

**BOARD OF TRUSTEES REGULAR MEETING
October 20, 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, Jon Cullick, Jessica Schweitzer and Kelley Raleigh. Attended via videoconference: Maggie Brown. Also present: JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Carol Freytag, Outreach Services Coordinator; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

PRESIDENT'S REPORT

President Tracy Smith reported on an email received from Michael Gregory regarding a phone call from a patron asking about how new books are added to the collection. The patron said that he's enjoyed our collection for years, is always able to find something new to read, and wanted to compliment the department on the job done. Michael added that it really made Beth Eifler and Sarah Geisler's day.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick commented on the Girl Scout Library love badge that was mentioned in JC's report and added that the statistics of library usage are looking up. JC reported on the upcoming Public Library Association conference in Portland. The dates are March 23 through 25. We have six staff members attending, including JC. The library pays for a Board member to attend the conference. Tracy Smith reported on her experience attending PLA in Nashville in February of 2020. JC added that it would be Jon Cullick's turn based on tenure but that Jessica Schweitzer could go should Jon not be able to work it into his schedule. JC added that he will handle registration and travel arrangements for whomever decides to attend. JC reported that he will send out his self-evaluation soon. He also reported on our change of approach to evaluations and that we will no longer be using the form the Board has used in his past evaluations. We will be using a memo structure with staff. JC added that the Board can use the more structured form with job duties added for his evaluation if they would like. Several members of the Board agreed that the structured form would be better. JC said the Board should bring their comments for his evaluation to the November Board meeting and he will leave time at the end of the meeting for the Board to discuss it. He added that we can't go into closed session but that he and Chantelle would leave the meeting to allow for discussion.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,468 items withdrawn from the collection. Plus, we are disposing of an oil-filled space heater, two dehumidifiers and a dorm-style refrigerator, all from Newport and all non-functional. The disposed items from our

collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The broken equipment will be recycled. Maggie Brown moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.

- Review/Approval of the Board Policies, Board Procedures, and Board Bylaws and Articles of Incorporation: JC reported that we only had two minor changes to the Board Policies. One noting that only the County Judge-Executive can accept a resignation of a member. The other a statement that the Board may decide, as necessary, to adopt temporary open meeting and open records rules as allowed by emergency order. This, of course, is a response to the pandemic. JC reported that the changes for the Board Procedures include a recommendation that the Board pay for the travel expenses in full (or “at cost”) for any out-of-town candidates that are brought to the library for an interview. JC noted that he removed a line that said a full, detailed budget is provided at the end of the fiscal year to the Board in its monthly packet. He added that a full, detailed report can be requested at any time. Jon Cullick moved to approve the policies, procedures and bylaws as presented, Kelley Raleigh seconded, all were in favor and the motion carried.
- Bookmobile Purchase: JC reported on the bookmobile that Floyd County Public Library is selling. It’s a 2015 Dodge Sprinter with 22,000 miles. They originally paid \$130,000 but are asking \$70,000, fully outfitted. Staff will not need a CDL to drive it. JC added the Friends have provided a check for \$10,000 to have it wrapped. We can also use \$25,000 from the Wish List Fund to offset the cost. JC reported he is expecting another \$5,000 donation soon and that the library’s budget should be able to support the rest, about \$40,000.

Carol Freytag offered a PowerPoint presentation on how we could use the bookmobile, from taking it to Tower Tuesdays and Jolly Thursdays to taking it to local parks and areas of the county where we don’t have a physical presence. David Anderson went over how we will fix the damage to the back door and went over the vehicle wrapping process. The dent in the door will be hammered out by an auto body shop before we wrap the vehicle. Dave added the we should be ready to roll it out for El Dia and Literacy Fair in spring 2022. Jon Cullick asked Dave to go over the cost of wrapping and fixing the dent. Dave mentioned getting Nick Gressle to design a Cam specifically for the wrap. JC asked Carol about her intentions for a collection. Carol said we could begin with an honor collection but she would ultimately like to have it house a circulating collection. Kelley Raleigh asked about monthly insurance costs. JC reported that we pay KACo \$50,000 annually for all the facilities and vehicles. JC added the Friends have agreed to use the Wish List Fund’s money to offset the purchase cost and the Board would also have to approve that use. Tracy Smith thinks it seems like a good deal. Jon asked about driving the vehicle. Carol said it will take some time to get used to but it’s doable. Kelley Raleigh asked about maintenance receipts. JC said it only has 22,000 miles and has been in a garage the since the start of the pandemic. Maggie Brown asked if we are the only interested party. JC said we are and he was surprised by that. He added Kentucky has the largest book mobile fleet in the United States. Jon Cullick moved to approve the purchase of the Dodge Sprinter from Floyd County Public Library and the use of the

Wish List Fund to offset the purchase cost, Jessica Schweitzer seconded, all were in favor and the motion carried.

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, November 17, 5:30 p.m., at the Cold Spring Branch or through Zoom.

ADJOURNMENT: Maggie Brown 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 6:15 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary