

## **BOARD OF TRUSTEES REGULAR MEETING**

**June 21, 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. Also present: JC Morgan, Library Director; Carrie Ratterman, Alexandria Branch Supervisor, and Chantelle Phillips, Assistant Director.

**PUBLIC COMMENTS:** None

#### **MANAGERS' REPORT**

Carrie Ratterman reported on changes with the branch since her return from maternity leave. She reported on the branch extending its open hours on May 1<sup>st</sup>. With the additional hours on Sundays and Mondays, Carrie added that we had to hire two new Branch Services Assistant positions to cover the increased hours. We also added an Adult/Teen Services Programmer to Alexandria to give the patrons a consistent face in programs as well as someone who could build that program, especially with the teen population. Carrie reported that, with Katherine Sallee taking the Adult/Teen Services Librarian position at Fort Thomas, she was then hiring for a fourth position. Naomee McKiddy moved from a Branch Services Assistant position into the Adult/Teen Services Programmer position at Alexandria. With this position being full-time, it eliminated the need to replace her former position. Carrie reported on issues with three of the four AC units that cool the branch. She reported the new owners replaced the units on the southern part of the building and also made cosmetic, exterior fixes. She added they fixed a spot where birds were nesting including an area where a bird got into the back office last year. Carrie reported on the branch getting new cabinet to handle the extra storage space needed for programming supplies. Tracy Smith asked about Summer Reading kick off. Carrie reported that about 200 people came in and 99 signed up for Summer Reading that day with another 92 signed up over the next few days of early June. Carrie added that sign ups have been steady since then. Carrie also reported that they have created a lot of new cards this month, maybe 30 already. She added they usually average 18 new cards each month. Carrie reported that many patrons have said they are happy that the branch is open on Sundays and Mondays so they don't have to drive to Cold Spring on those days.

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

President Tracy Smith had nothing to report.

#### **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 Kirk Cameron, author and publisher of Brave Books, encouraging folks to schedule events at public libraries on Saturday, August 5. JC reported on the date for Art After Hours and encouraged the Board to attend if available. JC asked to send flowers to the CCPL in Wyoming to let them know we are thinking of them as they continue to handle various collection development and staff morale challenges.

## **COMMITTEE REPORTS**

- Budget Committee (Jon Cullick and Jessica Schweitzer): Jon Cullick moved to dissolve the committee, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): JC reported that we have six candidates. Jon and Kelley want to divide the interviews into multiple days. During the week of July 10, Kelley reported that she can do interviews on the 11, 12 and 14 in the evening. Jon said that he can do the same. JC will work on getting the interviews schedule.

## **NEW BUSINESS**

- Amendments to FY22-23 DLG Budget: JC presented the adjustments that need to be made to the budget we submitted to the DLG this time last year. The amendments allow the library to correct for unexpected revenue or expenses since the board approved the budget last year. For example, we made more in income from interest on deposits than planned and there were unforeseen expenditures when Newport's marquee was hit by a car. Kelley Raleigh moved to approve the amendments as presented, Jon Cullick seconded, all were in favor and the motion carried.
- Ameriprise CDs: In December of last year, we moved our CDs into an Ameriprise CD to earn more interest. Those CDs matured and, when that happened, Heritage Bank moved them into a money market account until a decision was reached on what to do with the funds. JC wants to put the money in treasury bonds which earn higher interest. The transaction would be through Ameriprise. These would be six-month bonds at 4.9% interest. Jon Cullick moved to transfer the money into treasury bonds, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 1,738 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. Jon Cullick moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

**UNFINISHED BUSINESS:** None

## **FINANCIAL REPORT AND MINUTES**

- Jessica Schweitzer moved to approve the minutes and the financial reports as presented, Jon Cullick seconded, all were in favor and the motion carried. Jon asked about the minus signs in the financial report budget vs actual for May. JC reported we get very little income between April and November so there is almost always a large difference between income and expenditures during those months.

**NEXT MEETING:** Wednesday, July 19, 5:30 p.m., at the Cold Spring 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 6:12 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

---

Tracy Smith, President

---

Kelley Raleigh, Secretary