

BOARD OF TRUSTEES REGULAR MEETING

December 21, 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, Jessica Schweitzer, Jon Cullick, and Kelley Raleigh. Absent: Maggie Brown. Also present: JC Morgan, Library Director; Stephanie Huhn, Bramel & Ackley; Valerie Davis, Newport Branch Manager; Shannon Devlin, Newport Adult/Teen Services Librarian; Michael Gregory, Technical Services Manager; Beth Eifler, Collection Services Coordinator; Dawna Haupt, Library Accountant; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

AUDITOR'S REPORTS: Stephanie Huhn, Bramel & Ackely, delivered a summary of the independent auditors' report to the Board for the library's financial statements year ended June 30, 2022. The library received a clean audit. Jon Cullick moved to approve the auditor's report as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

After the audit was approved, Jessica Schweitzer asked about the stagnant nature of the collection budget and how it may affect the size of collection especially with inflation. Dawna Haupt reported on the pandemic, supply change issues and that affecting when we received items. Michael Gregory talked about the physical collection getting smaller and more money going toward our digital collection. JC Morgan reported on KDLA's standards for collection development. JC added that he is on the committee to help revise those standards for the state's libraries. He reported that physical collections are definitely decreasing in size. He added that Beth Eifler, our Collection Development Coordinator, encourages the branches to weed aggressively to increase our per item circulation. Jon Cullick asked how we date an item. Michael Gregory went over CREW standards for collection maintenance. JC reported that he thinks our collection budget is adequate for what we are trying to do. Michael and Beth both agreed.

MANAGERS' REPORTS

Valerie Davis reported the Newport Branch is finally fully staffed. She reported that Shannon Devlin is taking over as the Adult/Teen Services Librarian and that she has been working with Shannon at programs this month but Shannon will be on her own next month. Shannon will also be working more closely with Cody Elliott as they work together to plan for the department. Valerie reported that the downside of the month was the marquee being destroyed in an automobile accident. However, the staff was wonderful during the incident and worked together to get the situation handled. Valerie reported on her work as the chair of the Printz Award committee. The committee members have read a little over 300 titles and submitted 46 nominations. They have whittled those down to 20 nominations. Valerie added that she was just asked by YALSA to be the chair of Margaret A. Edwards Award which she has chaired previously.

Shannon Devlin reported she started working at CCPL in early November and that she came to us from the Cincinnati Public Library. She added that she has a bachelor's degree in arts management from Indiana University. Shannon reported on the programs she has planned for January and February including a new role-playing series.

Michael Gregory reported that things in Technical Services are going well. He added the most unusual thing happening for them is that our main book vendor was stricken by a ransomware attack and was out of commission for about a month. Michael reported that we severed our connections to their computer system during that time. However, they are now back to business as usual. Michael reported that he is helping to revise the KDLA collection standards. He also reported on updating Polaris in December. We are now at version 7.3 which mostly took care of security updates. Michael added that the only new feature was the addition of LEAP which is their web-based option.

Beth Eifler reported on the Collection Assessment. She added that this is the third time she has completed the assessment which happens every two years. Beth reported the main goal of the assessment is to measure the quality of the collection. She looks at the collection as a whole then breaks it down into sections. Finally, she compares the collections to previous assessments. Beth reported that the most important stat in the assessment is the Relative Use number. This number tells us how many items in the specific sections of the collection circulate and how often. She added that this number helps us decide what to add to the collection. And, most importantly, dinosaurs are the favorite picture book topic across the system. Beth reported that Sarah Geisler, our Collection Services Librarian, worked on a diversity audit of the young adult collection. She added this audit looked at the measurable diversity and representation in our collection. Sarah sampled 10% of the young adult collections at the main branches and all of Alexandria's collection. She looked at the identity of the author and main protagonist. Beth added that it's important for patrons to see themselves in our collection as well be exposed to new ideas to increase their awareness. Jon Cullick said that the Collection Assessment is the most interesting reading he does on the Board because that's what the library is all about. He added that he appreciates all the work that goes into and that it's written with such clarity.

Dawna Haupt reported this is the last time she will be reporting to the Board because she is retiring at the end of January. She added that she is scared and excited at the same time. Dawna reported on filing the annual Census report and Federal Form 990. Dawna added that in January she will invoice the schools for their portion of the Campbell County Imagination Library. Dawna reported on the work she does for the Friends of the Campbell County Public Library. Jon Cullick said that Dawna is awesome and will be missed. He added that when he signs checks he has very few questions because Dawna has everything so well documented and organized.

PRESIDENT'S REPORT

President Tracy Smith reported on a holiday card received from Rebecca and Don Kelm which thanks everyone for making CCPL a great library system.

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked about our number of registered borrowers in relationship to the Collection Assessment. JC reported that not all of our registered borrowers are Campbell County residents. JC reported that we will be replacing three water heaters not the four mentioned in his report. Jessica Schweitzer said that our app needs to be updated and the library card barcode need to be easier to get to. She suggested crowd sourcing this with staff to look for problems and make suggestions. JC reported that Andrew was tasked with looking for someone

who could program the app, website, meeting room calendar, and event calendar into one system. Kelley Raleigh added that it's not a bad design, just needs updated as technology has changed quite a bit. JC reported that KPLA did hire a lobbyist again but only to use during the upcoming legislative session. He added we pay dues to KPLA that helps pay for that.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 379 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Kelley Raleigh moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Review/Approval of Investment and Volunteer Policies: Jon Cullick moved to approve the policies as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Newport Marquee Accident: JC reported that the rebuild on the brick work will start the Tuesday after Christmas depending on the weather. He added the digital sign has been ordered and has a 6-week delivery time so it should arrive about the same time the brick work is completed. Once all that work is done, we will have to have an electrician out to rewire the marquee. KACo has already given us about 80 percent of the cost and will give us the rest once we get the final bill.
- NKY Scholar House Library Express: JC reported that the express unit has been ordered and has a mid-March delivery date. He added that we are working on ordering the book return. It will be a refurbished mode and will cost around \$3,000.
- Possible Changes to Personnel Policies – Parental and Bereavement Leave: JC reported that he emailed the policies to the Board to read ahead of the meeting. He added that the written policy clarifies a domestic partner as someone who shares expenses and a domicile. Kelley Raleigh is concerned with those who foster all the time. JC asked if we can take out permanent custody so that this leave can cover temporary custody situations. The policy will have limits on how many times a year this can happen. Kelley Raleigh moved to approve the policies with the indicated changes, Jessica Schweitzer seconded, all were in favor and the motion carried.

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, January 18, 5:30 p.m., at the Carrico/Fort Thomas Branch or through Zoom.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Jessica Schweitzer seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:54 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary