

BOARD OF TRUSTEES REGULAR MEETING
March 16, 2022
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, Kelley Raleigh, Maggie Brown and Jessica Schweitzer. Also present: JC Morgan, Library Director; Andrew Moorhead, Communications Manager; David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Dave Anderson reported on weeding and furniture moving he was working on with his staff as they prepare to house an exhibit in the fall and to make better use of space in the branch. Dave reported on how the Book Bus project has kept him busy for the past few months. Dave added there was a delay in getting the Book Bus wrapped but he hoped to have it completed early next week in time to fill it with books for our roll-out events during National Library Week. Dave reported that the number of attendees for Molly Walker's Baby Times were returning to pre-Covid numbers. Dave added Molly's storytime folks love her and some followed her from Alexandria. Dave reported on this past Monday was Pi day and also the second anniversary of our closure due to Covid. To honor both, Dave bought his staff pizzas and pies. Jessica Schweitzer asked if staff have practiced driving the Book Bus yet. Dave said those staff selected to drive it have practiced and that it does not require a CDL.

Dawna Haupt reported on disposing fixed assets items from the IT closet. Dawna added the auditors will be so happy that we finally took care of those items as some were from 2005. Dawna reported that she completed the DLG, U.S Census and UFIR reports. Dawna added she did the Friends of the Library's 990 filing and sales tax returns. In addition, for the Friends, she is still handling the Scrip's gift card program, where we earn about \$250 per year; the Kroger Community Awards program, where we earn \$1,200 per year; and Amazon Smile, where we earn about \$500 per year. Dawna reported that she has provided the schools with their third quarter invoice for Imagination Library. And, she still loves working for the library

Melissa Yankee reported that we had eleven open positions in December. She added that we have filled nine but still have open positions at Fort Thomas and Newport. Melissa reported on two internal promotions, Julia Manning to Children's Services Librarian at Newport and Jessi Holloway to Children's Programmer at Newport. She added that our new IT Coordinator starts on April 6th. Melissa reported on the quarterly Supervisors meeting. We hosted a training from Dave Welscher, EAP Counselor at St. Elizabeth. She added that at our next supervisors meeting will we have an outside facilitator helping us work through diversity case scenarios. Melissa reported on the staff water challenge. She has challenged

the staff to drink 64 oz of water a day with the top 3 winning a gift card. Melissa reported that our Half Staff Day meeting will be in-person at Newport.

PRESIDENT'S REPORT

President Tracy Smith reported on a thank you letter received at Fort Thomas from a family thanking the library for our "service and dedication" and for being "a bright light to our family" the past two years.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. JC reported on HB480/SB167. It has not been assigned to committee but could be assigned to the Education committee or to State and Local Government. JC reported that SB164 (funding for Dolly Parton Imagination Libraries) was sent to the House and is sitting in the House Committee on Committees. Maggie Brown asked about our new IT Coordinator.

Andrew Moorhead passed out magnets that will be given to patrons to promote the Book Bus and frisbees that look like the Book Bus' wheels. He also showed the Book Bus foldable craft we will have available for patrons. Andrew went through the details of the Book Bus' schedule for its roll-out during National Library Week.

COMMITTEE REPORTS

- Budget Committee Salary Analysis: JC reported that Boone CPL did not act on the recommendations from their salary analysis as they thought the market might be artificially high at this time. They did act to increase entry level salaries less aggressively; however, JC thinks the recommendations for us weren't quite enough. JC went through his additional salary analysis with the Board. He added that he wanted to give everyone on staff some increase. JC reported on Jon Cullick and Kelley Raleigh's preference to try for the most aggressive budget. Tracy Smith asked about the bottom line in savings with some of the suggestions. Jessica Schweitzer asked how we will present this to staff. JC reported that the next step would be to see if the budget can provide for the increases and then to have a meeting with impacted staff to talk about it.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,379 items withdrawn from the collection. Plus, surplus computers and computer equipment from all branches that was either obsolete or broken. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The computers and computer equipment will be given to a computer salvage company. Kelley Raleigh moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Appoint a Board Member Selection Committee: JC reported that Tracy Smith is up for re-appointment. He added that the committee will interview the candidates all in one day in June or the first part of July. JC reported that we will tell the candidates that we do have someone we want to re-appoint. Jon Cullick moved to appoint Kelley Raleigh and Maggie Brown to the committee, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Insurance: JC reported that KACo has been actively supportive of SB167 as a "county first" bill despite its negative impact on libraries. He added that the library has a half million dollars of

business each year through KACo. JC reported that KACo was created as the legislative arm of the County Judge Executives and the County Judge Executives compose the governing body. The insurance and financial services of KACo were added later and operate fairly independently. Nevertheless, JC would like to explore other insurance options for health, life, dental, property, bonding, Workers Compensation, and unemployment, all of which are currently with KACo. JC added the managers are willing to explore other insurance options. JC reported that KACo has been very predictable for rates. And, once we go out on the market we will likely have to change insurance companies for some services. JC reported that Melissa will work on gathering information on the similar products offer by the Kentucky League of Cities. He added that those we work with through KACo are also independent agents so they can help us. Maggie Brown asked if we have a broker. JC reported that we have other brokers approaching us all the time like Horan and Roebing Group. He reported that other libraries are moving their money away from KACo. The Board is okay with us shopping for other insurance providers.

UNFINISHED BUSINESS

- Award of Request of Proposal for Internet Switches: JC suggested that the board award the contract for new internet switches to Global Business Systems, the low bidder. JC added that once the Board approves the contract, he will sign it. JC reported that we will do the job only if we get E-rate funds to help cover the cost but he will put it in the budget as if they will fund it as approval can take a few months. He added that it will cost \$31,400 dollars and 80% should be paid for with E-rate money. Maggie Brown moved to approve the contract, Jon Cullick seconded, all were in favor and the motion carried.

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, April 20, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Kelley Raleigh 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 6:58 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary