

BOARD OF TRUSTEES REGULAR MEETING

**April 20, 2022
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, Maggie Brown and Jessica Schweitzer. Attended via videoconference: Kelley Raleigh. Also present: JC Morgan, Library Director; Andrew Moorhead, Communications Manager; Valerie Davis, Newport Branch Manager; Michael Gregory, Technical Services Manager; Robert Brunner, IT Coordinator; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Robert Brunner talked about his employment and educational background and reported on what he's been learning since starting at CCPL. He added that his first two weeks were filled with meetings and meeting folks from our different departments. He reported that, this week, he was running patches on our servers and getting used to the system.

Valerie Davis reported on the Glow in the Dark Easter Egg Hunt for adults held at Newport this past weekend. Valerie added this was the first return of the program since the pandemic. They had adults in attendance ranging in age from 19 to 90, including one using a wheelchair. Valerie reported that the program happened on both floors with an easier hunt on the lower level and a more competitive hunt on the upper level. She added the adults were super excited to get a Starburst and a sticker in an egg. Valerie reported on chairing the Michael L. Printz Award for Excellence in Young Adult Literature. She added the current president of YALSA requested she return to committee work (she had been taking a break) to chair the award. Valerie reported the Printz committee has begun the evaluation processes of reading and reviewing all the YA titles published this year. She added that the discussion includes what's the best and "best" has to include readability because, if a teen doesn't pick it up, the book ceases to be a good teen novel. Valerie reported that Newport's new Children's Librarian, Julia Manning, is working on increasing the homeschooling families that ruse the branch and attend programs. It's a passion project for her. Currently, she has 2-3 families attending regularly. Valerie reported on being down four staff members but that the current staff are doing their best to cover desks, programs and all the rest that needs accomplished to keep the branch functioning properly.

Michael Gregory reported on the end of fiscal year and his staff still dealing with supply chain and ordering issues. He added that he has had collection money encumbered for some items since January that have still not arrived. Michael reported that Beth and Sarah are struggling with ordering items that are available. Michael reported on Amazon ending its relationship with Synchrony Bank who was holding our business account. Therefore, we are currently having to use a library credit card when making purchases from Amazon. Michael reported on issues with the Telephony system. This is the system that calls patrons about holds and overdue materials. The device that this runs through needed to be reset. However, it took three days to get the answer from Verizon on what was ultimately a two-

minute fix. Michael added that apparently a power flicker upset the connection. Michael reported on the Collection Services Department being in the planning stages for a diversity audit. He added they will start with the YA collection to work out the process then move to the larger collection. Michael reported that we are working with Boone County PL, as they do their own audit, to establish bench marks. Michael reported on working with the Campbell County Historical Society on a cataloging scheme for their collection. Michael supervised an intern who was also helping them with this project. The intern was using the experience to complete her practicum for library school. Jessica Schweitzer asked if the public will have access to the Historical Society's catalog. Jon Cullick asked about the diversity audit and if it was guided by ALA. Michael responded that Beth has taken a class through *Library Journal* but it's very much based on your community and local demographics. JC added the plan for the audit will be completed by June 1 and the audit itself will occur in September. In between, Beth will do the collection analysis. He added our Collection Development Policies are due to be updated in November. Maggie Brown asked what we buy from Amazon. Michael said we buy books to fill hold requests because of their quick shipping times.

Andrew Moorhead reported on the launch of the Book Bus during National Library Week, the first week of April. He added we had a good turnout, around 400 patrons, despite the weather. All those who visited our Book Bus events seemed excited about it. Andrew reported on Signature Series. He said we've had a good series this season and the last event this Friday, featuring Karen Abbott, is full. Andrew reported on STEAM month in March. The Communications Department created new banners with the STEAM branding and created a new STEAM Cam to display at the Circ TVs and on stickers. Andrew reported on doing a little bit different of a marketing push for Imagination Library in January. We placed stands with information in about 10 community organizations and businesses in Campbell County. Those include Schneider Sweet Shop in Bellevue, Fort Thomas Coffee and Blue Marble Books in Fort Thomas, and Roebing Books and Coffee in Newport. Andrew reported on promotions for upcoming large events like Arts & Culture, El Día and Early Literacy Play Date. Andrew reported on reviewing the Crisis Communication Plan in preparation for its update. Andrew reported that we were selected as one of the best Arts and Culture venues by CityBeat magazine – the Best Boon for Bookworms. Andrew added that they focused on our decision to go fine free but also highlighted all of the other activities that we have to offer. Andrew reported on Summer Reading and showed our sign-up giveaways, the t-shirt design and a mockup of the brochure. Andrew added that the brochure was sent to the printer today.

PRESIDENT'S REPORT

President Tracy Smith reported on an email received from a patron who attends programs at Fort Thomas. The patron wanted to share how much she and her son enjoy attending Miss Jennifer's programs and that her son looks forward to it every week. He is "impressed that Miss Jennifer loves science too." The patron wanted Jennifer to know that she is one of the biggest reasons her son loves the library. Jessica Schweitzer reported on her trip to PLA's conference in Portland. Jon Cullick reported on attending the virtual component of the conference.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked about our interest rate at Heritage Bank. Jessica Schweitzer asked about Robert White. JC reported on the passing of SB167. He added that libraries will need to be more aware of local politics in order to keep those politics from becoming an issue on our boards. He also added that there are those questioning the constitutionality of the law because library funds are collected for library services and shouldn't be used

to support other services. JC reported on SB164 passing as a huge victory for the Imagination Library programs across the state. JC reported on the Wishlist fund. He added that we received 5 to 6 requests and we can afford all of them. Therefore, we probably won't need to form a committee.

COMMITTEE REPORTS

- Budget Committee (Jon Cullick and Kelley Raleigh): JC reported that he met with Kelley and Jon via zoom to go through the proposed budget. He added that our revenue increased due to growth in the county. JC added that, for FY2022-23, we have budgeted for computer replacements, DVR and security camera replacements, and have increased spending allotted for PR, programming and collections. Jessica Schweitzer asked about the increase in ground maintenance and asked for JC to explain dishonesty bonds. Jon Cullick moved to approve the FY2022-23 budget as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Board Member Selection Committee (Kelley Raleigh and Maggie Brown): JC reported we have no applications at this time. He added that Andrew has advertised the position and sent a press release.

NEW BUSINESS

Disposal of Surplus Materials: This month's disposal includes 2,742 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, Kelley Raleigh seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

Insurance: JC reported that he and Melissa Yankee recently met with two different vendors for health insurance. He added that we are still waiting on numbers but KACo may be the best option we have for health insurance and dental. However, he thinks we will be able to go with other providers for the rest of our insurance needs. He added that we are still looking into it and will report back when we have more information.

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, May 18, 5:30 p.m., at the Carrico/Fort Thomas 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 6:49 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary