

BOARD OF TRUSTEES REGULAR MEETING

October 19, 2022

Alexandria 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, and Jessica Schweitzer. Attended via videoconference: Kelley Raleigh and Maggie Brown. Also present: Carrie Ratterman, Alexandria Branch Supervisor; Katherine Sallee, Alexandria Children's Programmer; JC Morgan, Library Director; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS:

- Matthew Braunwart of Alexandria

MANAGERS' REPORTS

Carrie Ratterman reported on Summer Reading ending strong at Alexandria with 353 registered patrons and 6,060 reading hours logged. Carrie reported that she, Katherine and Naomie all walked in the Alexandria Horse Fair Parade. Carrie reported on Alexandria receiving lots of One-on-One Technology requests and hosting Morgan Lockard-Ellis' computer classes that are supported through a PLA grant. Tracy Smith asked about what type of computer classes are being offered. Carrie reported that they are on basic internet and basic security. Carrie added that the one-on-one requests have been for setting up Gmail or Yahoo accounts plus a patron wanted help with their phone.

Katherine Sallee reported that she received comments from parents during her story times that they prefer Alexandria's intimate size, the laid back, smaller setting, and that some of their kids get nervous around a lot of kids at the other branches. Katherine reported on the program she offered from the Cincinnati Museum Center who brought live bats for kids to experience. She added that she offered a program with bat crafts and trivia the week before the Museum Center's visit to increase interest. Katherine added that hosting two related programs in the same month to drive up interest is a technique she learned from a class she is taking for her master's degree. Maggie Brown added the Campbell County Extension Office is offering classes on building bat houses.

PRESIDENT'S REPORT

President Tracy Smith reported that we received a note from, Kim Fender, Campbell County resident and former director of the Cincinnati Library, saying she enjoyed the Science in Play 2 Go exhibit at our Cold Spring Branch.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. The Board discussed Matt Braunwart's offer to trap coyotes he says are on our South Branch property which is adjacent to his property. Tracy Smith reported that she is not interested in having someone trap on our land but that we should have the land cleared more regularly. Jessica Schweitzer doesn't mind the hunting. Jon Cullick also doesn't mind the thought of trapping as much he did after listening to Mr. Braunwart but wants to know our attorney's opinion. Jon added that he would also like the clearing done first. Kelley

Raleigh also doesn't mind trapping but does not want the library legally responsible for any possible resulting damages. Jessica and Kelley both think clearing our property won't solve the coyote problem. Maggie Brown is against trapping. She added that it's a liability, but she is good with clearing the property. Tracy added that she wants us to see what our legal counsel says about another assuming the liability. JC will contact our lawyer and our insurance agent. Tracy reported that this discussion will be tabled until next month. Jon Cullick had a question about the Ovation TIF. JC explained how a TIF works.

JC reported that our new Communications Manager, Madison Wilson, starts on October 31st. She will have a two-week orientation schedule. JC reminded the Board that it's time to do his annual evaluation. He assumes everyone wants to follow the same format as in the past. He added that he will leave time for the Board to discuss his evaluation at the end of the November meeting. Then he and Tracy will meet before the December meeting to go over it. JC reported on the managers' suggestions for our additional revenue. JC reported that adding Hoopla is an option. He added that Hoopla will allow our patrons to borrow audiobooks, eBooks, comics, movies, TV, magazines, or music through their platform. It's similar to what we provide through Libby but this platform limits the number of check outs per patron and then we are charged per item; older titles are cheaper, newer titles are more expensive. That charge can vary from .25 cents up to \$3 per item. JC reported that we can set a dollar cap per patron rather than an item cap but either option will be hard to convey to patrons. JC added the director of Kenton County Public Library says Hoopla is popular but expensive to maintain. The advantage to Hoopla is its vast collection with no waiting period; the issue is controlling the cost. Jessica Schweitzer said that waiting is part of the nature of using library books.

JC reported on the managers' second suggestion which is expanding operating hours at Alexandria. The managers talked about adding hours on both Sunday and Monday or just on Monday. This will require additional staff for the branch, at least one more part-time person if not two. JC reported on our new procedure of paying full-time staff overtime to pick up holes in schedules across the system. Jessica Schweitzer reported hearing questions from patrons about Alexandria's hours. She likes the idea of expanding hours. JC added that it would be six months to a year before we could implement the idea with hiring, advertising the new hours, etc. Tracy Smith asked if we can do both projects. JC will take this feedback to the managers.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,259 items withdrawn from the collection. We are also withdrawing 25 indoor/outdoor cameras from Newport and 16 from Fort Thomas. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The cameras will be disposed of properly. Jessica Schweitzer moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Policy Review – Bylaws and Articles of Incorporation, Board Policies, and Board Procedures: JC reported on minor changes on to the Board policies. JC said we generally include applicable laws in our policies, but we don't need to repeat the actual language of the law in our policies. Tracy Smith is of the mind of not repeating the language of the law in policy. JC stated that he will adjust the presented policy accordingly. Maggie Brown moved to approve the policies with the change noted above, Jon Cullick 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, November 16, 5:30 p.m., at the Cold Spring 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 6:24 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary