

BOARD OF TRUSTEES REGULAR MEETING

August 17, 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; Valerie Davis, Newport Branch Manager; Julia Manning, Newport Children's Services Librarian; Michael Gregory, Technical Services Manager; Andrew Moorhead, Communications Manager; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Valerie Davis reported on Kim Thompson leaving her position at CCPL to return to her first love of working in a Montessori school. She added that we are currently searching for a new Adult/Teen Services Librarian for Newport. Valerie reported on the aggressive shelf reading and weeding that the Newport staff undertook as they prepared for inventory. Valerie added that inventory went beautifully and it was a smoothly fantastic day. Valerie reported that we have finally began getting teens back in the building. She added that Kim and Cody visited the Boys & Girls Club, visited the schools (as much as they would allow) and had done everything they could think of to get the teens to return. Valerie reported that Cody has a connection at Dayton Schools. That school district is the furthest from the library and has a walking population so it's hard to get them into our building. Cody is working with their library assistant on ways we can reach their students. Valerie reported that she is continuing her work as the chair of the Printz Award. She added the committee is about halfway through their process. The trend in YA fiction is much more toward realistic fiction this year including fiction on Jewish life and Judaism that is not centered on the Holocaust. Valerie reported that the members of the committee are very diverse and they have pulled in an interesting assortment of titles for consideration.

Julia Manning reported on the work of Newport's Children's Department. She reported on their efforts at the schools this past spring to promote Summer Reading. Julia added she and Jessi were able to get into more of the schools in Newport's service area this year to promote the reading program. Julia reported on working with Lincoln Elementary's 21st Century Program and how happy she is to get back into that school. This summer she's also been able to work with Grandview Elementary's 21st Century Club and the Discovery Camp at Bright Days Center. Julie reported that last fall she began a homeschool program and that program is growing and has more regular attendees. Julia reported she will be bringing back Movers and Shakers this fall. She had to let that program go for the summer because it conflicted with Watkins Wednesdays.

Michael Gregory reporting on wrapping up the fiscal year with the budget about 98 percent spent. He added the he had \$12,000 left in the budget and \$10,000 was for items from Baker & Taylor that didn't ship. Michael reported on Newport's inventory. He said they inventoried 52,000 items in 7.5 hours and only had 92 problems. Those items had wrong statuses in Polaris. Michael added he withdrew 10 of

those items and fixed the others. Michael added there were 300 items not found that Polaris thinks we have on the shelf. The Newport Staff will spend the next few weeks looking for those items. If not found, they will be withdrawn. Michael reported that Beth is working on the collection assessment this year. Michael added that, this year, she is adding cost per circulation to the analysis. He reported the Digital Branch (Kentucky Libraries Unbound) is our top circulating branch. It accounts for 27 percent of our circulation and we are the top circulating member of the Consortium. Michael said that our Advantage Collection is one reason for that and, also, our consortium is so big that our ebook collection is deep and broad. Michael added that another reason is our demographics. For Kentucky, we have a good population size and they are adept adaptors of technology. For comparison, Fort Thomas and Cold Spring each account for 26 percent of our circulation. Michael reported on upgrading Polaris this fall/winter to either 7.2 or 7.3 depending on the features. Michael added there shouldn't be many updates on the patron side but we need to upgrade to keep from getting too many versions behind because that will cause security issues. Michael reported that Robert will be upgrading the hardware that houses Polaris at the same time. He will upgrade the training server first, giving staff a week to test the upgrade before upgrading the production server.

Andrew Moorhead reported he is leaving the library in September. He added it's been great working with everyone and it's been wonderful to have such a great Board. His last day is Friday, September 2nd. Andrew reported he has been planning like crazy for the rest of the year to make it as easy as possible. He added that Rob Warner is taking over as interim manager until a replacement is found. Andrew has confidence in Rob and the rest of the staff. He added that he lives in Campbell County and this is his library so he plans to remain involved and to continue to support the library. The Board wished Andrew all the best. Andrew reported on Science in Play2Go opening in a couple week at Cold Spring. It runs through the end of November. Andrew reported that new library cards are in and have been sent to the branches. In addition, Andrew sent out new "I Love My Library" car stickers. Andrew reported on Art after Hours and thanked the Board for attending. He added that we had 502 attendees which is 127 more than last year. Andrew reported on the upcoming Signature Series where we will host Bobby and Teddi Cyrus at Newport. They are related to Billy Ray Cyrus. We have 151 people signed up so far and should be able to reach the 250 capacity for the event. Andrew reported on Book Care Packages. We are expanding that program to adults. Communications will begin pushing that program in a few weeks. Andrew has also ordered branded large rubber bands to band the books together for our patrons.

PRESIDENT'S REPORT

President Tracy Smith presented a gift from the Board to Jon Cullick in honor of his receiving this year's Frank Sinton Milburn Outstanding Professor Award from NKU. Jon reported that it's been a rewarding experiencing and, as part of the award, he is the keynote speaker at the New Student Convocation and at graduation in December.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. There were no questions about the written report. JC reported that, with Andrew's departure, the Crisis Communication Exercise will need to be postponed. JC suggested Knotty Pine on the Bayou for this year's Board dinner. He added that significant others are invited and he needs a head count to make the reservation. JC reported that our tax rates has been reported to all of the various interested entities and that he and Jon will be going to the public hearing on September 7 at the Alexandria Courthouse. JC added that he does not have to present at the Fiscal Court meeting after our tax rate meeting. JC reported on the VIP kickoff event for Play2Go that all Board members are invited to attend.

COMMITTEE REPORTS

- Board Member Selection Committee (Kelley Raleigh and Maggie Brown): Maggie Brown moved to dissolve this committee, Jessica Schweitzer seconded, all were in favor and the motion carried.

NEW BUSINESS

- Approval of Auditor: JC suggested retaining the same firm, Bramel & Ackley, to do this year's audit. He added they would also perform an audit on the Campbell County Imagination Library. Jon Cullick moved to approve the auditor, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 1,753 items withdrawn from the collection. Plus, we are withdrawing one broken printer, 11 surplus desktop computers and 3 surplus laptop computers. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The broken printer will be discarded and the surplus computers and laptops will be given to the Cincinnati Computer Cooperative. Maggie Brown moved to approve the disposal, Jessica Schweitzer 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, Maggie Brown seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, September 21, 5:30 p.m., at the Fort Thomas Branch or through Zoom.

ADJOURNMENT: Jessica Schweitzer 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 6:15 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary