

## BOARD OF TRUSTEES REGULAR MEETING

April 19, 2023  
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, Jon Cullick, Jessica Schweitzer and Kelley Raleigh. Also present: JC Morgan, Library Director; Robert Brunner, IT Coordinator; Valerie Davis, Newport Branch Manager, Michael Gregory, Technical Services Manager; and Chantelle Phillips, Assistant Director.

**PUBLIC COMMENTS:** None

#### MANAGERS' REPORTS

Robert Brunner reported on the server replacement project and updating public desktops and laptops at the branches. He stated that he had some issues when replacing the server for the domain controller but those issues have been resolved. Robert reported that he will be done with this project by mid-May when he replaces the web server. Robert added, if it's approved in the budget, he will be replacing all public and staff computers at Newport and adding 15 gaming laptops, plus travel cases, to their inventory. The travel cases will allow them to be used at outreach events with the schools. Robert reported that he plans to replace the TVs in the meeting rooms with touch screen TVs on carts. This will happen at all the branches except Alexandria. Robert reported on adding battery backups to the servers which will allow for four hours of run time if we lose power at Newport. JC added that power outages tend to impact only one branch at a time. Robert added that we could turn off unnecessary services to extend the life of the battery backups. This will allow the other branches to maintain access to the internet and Polaris.

Valerie Davis reported on working with the Transition and Job Readiness trainers from The Point. The trainers work with higher functioning special needs students from Dayton schools to learn job skills. Valerie reported that the students have been helping her weed the collection. She added the trainers are happy with the training because it's not just busy work. Valerie said that having the students at the library also demonstrates that the library is their place too. These students will take a break during the summer but The Point has requested to bring them back in the fall. Valerie reported on the Glow in the Dark Easter Egg Hunt. The youngest attendee was 19 years old and the oldest 86. This is Cody Elliott's program and he runs it on both floors. The lower level hunt is reserved for those with physical limitations and is less competitive; the upper level hunt is more competitive. Valerie reported that 658 eggs were hidden between two floors. Valerie reported that Jessi Holloway and Julia Manning, Newport's Children's Services team, are working to reach homeschoolers. Valerie's book recommendation for the Board is *The Paris Apartment* by Lucy Foley. She added that it's also a good audiobook. Tracy Smith thanked Valerie for work on the Printz Award committee. Valerie reported that she is now on the Edwards Award committee and that she has served on this committee previously.

Michael Gregory reported that we are quickly heading toward the end of the fiscal year and the end of the ordering year. He added it's a busy time because Technical Services has more material coming in as his staff works to spend the rest of the collection budget. Michael reported that, in the Kentucky

Libraries Unbound (KLU) consortium, we have the highest circulation and have added the highest number of new members; our circulation is 30 percent higher than the next highest library which is Boone County Public Library. He added that digital library cards are really encouraging new members. Michael reported on the Advantage Collection in KLU which is just for our card holders. He added that we really use that to fill holds and have been circulating about 20,000 items a month through KLU. By comparison, the Cold Spring Branch circulates about 18,000 items a month. Jessica Schweitzer asked how Beth handles the online holds. Michael reported that Beth has been purchasing items for our Advantage Collection to fill holds. That collection has 37,000 items and has been filling about 50 percent of our holds. JC added that Beth and Sarah had just offered a KDLA webinar on collection analysis and our diversity audit. Jessica asked about the diversity audit. Michael added that we will use it for collection development throughout the year. He added that our numbers are consistent with what is being published in regard to particular groups.

### **PRESIDENT'S REPORT**

President Tracy Smith reported on a note a patron included with a recent item request. In the note, the patron thanked us for working so hard to get books for him and that we saved him so much money and had given him so much joy. Tracy also reported on a note received from a Fort Thomas patron who used the branch as her lifeline while she was caring for her aunt who had been diagnosed with a rare cancer. The patron noted that while hospice was for the dying, the library helped her with the living and she was forever grateful.

### **DIRECTOR'S REPORT**

JC Morgan asked if anyone had questions about his written report. There were no questions about JC's report. JC reported on the Newport Police showing up at an afterhours teen/tween event. JC had learned from Newport Police's Captain Drohan that a parent called the day shift, told them about the event and thought it would be a good community event for the police to attend. However, that wasn't fully translated to the night shift officers so they weren't sure why they were supposed to be at the library. JC reported on the Westside Express Ribbon Cutting on April 28<sup>th</sup>. Our donor, Tom Jones will be in attendance and will be giving us an additional \$8,000 to cover the remaining costs for this express unit. JC reminded the Board that Half Staff day is on Friday May 12<sup>th</sup> if anyone wants to attend. He added that we will have Narcan training at that meeting. Tracy Smith will be there.

### **COMMITTEE REPORTS**

- **Appoint Budget Committee:** JC reported that this committee will need to meet during the first part of May, before the next Board meeting. Jon Cullick and Jessica Schweitzer volunteered to serve on the committee. Kelley Raleigh moved to appoint Jon Cullick and Jessica Schweitzer to the Budget Committee, Tracy Smith seconded, all were in favor and the motion carried.
- **Appoint Board Member Selection Committee:** JC reported that Maggie Brown has resigned from the Board. She had missed four meetings so, by law, resignation would have been automatic if she hadn't resigned on her own. JC said it was partially his fault because the Board Policies incorrectly state that there cannot be four absences during a calendar year, but, according to the law, board members cannot miss more than four meetings in a rolling 12-month period. We will correct that when they are revised in October. JC reminded the board that, by their procedures, board members are not eligible for re-appointment if they have not accumulated the appropriate continuing education credits for certification. Kelley Raleigh and Jon Cullick volunteered to serve on the Selection Committee. Jessica Schweitzer moved to appoint Jon

Cullick and Kelley Raleigh to the committee, Kelley Raleigh seconded, all were in favor and the motion carried.

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,606 items withdrawn from the collection and two fabric covered chairs from the director's office. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The chairs 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.
- Review/Approval of Open Records and Records Retention Policy: JC reported there were no changes. Jon Cullick moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Wish List Requests: JC reported there is \$17,000 in the fund. The requests received from staff included: standup desks for Cold Spring staff that could also be used as a podium in the meeting room, money for books for a middle school book club, an 11 x 17 printer for outreach, and musical flowers to be installed near the pergola at Fort Thomas. JC reported the Friends have already approved the items. Chantelle Phillips mentioned the family workstations to be installed at Newport and Fort Thomas that would have been a wish list request but, instead, a donor has offered to pay for them. Kelley Raleigh moved to approve the wish list items as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Maggie Brown's Resignation: JC reported that, with Maggie leaving the Board, we need someone to take over the role of secretary. Kelley Raleigh agreed to be Board Secretary. Jon Cullick moved to appoint Kelley Raleigh to Board Secretary, Jessica Schweitzer seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS**

- Copiers, Scanner, Printers: JC reported that we need a motion to open a new bank account to use to track the expenditures and receipts for the new public printing, copying, scanning, and faxing services. He added we will move \$100,000 into the account for purchasing new equipment. Once everything is running, all the money we earn from vending on these machines will go into that account and that money will pay for future equipment. JC reported that all credit card payments for scanning, faxing or copying will go straight to this account. Jon Cullick moved to approve the opening of the new bank account, Kelley Raleigh seconded, all were in favor and the motion carried. JC added that we are hoping to install this new equipment during the first week or two of May.

#### **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, May 17, 5:30 p.m., at the Carrico/Fort Thomas Branch or through Zoom.

**ADJOURNMENT:** Jessica Schweitzer 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 6:37 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Tracy Smith, President

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Kelley Raleigh, Secretary