

**BOARD OF TRUSTEES REGULAR MEETING**  
**January 18, 2023**  
**Carrico/Fort Thomas 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 Kelley Raleigh. Attended via videoconference: Jessica Schweitzer and Maggie Brown. Also present: JC Morgan, Library Director; Morgan Lockard-Ellis, Carrico/Fort Thomas Adult/Teen Services Librarian; Natalie Shadrick, Carrico/Fort Thomas Adult/Teen Services Programmer; and Chantelle Phillips, Assistant Director.

**PUBLIC COMMENTS:** None

**MANAGERS' REPORTS**

Chantelle Phillips reported on new furniture purchased for the branch. She added that we replaced two very faded couches and 20 very worn wooden chairs. Plus, we purchased a love seat for the Children's section to better accommodate families who use that area. Chantelle added that patrons have used the love seat constantly from the first day it was put in place. Chantelle reported on the addition of Aislynn Jade Breckerich (Monica Beckerich's baby daughter) to the Fort Thomas library family. She also reported on Fort Thomas staff covering at Alexandria while Carrie Ratterman is on leave and covering their one-on-one technology requests and Book Care Packages. Chantelle reported on the library participating in KDLA's statewide job fair in April and on the new early literacy computers purchased with Friends money for the branches.

Morgan Lockard-Ellis reported on working with a Fort Thomas business to allow us to connect with families in our community who may not be aware of our services. Morgan added that she will be hosting a monthly trivia night at The Post and that we may also be hosting other game days or a story time there. Morgan reported that Fort Thomas Coffee is where all the teens hang out after school so she is hoping to host programs there in the afternoon soon. The first trivia night at The Post is next Tuesday starting at 6:30 pm. Morgan added we will be awarding books as prizes to the winning team and will use the platform to promote our services and other programs. Morgan reported on the laptop kit that she bought with the grant money we received from PLA. For the grant requirement, we had to meet a goal of 50 attendees at our technology classes. Morgan reported that we met that goal at the end of December and we still have technology classes scheduled through March. Morgan reported on the classes she has offered at the YMCA. She added that she keeps getting comments from those in attendance who weren't aware that we have one-on-one technology classes. Therefore, with some of the grant money, Communications is creating a handout to promote all our technology services, including our digital resources, that can be offered to patrons at our desks as well as at outreach events. Kelley Raleigh mentioned that there are people in the aerobics class she attends that are always having issues with technology. Morgan added the YMCA has been great to work with and she is also now working with the VA in Fort Thomas which has been a goal of hers for a long time. Morgan added that the VA has a new Recreational specialist. The VA is still under Covid restrictions so she is teaching a basic internet and computer class through Zoom once a month.

Natalie Shadrick introduced herself to the Board. Natalie reported that she started at Fort Thomas in June of 2022. Natalie is from Paducah and received her undergraduate degree from Campbellsville University. Natalie reported that right before taking the job here, she lived in Florida for 9 months but had to come back to Kentucky because it's the best state. Natalie added that working at CCPL has been wonderful and everyone is great. Natalie reported that she has been assisting Morgan with the plans for Summer Reading. Natalie has taken responsibility for investigating food trucks for Kickoff. She reached out to a wide variety of food trucks to get pricing and availability. Natalie reported that she just started her training with the Public Library Institute last Thursday. She will attend weekly webinars and have in-person sessions in April and October. Natalie reported that their teen D&D after-hours program is a popular weekend program but that she and Morgan are less successful getting teens to programs during the week. Natalie reported that she is starting a new club called Skills Check. This club works to build skills in table top and roll playing games. Morgan interjected that before the pandemic, we had better attendance at D&D so we are hoping can get those teens, who might be too intimidated to attend, more comfortable with the game and the library.

Madison Wilson reported that Communications currently has a campaign pushing Dolly Parton's Imagination Library and has been providing a lot support to Shaking Up Shakespeare. In fact, tonight's event is full and the February event has only four open spots. Madison reported on a new Cam sticker that says "I just got my first library card." She added it's like the sticker you get when you vote. Madison reported that Stephanie Class' position has been made full-time. With Stephanie having more hours, Communications is excited to be able to put out more Instagram reels to get teens excited about library programs. Madison reported on the Communication Department's goals for 2023. She said that they will focus on social media and reaching folks who aren't coming into the library. Madison added that they will focus on the updating the app and building a better relationship with the app support team. Kelley Raleigh asked about TikTok. Madison reported that we are weighing the pros and cons of the platform right now. She added that we will start with Instagram reels to see what kind of engagement we get over the next 6 months then will look at TikTok again. Madison reported that the Board's suggestion to move the Digital Library card to the main page of the app has been accomplished. However, the adjustment caused a few things to not work properly and we are working on fixing those issues. Madison reported that they are continuing to review the app from a patron perspective.

#### **PRESIDENT'S REPORT**

President Tracy Smith had nothing to report at this meeting.

#### **DIRECTOR'S REPORT**

JC Morgan asked if anyone had questions about his written report. There were no questions about his written report. JC reported that Legislative Day is on February 9<sup>th</sup> and he will start scheduling appointments to meet with legislators. He added that we are watching SB35 which sets limits on how much publishers can charge libraries for ebooks. Carrie Herrmann, the director of Boon County, talked to Schickel and got him to introduce the bill and it has been assigned to committee. JC reported that since there is no legislation against libraries, it's a good year to go down and talk about the importance of libraries. Jon Cullick asked about the General Assembly funding libraries. JC clarified that, when the state eliminated library funding, they took away \$2 million dollars that was divided among all libraries across the state. He added that for some libraries that was their only funding but KDLA is propping up those libraries. We generally received about \$40,000 but for some libraries that money was instrumental to their operation. Also, money to support our book mobile fleet was eliminated and it would be good to have that money back to be able to update our book mobiles.

JC reported that we've hired a library accountant. Shannon Coffman starts on Monday, January 23. She comes to us from Arlinghaus Heating and Air where she was a Senior Accountant. JC added that Shannon is well versed in Excel and QuickBooks. She will work with Dawna during her last week here.

#### **COMMITTEE REPORTS**

- None

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 3,351 items withdrawn from the collection. We are also disposing of a 55" television from Alexandria, and then two couches and 19 wooden chairs 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 television will be recycled at Habitat for Humanity. The furniture will be donated to the ReStore in Bellevue. Kelley Raleigh moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Review/Approval of General Policies: JC reported that the only change made was to reference our food policy in the Acceptable Behavior Standards. Jon Cullick moved to approve the policies as presented, Kelley Raleigh seconded, all were in favor and the motion carried.
- Auditor for FY2022-23: JC reported that, with the change in library accountant, he would like to maintain the same auditing firm for this year's audit. He added that we will have to stay with Stephanie Huhn because she is the only person at Bramel & Ackley who does audits. JC reported that Shannon has never worked in government and so has never been through a government audit. Jon Cullick said that the accountant position is one where the person in it has to experience a full year to get full concept of the job.

#### **UNFINISHED BUSINESS**

- Newport Marquee Accident: JC reported the brick work is almost done and that the new marquee should be installed next week.
- NKY Scholar House Library Express: JC reported the new express unit will be delivered around the end of February. He added we will have a ribbon cutting event the week of April 23<sup>rd</sup>. Staff from the Brighton Center will attend. We will also have Cam and the Book Bus plus refreshments.

#### **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, February 15, 5:30 p.m., at the Alexandria 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 6:20 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Tracy Smith, President

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Maggie Brown, Secretary