

BOARD OF TRUSTEES REGULAR MEETING

May 17, 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, Jessica Schweitzer and Kelley Raleigh. Also present: JC Morgan, Library Director; Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager, Jennifer Gooch, Carrico/Fort Thomas Children's Services Librarian; Stephanie Class, Communications Manager; Amy Carroll, Adult/Teen Programming Coordinator; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

Morgan Lockard-Ellis invited Jennifer Gooch, Fort Thomas' Children's Services library to share her time to talk. Jennifer reported on the Family STEAM Night program which included a variety of partners from all over our area to promote STEAM. STEAM Night also included a creator's contest, utilizing Legos or duct tape, which were then voted on by the attendees of the program. Voting categories, in multiple age ranges, were most creative or most useful. Jennifer added that she made a new partnership with the Kentucky Engineering Exposure Network because of STEAM Night. Jennifer reported on being excited about an upcoming purchase granted through the Wish List fund. The branch will be getting four musical flowers (which function like a xylophone) installed around the pergola. They will be at different heights to allow sensory interactions for families with kids of all ages. Jennifer reported that a chess club will be returning to the Fort Thomas Branch in the fall with the help of Queen City Chess. They will provide instructors to come and teach chess. The club will be geared for kids 8 and up. However, Jennifer added, she doesn't think they will turn away any kid who shows interest. Jennifer added that Queen City Chess is trying to spread interest in chess across Northern Kentucky and trying to get Northern Kentucky University to sponsor a chess tournament. Jessica Schweitzer mentioned NKU's summer camp chess club.

Morgan Lockard-Ellis reported on being happy to be the branch manager. She thanked the Board for trusting her to take over the position. Morgan reported on Trivia Night at the Post. She had 80 people attend the first month of the program. The attendance dropped to around 30 for February and March but April and May attendance has returned to being closer to 80 people. The Board was interested in what kind of questions were asked. Morgan said it was general knowledge based on a monthly theme. There are five rounds with six questions in each round. Morgan added that June's theme is about Dinosaurs to go along with Summer Reading. She runs the program through Kahoot and gives out free books to members of the winning team. The Post gives gift cards to use at their establishment to the top two teams.

Stephanie Class introduced herself as the new Communications Manager. She added that she worked as the Digital Marketing Specialist in the Communications Department since January 2021. Stephanie presented items created for Summer Reading including the children's backpack, the brochure, reading logs, and stickers. Stephanie reported that we added a reading challenge for adults this year but kept

the checkout challenge. Stephanie mentioned the banners with our Summer Reading logo that we will use for the parades. She added that for the branches there will be floor decals of dinosaur foot prints, Pterodactyls to be hung from the ceiling, and a cardboard cutout of Cam in dinosaur suit. Stephanie reported on Art after Hours and how fun it is to promote the 16 artists and all their art. Kelley Raleigh asked if the artists are all local. Stephanie added that most are local and that the music will be provided by Ken Foltz, a Fort Thomas resident. She also reported that we will have macarons from Little Spoon in Newport.

Amy Carroll presented a brief version of her PowerPoint on bathroom equity and inclusion. She provided the full version in printed form. The Board asked questions about the options presented. JC talked about the Cold Spring bathroom remodel. He added that we will be trying to do the bathrooms at Newport and Fort Thomas in stages. We will be adding jump seats in all bathrooms including those at Alexandria. JC reported we will eventually take out stall walls to make sure we have room for the larger changing tables. Jessica Schweitzer asked about the recent changes made to our sinks. JC said we changed all the faucets to automatic faucets. He added that we will also add preschool sized toilets and will add locks that indicate whether the bathrooms are occupied or unoccupied. Kelley Raleigh mentioned businesses installing similar menstrual stations being completely emptied. Amy reported that she preferred the machine that required you to hit a button to get the menstrual products. Jessica asked about the possibility of a discount for the menstrual products. Amy reported the machines come from Aunt Flow, a company based in Ohio. She added that we buy all the supplies from them. They do not give money to buy their machines but you can apply for money for the supplies. Jon Cullick asked about the budget for these bathroom changes. JC explained how he planned the budget as we roll this out. Jessica asked if we will be checking on these changes to make sure they are working before we move it to other locations.

PRESIDENT'S REPORT

President Tracy Smith reported on a note from a patron who uses our Alexandria Branch and who is so appreciative of the staff's help as she's learned to navigate the internet. Tracy also reported on a poem from an anonymous artist left in one of our suggestion boxes, called "The Librarian Stays."

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. There were no questions about JC's report. JC reminded the Board of leaving for his family's Alaskan vacation the next day.

COMMITTEE REPORTS

- Budget Committee (Jon Cullick and Jessica Schweitzer): JC reported on staff changing positions within the system beginning with Morgan Lockard-Ellis which led to Katherine Sallee leaving her position and then Naomee McKiddy, Alexandria's Adult/Teen Programmer, wanting the full-time Children's Programmer job. Instead, we made the adult/teen programmer position full-time and did not replace Morgan Ushemasimba's branch services assistant position when she left. JC reported on the possibility of turning Alexandria's study room into a staff workroom. In addition, with Carrie having a masters in library science and now supervising two full-time programmers, her job's classification was changed to Classification 6. JC presented an alternate budget to the one that was reviewed by the Budget Committee that covers these staffing changes. JC added that he thinks we will easily make the same income we made this year. JC reported that Dental Care Plus sent a letter stating our rate will be increased by 5% even though we had thought we wouldn't get a rate increase on our dental insurance. JC reported on money for bathrooms, new computers, and touch screen TVs on carts. He added this budget accounts provides more money

for the collection, programming and communications. Jon Cullick asked how comfortable JC was in the tax income that he's presented. JC reported he was very comfortable. JC presented a short-term budget for July to November. He added we will still have \$1.5 million in the bank before our big tax check, which will give us enough reserves for three to four months. Jon Cullick moved to approve the budget as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

- Appoint Board Member Selection Committee: JC reported that he sent interview questions to the committee. He added that Jon Cullick wanted a section that talked about requirements and set expectations so he added a question in the beginning to cover that discussion. JC reported it's a good idea to set expectations about Zoom and attendance and that we will need to change the attendance requirements in the policy in October. Applications are due on June 19.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,081 items withdrawn from the collection. Plus, we are withdrawing two HP printers, an old desktop computer and four outdated HP laptops. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The equipment will be donated to Habitat for Humanity. Kelley Raleigh moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Review of Emergency Procedures: JC reported on minor changes to the Emergency Procedures including updating floor plans, contact lists, etc. JC reported on the staff receiving Naloxone training at the May Half Staff Day meeting. He added that new staff don't always know the location of the Narcan so we will be adding stickers to the drawers holding the Narcan that have QR code linking to instructions on how to deliver Naloxone. Jessica Schweitzer asked if Gabi Deaton is keeping tracking of how many boxes she has handed out in our branches. JC reported that Gabi handed out 50 boxes to staff at Half Staff Day. She's distributed 89 to the public.

UNFINISHED BUSINESS

- Copiers, Scanner, Printers: JC reported that Jennifer Dabbelt from Woodhull assured us the equipment will be installed by May 31. He added that Millennium will likely work with us if it gets delayed. JC reported on a hiccup on the coin op side with the credit card payments which he is trying to resolve.

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, June 21, 5:30 p.m., at the Alexandria 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 6:38 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Kelley Raleigh, Secretary