

BOARD OF TRUSTEES REGULAR MEETING
January 19, 2022
Carrico/Fort Thomas 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, and Kelley Raleigh. Attended via videoconference: Maggie Brown and Jessica Schweitzer. Also present: JC Morgan, Library Director; Morgan Lockard-Ellis, Carrico/Fort Thomas Adult/Teen Services Librarian; Craig Branch, Carrico/Fort Thomas Adult/Teen Services Programmer; and Chantelle Phillips, Assistant Director. Attended via videoconference: Andrew Moorhead, Communications Manager.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Craig Branch introduced himself to the Board. He reported that he began working at the Carrico/Fort Thomas Branch in mid-May of 2021 and that he's worked in outreach education for the past 13 years through the Playhouse in the Park and the Educational Theatre Association. Craig reported on his Exploring Local History programming series and that he will be taking over the Coffee & Conversation Book Club in March. He and Morgan had been sharing the responsibility of that book club up to now. Craig reported on the one-on-one technology training sessions that he offers to Fort Thomas patrons and that he is taking on more of those sessions as Morgan's schedule becomes fuller with other programs and duties. Craig reported on hosting his first Homeschool Hive monthly program. Ronda Rex from the Campbell County Extension office taught homeschool students and teachers about caring for pets. Craig added that he has enjoyed working with both staff and patrons since coming to CCPL.

Morgan Lockard reported that in March of 2020 we had planned our first afterhours family STEAM night which was cancelled due to the Covid shut down. It's back on the calendar for this March and we have back all the partners who were planned for 2020 -- Cincinnati Observatory, Dr. Guy of NKU Chemistry, Cincinnati Museum Center, Neusole Glassworks and the Newport Aquarium. We are all very excited to have a chance to offer this program. Morgan reported attending seven farmers markets at Tower Park this past year. She added that our reach has grown at the market and we were able to connect with 655 people. Morgan reported that parents have told her that their kids look forward to seeing the library at the farmers markets. Morgan added that the Fort Thomas Farmers Market is set up at Tower Park May through December. Morgan reported on her program Talking Tech Troubles with Morgan. This is a monthly discussion group where Morgan presents on a tech topic and then leaves open time for questions. Morgan added that she moved this program to the Conference Room where she is more visible and patrons will ask about it at the Information Services Desk. Tracy Smith asked for the date of Family STEAM Night.

Chantelle Phillips reported that she and Amy Carroll are working with the Fort Thomas Fire Department to ensure we were meeting all fire code regulations in regard to hosting large afterhours events. She

reported on the furnaces that heat and cool the staff work area being replaced in October and that their companion AC units will be replaced this spring. Chantelle reported on staffing changes at Fort Thomas and that she, Valerie Davis and Andi Holt are working on a grant to allow us to offer reentry kits to those coming out rehabilitation centers. Reentry kits will provide a laptop, hot spot, phone and resources to help people rebuild their personal documents, establish housing and look for jobs. Chantelle added that we are partnering with NKY Hates Heroin on this grant.

PRESIDENT'S REPORT

President Tracy Smith reported on a note received from Molly Wesley, Family Resource Center at Newport Primary, thanking us for our Drop Your Drawers donation.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. JC reported on Legislative Day in Frankfort scheduled for March 2nd. JC is determining if we should go and will let the Board know if he books any appointments with legislators. JC reported on the materials challenges that Bullitt County Public Library has received. JC added that the bulk of these challenges have come from one person and this made him realize we don't have a way of handling multiple challenges to the same titles. JC suggested that we add to our procedure that we won't review the same title in a 12-month period but, because there can be subtle differences to challenges, we will always address each challenge. JC asked the Board how they prefer to handle multiple requests from patrons on one title. Jon Cullick asked what it means to move an item and asked about the reclassification form. Jessica Schweitzer said that she had read one of the books on the list being shared through social media and wondered how easy it would be to move that particular title. She asked, when we receive a challenge, if we have to report it to anyone. JC said that we report it to the Kentucky Department for Libraries and Archives. He added that there is also an ALA Office of Intellectual Freedom. JC went through the reclassification form with the Board. He added that some folks don't want to do a formal request but just want us to be aware of something. JC reported that we don't consider challenges from those who don't live in Campbell County. JC reported on the process once we get a formal challenge. He added the process can take a couple of months because we ask all the managers to read, watch or listen to the challenged title. Kelley Raleigh went through the process to make sure she understood it. Jon Cullick said that he likes having the process spelled out in the Challenges and Removal of Materials policy because it is transparent and lets patrons know their concerns are being taken seriously. Tracy Smith agreed and that reviewing a challenged title no more than once a year is good. Jessica added that she can see where this could be a concern if it hits the right social media group. Kelley Raleigh thinks we should not do it before 18 months. Jon and Tracy agree with Kelley on the timeline. JC reported on the employee payroll scam and how we handled that internally as well as with our bank and Payroll Options.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,233 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, Jessica Schweitzer seconded, all were in favor and the motion carried.

- Review/Approval of General Policies: JC reported that the library's Values Statement was incorporated into the General Policies and that all references to fines were removed from these policies. Jon Cullick moved to approve the revised policies, Kelley Raleigh seconded, all were in favor and the motion carried.
- Request for Proposal for Internet Services: JC reported that our contract for internet service with Cincinnati Bell is ending. Because we receive e-rate funds, we have to file a Request for Proposal for the future internet service provider. Kelley Raleigh moved to approve the Request for Proposal for an internet service provider, Maggie Brown 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, February 16, 5:30 p.m., at the Alexandria Branch or through Zoom.

ADJOURNMENT: Kelley Raleigh 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 6:45 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary