

BOARD OF TRUSTEES REGULAR MEETING

July 20, 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; David Anderson, Cold Spring Branch Manager; Molly Walker, Cold Spring Children's Services Librarian; Amy Carroll, Adult Programming Coordinator; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; Andrew Moorhead, Communications Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS:

- Gaby Myers of Covington
- Nisia Thornton of Camp Springs
- Gayle Johnson of Alexandria
- Ami Beyer of Alexandria

MANAGERS' REPORTS

David Anderson reported on November being one year since we purchased the Book Bus. He added that all repairs are complete and, with our outreach requests back to normal, the department is busy but we are not burning through books yet. Dave reported on staffing at Cold Spring. Emily Nestheide is moving from Cold Spring to Technical Services on Monday. She will be working as a part-time Collection Services Assistant. Dave added that she will be greatly missed at Cold Spring as she is excellent at finding missing books. Dave reported on the Science in Play2Go exhibit that will be offered at Cold Spring beginning in September. Dave has had to make changes in the building in order to make room for the exhibit. Maggie Brown asked about the quantity of books we are giving out through the Book Bus. Dave said that, after this fall's outreach season, we will have a good idea about how many books we will typically be distributing through the Book Bus each year.

Molly Walker reported that she has been in the children's librarian position at Cold Spring for eight months. She added that all of her programs are getting back to pre-pandemic numbers. Her attendance is between 15 to 20 patrons at story times and an average of 20 kids at school age programs with an upwards of 30 kids at special programs like Harry Potter's birthday and Slime. Molly reported on having 380 attendees in April for El Dia with a variety of performers as well as the Book Bus. She added that Summer Reading is going great with prizes flying off the shelves. Molly reported that she and Brittany have seen 389 kids at summer outreach programs at the schools. Molly reported on working with patron Jenni McBride. Jenni used to bring her kids to programs and is heavily involved in the community. She took sign-up sheets, reading logs, and prizes and signed up 40 kids in the Derby Hills Mobile Home Community for our summer reading program. Many of the kids she signed up do not have transportation to visit the library. Molly added that she has also started giving Jenni complimentary books to deliver to the kids. Molly reported that she will be incorporating the Science in Play2Go exhibit into fall story times with open play time held in the exhibit. Both she and Brittany have tried to promote the exhibit during their programs and at outreach events.

Amy Carroll reported on Art After Hours. She has 17 artists scheduled for this event. Amy also reported on the Spotlight Series which happens in August and focuses on topics related to Kentucky and the Cincinnati area. This year's series will have former State Librarian Wayne Onkst talking about Kentucky's Book Mobile program and retiring Enquirer Sports writer Paul Daugherty. Amy reported that this October we will be hosting the third Camping at the Library program. She is hoping for no rain and a good crowd. Amy reported that we will be offering a create your own trail mix program, outdoor crafts, story paths and programs from the Cincinnati Observatory. Amy reported on Halloween Drive-thru which is a holdover program from the pandemic that we kept because it was so successful. This happens at the three main branches. We hand out books, crafts and candy for kids and books for adults until we run out. We purchase most of the books we provide for the kids but the books for adults all come from donations. Amy reported on the fall Signature Series. Bobby and Teddi Cyrus, cousins of Billy Ray Cyrus, will be appearing at Newport in September. Author Sarah Kurchak will be driving down from Canada in November to discuss her memoir, *I Overcame My Autism and All I Got Was This Lousy Anxiety Disorder*. Amy reported that this was the first time she has had to consider whether or not a presenter needed a work visa. Amy reported on NKY Forum's Farm to Table program which is scheduled for Newport on August 11th. Amy added that the Forum is a partnership between Campbell County Public Library, The Scripps Howard Center for Civic Engagement, Boone County Public Library and Kenton County Public Library. The group's purpose is to foster civil, civic dialogue on topics of community interest. Amy reported on having 2,400 registered readers in Beanstack from those who have registered for STEAM Month, Summer Reading, and the Winter Reading Challenge. Amy reported on our new subscription to the Library Speakers Consortium. She added that, through this subscription, we are able to provide our patrons access to three live online author presentations a month. Amy reported on the Science in Play2Go exhibit that will be taking over Cold Spring in September. She added that we are able to offer this exhibit through a grant which allows us to hire employees to help with managing and promoting the exhibit. Those employees will technically be employed by the Kentucky Science Center. Amy added that the Board will be receiving invitations to the preview event on September 1st. The kickoff event for the public will be on September 3rd.

Dawna Haupt reported that today she is celebrating her 13th year anniversary at the library and on working on the end of fiscal year reports and filings. Dawna reported that she has added our new library attorney, Mary Ann Stuart, to all necessary documents and that our DLG annual budget filings have been posted. Dawna reported on doing a fixed assets inventory next month at Newport at the same time the collection is inventoried. Dawna reported that all schools have been invoiced for their portion of our Dolly Parton Imagination Library costs. Dawna added that she will be doing a review audit for Imagination Library this year as a full audit is not required. Dawna reported on filing the Friends' monthly sales tax returns and continuing to handle the rewards programs for the Friends. Dawna still loves working at the library.

Melissa Yankee reported on having some busy months recruiting candidates for open positions. Currently, we only have one open position at Newport. Melissa reported on putting together a Summer Reading Challenge for staff. Melissa added that Amy Carroll created the staff challenge in Beanstack and we are awarding two gift cards and a Funko Pop Figure. Melissa reported on the planning for Staff Day. We will be meeting at Newport and have some topics scheduled including meditation and art therapy. Melissa added that her anniversary is also this month and she has been here for 5 years.

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. JC reported that the recent update to the Crisis Communication plan added 28 pages. JC reported that he has yet to receive our tax rates possibilities from the Kentucky Department for Libraries and Archives. He added that we have 45 days from the time the Department of Revenue sets the property values to set our rates. JC reported that, depending how that falls on the calendar, we may have to have a special meeting to set the rates. JC reported on attending the Dolly Parton Imagination Library Conference in Louisville where he presented three times on our model for sustainable funding for the program. He added that everyone at his presentations liked our model because we don't have to worry about fundraising or capping the number of those who can participate due to a lack of funds. Carol Freytag also attended the conference and attended some sessions on book ordering and networking in the community. JC added that this will be an annual conference. JC reported that, according the organizers' map, every county in the state has an Imagination Library or is about to start one. He added that Tennessee has 70 percent of its 0 to 5-year-olds signed up, Ohio has 50 percent and Kentucky has 10 percent. Campbell County has 55 percent signed up. If Kentucky gets to 65 percent, Dolly will personally come and congratulate us

COMMITTEE REPORTS

- Board Member Selection Committee (Kelley Raleigh and Maggie Brown): JC reported that we have emailed our Board member names to the Fiscal Court but we have not heard back.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,185 items withdrawn from the collection. Plus, a Cisco Port Switch and a Dell PowerConnect Port Switch. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The port switches will be given to the Cincinnati Computer Cooperative. Maggie Brown moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Disposal of Government records: Kelley Raleigh moved to dispose the 5,033 inactive patron records, 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, August 17, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Maggie Brown 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 6:36 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary