete the requirements to earn their library patch. Christie also reported on an email about an outreach patron who was moving from Campbell County to Boone County to live with her daughter. The patron was so appreciative of Kelsey Stratton's service to homebound patrons and in helping her

transfer her reading history to Boone County Public Library's outreach department so they would be able to continue giving her books she hadn't already read.

DIRECTOR'S REPORT

Chantelle Phillips asked if anyone had questions about JC's written report. Chantelle reported on the Fort Thomas parent who had reported having issues with the content accessible to juveniles in the SORA reading app which was picked up by Fox news. Chantelle added that this app is created by Overdrive specifically for schools but the library's digital collection is accessible through the app. Chantelle reported that one of the school's librarians reached out to Morgan Lockard and Morgan provided them with some information on how to adjust their settings in the app. We have created a FAQ for staff should be get questions about it. Chantelle also reported on the six breakthrough cases we have had with staff. Chantelle reminded the Board that JC needs their orders for October's dinner.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Jessica Schweitzer moved to disband the committee, Jon Cullick seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,197 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. Maggie Brown moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- None

FINANCIAL REPORT AND MINUTES

- Jon Cullick moved to approve the minutes and the financial reports as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, October 20, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Maggie Brown moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Christie Fillhardt called the meeting to an end at 5:57 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary