

BOARD OF TRUSTEES REGULAR MEETING

November 16, 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 and Jon Cullick. Attended via videoconference: Kelley Raleigh and Maggie Brown. Absent: Jessica Schweitzer. Also present: Madison Wilson, Communications Manager; David Anderson, Cold Spring Branch Manager; Carol Freytag, Outreach Services Coordinator; Clara Gerner, Cold Spring Adult/Teen Services Librarian; Melissa Yankee, Human Resources Manager; JC Morgan, Library Director; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS:

- None

MANAGERS' REPORTS

Madison Wilson introduced herself as the new Communications Manager and provided some of her professional and personal background. Madison reported that she has been through a lot of onboarding the past few weeks. She added that she is very thankful that staff have been so welcoming and she is glad to be on board.

Dave Anderson reported that in 11 days the Sip2Go exhibit leaves us. He added that everything the Kentucky Science Center said about the exhibit was true including the learning curve for staff and parents. Dave reported the most popular part of the exhibit is the Lite Brite and he plans to build one for our regular use. Dave reported on fixes to the building, adding display space, painting, etc., that he and Sean will do after the exhibit leaves. Dave reported that the Cold Spring Branch has collected over 1,100 pairs of underwear for Drop Your Drawers as of today. He added the Maternal Fetal Center of St. Elizabeth donated 162 items. Dave reported that Carrie Ratterman at Alexandria received a call from a patron of the Campbell County Public Library in Wyoming. He added that the library system has been facing a lot challenges this year. Carrie gave the patron a lot of things from ALA about rights as a library patron. The patron then called Dave to tell them him how wonderful Carrie was and how helpful.

Carol Freytag reported on the Outreach Department's activities for the year so far. She added it's been a really great year especially with the Book Bus, from which we have distributed almost 4,000 books. Carol reported that the outreach department offers about 90 story times per month and delivers approximately 22 teacher collections. Carol reported that Andi Holt celebrated her one-year anniversary in the department and passed her social work licensing exam. Carol added that Clinton Davis, our Adult Outreach Services Assistant, sees around 51 patrons each month and offers 8 programs. Andi is helping at two of these programs each month. Carol added that we are working to build back to pre-pandemic numbers for adult outreach. Carol reported we had almost 5,000 people attend our summer parks programs. She added that Watkins Wednesday is changing from being offered at one park to being offered at multiple parks around the county. Carol reported there's been a lot to learn this year with the Book Bus including how to drive it, how many books to order, how and where to store all the books, etc.

JC Morgan asked about the Cards for Veterans program. Carol reported that Joyce Emery, the Children's Programmer at Carrico/Fort Thomas had the idea after seeing how successful Cards for Seniors was last year. She added that Clinton was able to take a good-sized stack to the VA.

Clara Gerner reported she and her new programmer, Danielle Heiert, have been very busy. Clara reported offering a monthly Tech Help Desk at the Campbell County Senior Center. She added that she sees many seniors from the branch who are uncomfortable approaching staff at the Information Services Desk for help because they get too embarrassed. Clara reported on a grant we received from AARP to build raised beds at the Senior Center. Along with the adding the new beds, we offered a program on planting with seeds. She added this will be a year-round program involving growing food and canning. Clara reported we also received a Walmart Community grant for \$250 that she and Danielle will use to purchase books for their Campbell County Middle School book club. She added the library provided the first two books for the club then the school's librarian the next. However, the rest of the books will be provided by this grant. Clara reported she and Danielle are most excited for their Shaking up Shakespeare series. She added they will program around one of the Bard's works each quarter. Then a NKU Professor will discuss the work, Kentucky Shakespeare will do a production of the work and, finally, we will show a modern production. Clara added that Danielle has done most of the work for the series except scheduling Kentucky Shakespeare which she handled. Clara added she has been approached by Anthropological Department at NKU to also do something with the branch.

Melissa Yankee reported we only have one open position at this time which is at our Newport Branch. Melissa added we are ahead of the game when compared to other organizations in regard to filling positions. Melissa reported on Staff Day which happened in person at the end of September. We haven't been able to offer Staff Day in person for three years. Melissa reported on the Healthy Fit Challenge and on the Boss' Day gifts provided to supervisors and managers.

PRESIDENT'S REPORT

President Tracy Smith reported on a note received from a patron who got lost on the way to a program and would have missed it except for our staff quickly working to connect them to the program through Zoom.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick thanked JC for following up on the trapping question. JC reported on the accident that damaged the marquee at Newport. He added that he had already talked to KACo and has a claim number from them. There were no pedestrians involved and KACo will pay to make the marquee look like it did before it was hit. JC added we may have to completely rebuild the brick support to get the brick to match and the sign will need to be replaced. However, we will keep the parts for the marquees at Fort Thomas and Cold Spring. JC reported that while figuring out how to turn off the electricity to the marquee, we learned the marquee is connected to the Red Bike station. He added we are having Arc Electric cap off the marquee so we can turn back on the power to the Red Bike station. JC reported that Communications will do a social media post to explain what happened.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,345 items withdrawn from the collection. We are also withdrawing one broken Dell OptiPlex 7460 AIO and two Power Wall Boxes for the old cameras from Newport; one AWOW stick computer from Alexandria; and four Samsung DVRs from the old camera system from Newport and 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 equipment will be donated to Habitat for Humanity. Jon Cullick moved to approve the disposal, Kelley Raleigh seconded, all were in favor and the motion carried.
- Policy Review -- Collection Development, Income and Disbursement and Meeting Room Policies: Jon Cullick moved to approve the policies as presented, Maggie Brown seconded, all were in favor and the motion carried.
- NKY Scholar House Library Express: JC reported that we have received a \$23,000 quote for that new unit. JC added we have had few issues with the current units. LEID Products is offering to update the CPUs in the existing units which would save us some money on travel time. Then all the units would have the same interface and we would gain touchless library card scanners on our old units. Our donor has provided \$15,000 to offset the expensive. Tracy Smith asked what the cost difference would be. JC reported the total cost should be around \$30,000. He added we will take the money out of Capital Outlay which will make that budget line go over but we will be fine. Ultimately, the extra cost will come out of the additional \$70,000 of income we weren't originally expecting this budget year. Jon Cullick approved the purchase of the new library express unit, Kelley Raleigh seconded, all were in favor and the motion carried.
- Possible changes to Personnel Policies – Births and Adoptions and Executor Bereavement Leave: JC reported on the changes to the Personnel Policies. He added that, currently, we only offer FMLA but not paid maternity leave so our staff have to use sick and vacation time. The suggested leave for births and adoptions would be available for employees that have been with us for a year. JC added it would also cover paternity and could be used intermittently. We would provide two weeks of pay that would not count against staff's vacation or sick time. Tracy Smith and Kelley Raleigh had questions about what the leave covered. Tracy would like to see the language of the policy before the Board votes on it. JC reported that we will research this more and come back with the written policy in February when the full Personnel Policies are reviewed. JC reported on the second addition to the Personnel Policies which provides two days of Bereavement Leave to executors to handle legal issues. Jon Cullick said that he thinks this fits the spirit of bereavement leave so it's a good benefit.

UNFINISHED BUSINESS

- Discussion of South Branch Property: JC Morgan and Tracy Smith met with our lawyer who is strongly opposed to the idea of trapping on the South Branch property. Therefore, we've decided to bush hog the lot instead. JC was hoping to have the cost of bush hogging the property for this meeting, but he was not able to get the quote in time. He added he visited our property and there are some trees that will need to be removed. Jon Cullick asked how large our property is. JC reported it's just under 5 acres. JC added that he has already talked to patron who wanted to do the trapping. Kelley Raleigh and Tracy Smith both said they can provide contacts for bush hogging.

FINANCIAL REPORT AND MINUTES

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

NEXT MEETING: Wednesday, December 21, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Kelley Raleigh 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 6:30 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary