

BOARD OF TRUSTEES REGULAR MEETING

February 16, 2022

Alexandria Branch

MINUTES

CALL TO ORDER

President Tracy Smith called the regular meeting to order at 5:28 p.m.

ATTENDANCE

Board members present: Tracy Smith, Jessica Schweitzer, Jon Cullick, and Kelley Raleigh. Attended via videoconference: Maggie Brown. Also present: JC Morgan, Library Director; Carrier Ratterman, Alexandria Branch Supervisor; Katherine Sallee, Alexandria Children's Programmer; and Chantelle Phillips, Assistant Director. Attended via videoconference: Andrew Moorhead, Communications Manager.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Carrie Ratterman reported that her entire staff has changed since last August with Katherine Sallee being the latest person to join Alexandria. Katherine replaced Molly Walker as Children's Programmer at Alexandria but worked the patron services desk at Cold Spring and the information services desk at Fort Thomas before taking on her current role. Carrie added that training with all her new staff members is going great. Carrie reported that recently she and her staff have been trying to keep folks safe with all the snow and ice. She added the company that Barry Jolly hires to clean the parking lot has been doing a good job. Carrie reported that mice were found in the staff office but Sean sent mouse traps for her to install and no mice were found over the weekend so, hopefully, that's done. Carrie also reported that the issues with the HVAC unit that cooled the meeting room were finally resolved in September. Carrie reported on four new members to her book clubs. Carrie runs a book club in Alexandria and took over the Cup of Crime book club in Cold Spring when Maggie Gosney retired. Carrie added that one of the new members signed up for her first ever library card!

Katherine Sallee reported that she started at Alexandria in November and has been loving her new position. She added that she's had so much fun with the kids in her programs; already there have been a few instances where kids have opened up to her about school or home. Katherine added that it's great to be able to make a difference. Katherine reported that she is in library school at the University of Kentucky. She's been learning about process art rather than focusing on outcome. Katherine added that it's great seeing the creativity of the kids. Katherine plans to add more sensory activities to her story times and is adding puppy tales to her programs in March. She reported that this is a new program for Alexandria but it has been successful at our other locations. Katherine is working with a local person who has a trained therapy dog.

PRESIDENT'S REPORT

President Tracy Smith reported on a note received from Donna Watts, the Youth Service Coordinator at Newport High School, thanking us for our Drop Your Drawers donation. Donna added this is such a help with her students because 100 percent of them are in the free breakfast/free lunch program.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. There were no questions. Maggie Brown had a question about the Book Bus that she will ask when that comes up in the agenda. Kelley Raleigh asked how we performed our salary survey. JC said we used a consultant from HR on Q which is the same company that both Kenton and Boone County Public Libraries used for their salary surveys. JC added that the consultant already had the relational data and was familiar with libraries so our survey wasn't that expensive. Ours is a niche industry so it's hard to compare salaries. JC reported on Legislative Day in Frankfort on March 2nd. He reported that he is still not sure if he is attending and he's still not asking Board members to attend but all are welcome to accompany him if he goes. The two bills (HB480 and SB167) relating to library district boards have not been assigned to committee. They are companion bills in the House and the Senate and, if they both pass in their chambers, they will go straight to the Governor. Our legislative agent will let us know if there is any movement. Jessica Schweitzer asked for more information on the two bills. JC reported on a situation in Lawrence County.

Andrew Moorhead shared the Book Bus wrap design and talked about the plan to launch the Book Bus during National Library Week. He added that Communications is ordering magnets that will direct patrons where to find the Book Bus's schedule for visits. Andrew said the Book Bus will officially be announced on February 28th. He added the Book Bus will also be featured on the cover of the April newsletter. We will be providing one free book per visit to the Book Bus. Maggie Brown asked about the logo being askew on the wrap. Andrew said it was set that way to match the orientation of the text on the wrap.

JC reported on another email scam that came from a Gmail account that seemed to belong to him. This time, the scammer was asking staff to go buy gift cards. JC reported on, along with Melissa, having the time yesterday to take a deep dive into the salary survey. They also met with the consultant, Monique, to talk about it. JC would like the Board to appoint a Budget Committee a little early so that he has an extra month to discuss the salary survey and the Budget Committee first. He added that the Budget Committee meetings are usually about an hour long so now that committee will have two hour-long meetings to attend, which can be in Zoom or in person. JC would like to meet in early March. He added that he will walk the Budget Committee members through what he's thinking and why, with the salary survey being the first piece. Maggie Brown moved to appoint Kelley Raleigh and Jon Cullick to the Budget Committee, Jessica Schweitzer seconded, all were in favor and the motion carried.

JC reported that Governor Beshear issued an executive order to allow vehicle taxes to be lowered. There will be a refund for those who have already paid this year. JC added we may get a bill from the county clerk for those taxes already disbursed. However, we've only received one check so far this year.

JC reported that because Jon Cullick switched to attending the Public Library Association conference virtually, we are still able to send a Board member to the in-person portion of the conference. The dates are March 22 through the 26. JC will handle the registration and travel arrangements. Jessica Schweitzer is considering going but, if she can't, Tracy Smith will go.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,997 items withdrawn from the collection. We have also replaced all of the meeting room tables at Carrico/Fort Thomas. The nine disposed tables (5 six foot and 4 eight foot) will be given to Southgate Schools. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Kelley Raleigh moved to approve the disposal, Maggie Brown seconded, all were in favor and the motion carried.
- Review/Approval of Personnel Policies: JC reported that most of the changes were very basic but we did add that we will be providing a 1% increase in salary for those staff members who have hit the cap for their salary range after July 1, 2022. Jon Cullick moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Review/Approval of the Challenges and Removal of Materials policy: JC reported the presented policy includes all the Board's suggested changes. Jon Cullick moved to approve the policy as presented, Kelley Raleigh seconded, all were in favor and the motion carried.
- Alexandria Lease and Addendum: There were no questions about the renewal of the lease for Alexandria. Kelley Raleigh moved to approve the renewed lease and addendum, Jon Cullick seconded, all were in favor and the motion carried.
- Request of Proposal for Internet Switches: JC reported that we are requesting e-rate funds (under Category 2 for equipment) for new internet switches which will match the capability/capacity of our new network cables. JC added that we received Category 2 funds for our re-cabling project as well. Category 2 will cover 80% of our costs. The request requires that we bid out the costs of equipment and installation. Maggie Brown moved to approve advertising for RFPs for the internet switches, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Review/Approval of Proposals for Internet Service: JC reported that Cincinnati Bell's proposal for internet service lowered our cost from \$5,700 a month to \$2,200 a month for a 60-month contract. JC reminded the Board that we will be getting less e-rate reimbursement funds but, with this rate, we will ultimately be spending less money. Kelley Raleigh asked how the monthly cost can be that much lower. JC reported that was the result of competition from Spectrum plus Cincinnati Bell getting the contract to provide fiber to the door for all three northern Kentucky counties. JC added that Cincinnati Bell has been our internet service provider for decades and we have the capability to go up to 10G per second. He said that we are good with our current speed but our new equipment will also allow us to go to that speed when we are ready. Jon Cullick moved to approve the proposal from Cincinnati Bell, Maggie Brown seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES

- Kelley Raleigh 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, March 16, 5:30 p.m., at the Cold Spring Branch or through Zoom.

ADJOURNMENT: Jon Cullick moved to adjourn the meeting, Maggie Brown seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:43 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary