

BOARD OF TRUSTEES REGULAR MEETING
May 18, 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, Kelley Raleigh, Maggie Brown and Jessica Schweitzer. Also present: JC Morgan, Library Director; Andrew Moorhead, Communications Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

INTRODUCTION TO POSSIBLE LEGAL REPRESENTATION

Mary Ann Stewart, attending the meeting via Zoom, introduced herself to the Board. She reported that she is a partner at Adams Law, PLLC, and has been with the law firm for 28 year but has been in practice for 33 years. Mary Ann reported that she focuses on representing local governments. She is also the Board attorney for Kenton County Public Library and does legal work for KACo and the Kentucky League of Cities.

MANAGERS' REPORTS

Chantelle Phillips reported on staff changes at Fort Thomas, not getting a grant applied for to create re-entry kits for those coming out of rehab and reported on implementing the new fire code requests from the Fort Thomas Fire Department at the large after-hours events we host in our building.

PRESIDENT'S REPORT

President Tracy Smith had nothing to report this month.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked when we can start making statistical year to year comparisons to times within the pandemic period. JC reported that will start in June of 2022. We re-opened the meeting rooms in June of 2021 which was the last service to return. JC reported that the library's statistics are improving even though they remain low compared to pre-pandemic usage. He added this is similar across the state though our library is doing better than other libraries in some areas. Jessica Schweitzer asked about the express units. She thinks they are too close together. Jessica also asked why the numbers for the Melbourne Express unit is down. She noted the bridge is out about 10 miles down from the unit and that may be affecting its numbers. JC reported there has been no discussion about moving those units. Both Jessica and Tracy Smith suggested moving a unit to Grants Lick.

JC went over the changes to the Emergency Procedures Manual. JC reported that Andrew Moorhead is working on updating the Crisis Communication Plan. That plan is more applicable to the Board than the Emergency Procedures. JC reported that the salary increases have received well by the staff. JC pointed

out to the Board that his contract says he gets the same increases given to the staff. He asked if he may have the 2% increase like the rest of the staff. The Board was fine with him also receiving the increase.

JC reported on our recent credit card issue. We reach our maximum credit limit because of changes made to how we buy books from Amazon and a repair to the Book Bus that was charged to a credit card. JC reported that we have now changed Amazon purchases to a revolving credit that we pay every week. Additionally, Dawna Haupt is looking into increasing our credit limit.

COMMITTEE REPORTS

- Budget Committee (Jon Cullick and Kelley Raleigh): Jon Cullick moved to dissolve the committee, Kelley Raleigh seconded, all were in favor and the motion carried.
- Board Member Selection Committee (Kelley Raleigh and Maggie Brown): JC reported that we still have no applications for our open Board position and, even though we want to re-appoint Tracy, we have to send two names. He added that our deadline for applications is May 31st. He will ask Andrew to promote it again.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,904 items withdrawn from the collection. The library also needs to surplus two broken Dell 1710 printers from Newport, two broken office chairs, and a 16' x 6' utility trailer used for parades that is housed at Cold Spring. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The printers will be given to E-waste Recycling. The chairs will be placed in a dumpster. The trailer will be auctioned off through GovDeals or by sealed bid. Maggie Brown moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Wishlist Fund: JC presented the Board with the Wishlist requests received from staff. He suggested that we fund all of the requests because we have the funds to do so. Kelley Raleigh moved to approve the Wishlist Fund requests as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Election of Officers: JC asked if the Board wanted to keep their current slate of officers or change them. Maggie Brown thinks things are great as they are. The Board will keep the current slate and will vote on it at the next meeting.
- Review/Approval of Acceptable Behavior Standards: Jon Cullick moved to approve the Standards as presented, Maggie Brown seconded, all were in favor and the motion carried.
- Attorney: The Board is happy with Mary Ann Stewart as our new legal representation. Tracy Smith added that she knows Mary Ann as an excellent attorney with lots of experience with local governments. JC will send Adams Law a letter confirming that their firm will continue to be our attorneys-of-record.

UNFINISHED BUSINESS

- Insurance: JC suggests that we remain with KACo for all our insurance needs except for our Treasurer's Bond. KACo provides the best coverage at the best price. Of the rest of the firms reviewed, the Kentucky League of Cities came closest to KACo's coverage, but KLC's property insurance does not cover personal vehicles used for business. He does suggest that we move the

Treasurer's Bond and lower the amount of potential exposure to \$150,000 which will lower overall cost of the bond.

FINANCIAL REPORT AND MINUTES

- Maggie Brown moved to approve the minutes and the financial reports as presented, Jon Cullick seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, June 15, 5:30 p.m., at the Alexandria 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 6:45 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary