

BOARD OF TRUSTEES REGULAR MEETING
November 17, 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, Jon Cullick, Jessica Schweitzer and Kelley Raleigh. Attended via videoconference: Maggie Brown. Also present: JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Molly Walker, Cold Spring Children's Librarian; Melissa Yankee, Human Resources Manager; Dawna Haupt, Library Accountant; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,334 items withdrawn from the collection.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/Approval of Collection Development and Income and Disbursement Policies: JC reported that neither policy was changed significantly. We added an inclusion statement to the Collection Development Policies. He added that we will be doing a diversity audit on the collection. JC reported that we removed reference to late fines in the Income and Disbursement Policies. Maggie Brown moved to approve the policies as presented, Kelley Raleigh seconded, all were in favor and the motion carried.
- Merit Increases for Staff: JC reported the tax rate we adopted for this fiscal year has put us in a position to be able to provide a slightly larger merit increase than originally determined for the 2021-22 budget. Therefore, he would like to change the two percent merit increase to three percent. Tracy Smith asked how that would work for those staff members who have already had their annual anniversaries for this fiscal year. JC reported the increase would be calculated retroactively back to July 1 and added as lump sum to their paychecks. JC added that other local government entities gave three percent merit increases this year. Jon Cullick moved to approve the additional one percent to merit increases for FY2021-22, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Salary Caps for Staff: JC reported that we have eight or nine staff members who have hit the salary cap for their job classification due to longevity. JC reported we have ten classifications and all of those who are now capped are in categories 1 through 5 which contain some of our lower paid positions. JC added that some of those employees have had their salaries capped for a decade or more. JC would like to be able to offer them a small annual increase, based on merit, to keep up with the cost of living. Jon asked which of our policies capped the salaries. JC reported that we created caps in 2011 because we didn't want any employee making more than their supervisor simply because of their longevity. JC repeated that none of the capped employees are above classification 5. It's the support staff who are capped. Kelley Raleigh asked if the increase would be applied on their anniversary or as a bonus. JC answered it would

happen on their anniversary date. However, this won't be happening until after July 1, 2022. JC added that social security recipients received a six percent increase this year. Maggie Brown asked if we had the room to consider offering more. JC reminded the Board that raises are cumulative; increases can become very costly over time. Maggie Brown asked what the average wages are for these positions so that she has a better concept of what we are talking about. Melissa Yankee went over the starting salaries and noted that salaries are capped at 130 percent of the entry level salary for the classification. Kelley Raleigh asked what the total increase would be for these nine people. JC said it would be less than \$10,000 a year. JC added that each one percent increase to salaries costs us around \$40,000 across the entire staff. JC also noted that this impacts the retirement of the capped employees because the amount they receive in retirement is based on their highest five years of salary if they are Tier 1 in the retirement system. Jessica Schweitzer made the motion to allow the 1% increase for capped employees, Jon Cullick seconded, all were in favor, and the motion carried.

MANAGERS' REPORTS

David Anderson reported that all building related items seems to be working well at Alexandria and Cold Spring. He reported we are waiting to hear back about getting the book mobile into the body shop for the wrap. Dave added the outreach staff is getting used to driving it so we should be ready to roll it out in April. Maggie Brown reported on the body shop that she is familiar with and they aren't willing to reduce the cost to repair the damage. The vehicle had dents that we didn't see at the time of purchase. Dave reported there's a buckle in the hood that can't be pounded out and the damage may affect the wrap. Jessica Schweitzer asked if we have to do a full wrap. Dave went over the cost of the full wrap versus a half wrap and showed how a full wrap doesn't really change the cost that much. Dave added the body shop said they would be required to replace the hood or it could be a liability issue for them. For the dents on the door, he added, they will take off the door and pound out that dent. Dave reported the chip shortage has delayed the delivery of the 16 computers intended to replace the outdated public computers at Cold Spring. He added that, due to this, we've adjusted the order and will now only be replacing 12 of the desktop computers and then adding four laptops – two each donated from Alexandria and Fort Thomas. Dave added this will also free up four study carrels. Dave's final good news is that Cold Spring is doing extremely well with the underwear drive and is nearing 50 percent of the branch's goal.

Molly Walker reported that she started at Cold Spring in 2009 as a page, then worked at the information services desk and then as the Children's Programmer at Alexandria. She returned to Cold Spring to take on the children's librarian role on October 17th. Molly added that she has spent most of this past month working on a project to put book award stickers (Caldecott, etc) on items that won those awards. For December, Molly reported, she will be handling the Touch Tone Tales line and will be meeting with Sarah Geisler to prepare for working on collection development for Cold Spring.

Melissa Yankee reported on the whirlwind of dealing with Covid, vaccinations, employee wellness and staff changes. She also reported that she was the first breakthrough case on staff along with her son. Melissa reported we won't have to mandate vaccinations because we have less than 100 employees. Melissa added that we do pay employees to go get vaccines as well as taking their kids to get vaccinated. Melissa reported that, in October, we had nine open positions. We promoted five employees, hired two external candidates, and got those nine open positions down to two. Melissa reported she always has the goal of being fully staffed but has moved that goal until the end of the year.

Melissa reported on our staff book clubs and offering goat yoga for staff. Melissa said that everyone passed their core technology competencies this year.

Dawna Haupt reported on our internal audit which is happening now. Stephanie Huhn hopes to present the audit report at the December board meeting but may not be ready until the January meeting. Dawna reported on our filings with KDLA and the annual DLG actual filing. Dawna reported she completed a fixed asset inventory of Cold Spring with Dave's help and she worked two library events -- Camping with the Library and AJ Jolly's Spooktacular. Dawna reported that the Campbell County Imagination Library is also being audited; this is the first year it is having a full audit. Dawna added the Imagination Library board meets in December and Stephanie will present the audit to that group at that time. Dawna reported that, through CARES Act money, the Kentucky government will be sponsoring a portion of the cost to cover Dolly Parton Imagination Libraries across the commonwealth. This will bring a 50 percent decrease in our monthly costs for the program. Dawna reported she is still doing work for the Friends, filing their monthly sales tax returns and tracking donations received through Kroger, Amazon Smiles and Scrips gift card program. Dawna still loves working for the library.

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 JC about presenting at the Kentucky School Board Association. Jon Cullick asked about a challenge to an item in the collection. JC asked if everyone had given their comments to Tracy for his evaluation. Tracy Smith added that she is willing to talk to board members individually. The board members all stated that they are good with just sending comments to her electronically.

COMMITTEE REPORTS

- None

UNFINISHED BUSINESS

- None

FINANCIAL REPORT AND MINUTES

- Maggie Brown moved to approve the minutes and the financial reports as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, December 15, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Jessica Schweitzer seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:20 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary