

BOARD OF TRUSTEES REGULAR MEETING
March 15, 2023
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, Jon Cullick, Jessica Schweitzer and Kelley Raleigh. Absent: Maggie Brown. Also present: JC Morgan, Library Director; David Anderson, Cold Spring Branch Manager; Toni Sparks, Library Bookkeeper and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

David Anderson reported on a shifting project to increase available space for board books in the Children's collection. Dave added that the Collection Analysis indicated Cold Spring's collection could benefit from more board books. Dave reported on a snow plow taking out half of a speed bump during one of our snow events this winter. Our Maintenance Specialist, Sean Mertens, removed the rest of the speed bump because it seems like one is doing the job of slowing drivers in the parking lot. Dave reported that the Cold Spring staff is all good except they may be getting ready to lose their last page who recently interviewed for one of Alexandria's open positions. Dave added that, for the new Alexandria positions, most of the moves have been internal with the staff transitioning in April to be able to train before the May 1st opening. He reported that the addition of a part-time Adult/Teen Services programmer at Alexandria will free up some time for our other programmers who schedule programs at Alexandria. However, we intend to keep their programs in place at Alexandria through the summer. Dave reported on the Book Bus needing work on its outside electrical outlet. Dave added that, in regard to books for the Book Bus, our current budget seems to be sufficient. Dave reported on Watkins Wednesdays turning into a park program that will tour through four parks this summer. He added that we will be adding the Book Bus's tour scheduled to the back of our Summer Reading t-shirts. Dave reported that Shakin' Up Shakespeare is going well.

Toni Sparks reported on her educational and work background. She added that it was a friend of hers who saw our job posting and said she couldn't dream up a better job for Toni. Toni reported on the rigorous orientation schedule she went through her first two weeks at the library. She added that everyone has been very generous with their time and are really good at explaining what they do and the effect it has on her department. Toni added that, when asked, she always wants the long answer so she can better understand how things work because everything is related to money. She added it is very obvious that people really like working here and it made her more excited to be here. Toni reported that she is learning her day-to-day

activities including the software used for balancing accounts. She added that she's learned a lot, but there's still a lot to learn. She has enjoyed her time and appreciates the opportunity.

Chantelle Phillips reported on learning the duties for our payroll and benefits systems as well as the reporting for Kentucky Retirement. She reported on the open positions at Alexandria, Newport and Fort Thomas. Chantelle added we have filled the patron services positions at Newport and have scheduled an interview for the open position at their Information Services desk. She reported that we have promoted Naomee McKiddy from Branch Services Assistant to Adult/Teen Services Programmer at Alexandria. Chantelle added that Morgan Lockard-Ellis took over managing the Carrico/Fort Thomas Branch on March 20th. She added that she and Morgan will train on her new branch manager role over the coming weeks.

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. Jon Cullick commented on the police officers who showed up at a teen event at our Newport Branch. JC went through the incident reports from Newport this past week. JC reported that Senate Bill 35 hasn't moved from committee and it likely won't this year. JC talked about Proofpoint which is our new email security software. JC added that Proofpoint will send you an email showing what emails have been blocked. Proofpoint has to learn what to block so we are seeing more junk emails getting through than we were before. JC reported that, to release a blocked email, you have to login to Proofpoint. If you want to release emails on your own, you have to sign up. Otherwise, you don't have to do anything but do let JC know of anything you want unblocked.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,373 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 Circulation Policies: JC reported there were few significant changes. Two of those changes included that we will take both paper and electronic forms of identification for a library card and increasing the number of years a patron's reading history will be maintained to 10 years. Jon Cullick moved to approve the policies as presented, Kelley Raleigh seconded, all were in favor and the motion carried.
- Approval of Proposal for Battery Backups for Network Equipment and Routers/Firewall: JC reported that he had to go ahead and sign these proposals due to the timeline for e-rate. He added the equipment will not be purchased until FY23-24 and will be part of

that budget. If our request is approved, e-rate will cover 80 percent of the cost. JC reported that the new internet switches (approved in the current year's budget) have been on backorder since August 2022. Jon Cullick moved to approve the proposal as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

- Approval for Proposal for Public Print/Copy/Fax Services: JC reported that the bids for our RFP were due today at 3 pm. He added we received five bids from four companies but he has not had the time to analyze them closely. JC would like to have more time to look at the bids and so would like to delay the approval off until he's reviewed them more carefully and talked to some of the bidders. JC added that while we did receive five bids one of the bidders provided us with two brand options on the equipment. JC asked the Board for a week to look over the bids and then to call a special meeting through Zoom to explain them and get an approval. He added the meeting should take less than 30 minutes. The Board was okay with delaying the approval.

UNFINISHED BUSINESS

- Newport Marquee Accident: JC reported that Leonard Lemaster from Commonwealth Sign installed the new panels on Newport's marquee and looked at the receiver on Fort Thomas' marquee. He added that both signs are now back to normal operations.
- NKY Scholar House Library Express: JC reported that the Westside Express has been installed at the Scholar House and added that the install team provided us with training on the new interface system while they were here. This new system is also being used with our established Express Units. We are using mobile hot spots to be able to access the units remotely and, hopefully, we won't have issues with getting a signal. The ribbon cutting for the Westside Express is still scheduled for April 28th.

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, April 19, 5:30 p.m., at the Newport Branch or through Zoom.

ADJOURNMENT: Jon Cullick 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 6:28 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Maggie Brown, Secretary