

BOARD OF TRUSTEES REGULAR MEETING

February 15, 2023

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: JC Morgan, Library Director; Katherine Sallee, Alexandria Children's Services Programmer; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Katherine Sallee reported on the diversity audit we are performing on our book club selections as part of the work of the Equity and Inclusion Committee. Katherine added it's been a valuable exercise and has provided her with more perspective on her selections. She will be putting a more active effort into selecting a more diverse range of authors and main characters for her book club titles. Katherine also reported on some of the exciting programs she has planned for Summer Reading. Jon Cullick said that he enjoyed walking around the branch, enjoyed all the displays and noted that the building looks great.

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 on Senate Bill 35 which creates a new section of KRS Chapter 367 to "delineate acceptable terms under which publishers of electronic literary products offering those products to the public shall offer those products to libraries; establish a penalty for noncompliance." He added the legislature seems supportive, but the bill has gone nowhere in committee. JC reported that we did our best to push it on Legislative Day. JC reported that our recently hired accountant, Shannon Coffman, quit early in her second week of employment. He said that left us with a steep learning curve. JC reported that we interviewed a good candidate yesterday and we have another interview tomorrow. He added that both he and Jon Cullick were impressed with Courtney Mueller's work; she's the accountant on loan from Bramel & Ackely. JC added that Courtney did two weeks' worth of invoices in one day. She got us caught up and even a little bit ahead as she processed checks for upcoming events.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,368 items withdrawn from the collection. We are also disposing of a NEC small portable projector (circa 2000) and a small

portable projector screen. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The projector and screen will be donated to the Habitat for Humanity. Jon Cullick moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

- Review/Approval of Personnel Policies: JC reported that the only real changes to this policy were removing sneakers from the list of inappropriate attire and adjusting the language in the section on religious accommodations to be friendlier. Maggie Brown moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Approval of RFP for Battery Backups for Network Equipment: JC reported that this RFP has already been submitted to USAC for bidding and that, because of the timing required for the E-rate filing, the bidding process is already over. The Board can accept the successful bid at the March meeting. If approved for E-rate funding, we would have an 80% discount on the cost of the equipment and installation. The work will not take place until next fiscal year. Kelley Raleigh moved to approve the RFP as presented, Maggie Brown seconded, all were in favor and the motion carried.
- Approval for RFP for Public Print/Copy/Fax Services: JC reported on our current set up with Millennium for these services and the issues we've been having since they were bought out by Flex Technology Group. He added that we are at the end of our contract with them. JC reported on the RFP presented for print/copy/fax services which details how we will purchase the equipment and pay for services and supplies. He added we would also keep the money collected from printing, faxing, etc., which would be used to pay for those services as well as to buy future equipment. JC added that this arrangement would also allow us more flexibility to move to another company should service deteriorate. Now that FlexTG is charging the library property tax for the leased equipment, there's an advantage to owning the machines ourselves. Jessica Schweitzer asked how much our current contract with FlexTG costs. JC replied that there are no costs for the machines, service, or supplies under the current contract, but FlexTG keeps all of the proceeds from our patron's printing and copying. As part of our revenue sharing agreement, we get back about \$3,500 each year from the receipts. That's 10% of FlexTG's overall gross profit. JC added that credit card holds on patrons' accounts are burdensome, particularly to those who are lower income and may not maintain a large balance in accounts. Kelley Raleigh asked how much the service will cost. JC said that the responses to the RFP will give us that answer. Tracy Smith wants to know if Boone County, who uses this model, breaks even. JC said that copiers are getting cheaper and easier to repair. He thinks this will cost us \$40,000 but is hoping we will make \$35,000 even if it takes a couple of years to break even. Jessica Schweitzer moved to approve the RFP as presented, Jon Cullick seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Newport Marquee Accident: JC reported that Commonwealth Sign is remaking all the panels for the Newport marquee so that its messages will display in the correct size without extra manipulation by the branch manager when creating those signs. He added that when Commonwealth installs the new panels in the current cabinet, they will also fill in the gaps

where the top of the cabinet is larger than the sign itself. At this same time, they will replace the receiver in Fort Thomas' marquee.

- NKY Scholar House Library Express: JC reported that the Westside Express has been established in Polaris and the book return has been delivered to Newport. JC added that he has not seen the vinyl on it but hopes to get there to review it soon. JC reported that the current express units will also be getting new touch pads when the Westside unit is installed. Jessica Schweitzer said that she thinks the two current units are too close together. JC reported the ribbon cutting for the Westside Express will be on Friday, April 28th at 10 am at the Scholar House. Those speaking include Tracy Smith, Judge Pendery, Tom Guidugli (Mayor of Newport), Wonda Winkler (Director of the Brighton Center) and our donor, Tom Jones.

FINANCIAL REPORT AND MINUTES

- There were no financials to approve at this month's meeting. Kelly Raleigh moved to approve the minutes as presented, Jon Cullick seconded, all were in favor and the motion carried.

EXECUTIVE SESSION:

- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss litigation involving the Library, Kelley Raleigh seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6 p.m. to discuss a human resources related matter.
- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library end the closed session, Maggie Brown seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:26 p.m.

NEXT MEETING: Wednesday, March 15, 5:30 p.m., at the Cold Spring Branch or through Zoom.

ADJOURNMENT: Maggie Brown 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 6:30 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary

