

BOARD OF TRUSTEES REGULAR MEETING

July 19, 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, and Jessica Schweitzer. Also present: JC Morgan, Library Director; Molly Walker, Cold Spring Children's Services Librarian; Amy Carroll, Adult Programming Coordinator; Toni Sparks, Library Bookkeeper; and Chantelle Phillips, Assistant Director.

PUBLIC COMMENTS: None

TAD LONG, KENTUCKY LEAGUE OF CITIES (KLC)

Tad Long introduced himself and Sarah Stoll to the Board. He added that this was Sarah's first time in Campbell County but that he had been with KLC for 23 years working as an economic development manager and advocate for Kentucky's cities. Tad reported that he worked with us on the long-range plan that we created seven years ago and has worked with over 100 cities on their strategic plans. He added that he believed each strategic plan should be unique to the organization. JC Morgan reported that, when they helped us previously, KLC handled the back end of a community survey, helped us analyze the responses and gave us the raw data. JC added that getting the data is what we need from Tad and Sarah. Jon Cullick asked about the categories that KLC looks at for libraries. Tad reported that there are universal categories like technology, capital improvements, equipment needs but that they would be open to anything the managers and Board want to pursue. Tad added that they rely on clients to tell them what they have going on and what they need. It's a collaborative effort. Tad reported that libraries are a huge part of the fabric of the communities that KLC represents. Jon asked how long the process takes. Tad reported that, last time, it was 8 months start to finish. He added that we would start early fall and finish mid spring so we have the information in time to inform the budget. Jon asked if KLC could look at the changing demographics and economic forecasts to get an idea of how the library could best serve the community. Tad reported that he will put a proposal together in time for the next Board meeting.

MANAGERS' REPORT

Molly Walker reported on chairing this year's Children's Summer Reading program. She reported that we had fewer registration than at the end of summer last year but more prizes redeemed; fewer people, reading more. Cold Spring's most popular programs were not dinosaur themed ones but June-o-ween, with 50 people and an ice cream party/field day with 47 registered. Molly added that dinosaur programs are popular but just not the most popular. Molly reported story time attendance depended on the weather and was lighter on good weather days. Molly reported that in May, she, Dave and Brittany reorganized the children's area to make more space for board books. Jessica Schweitzer asked about the location of graphic novels in the juvenile collection. Molly explained the new location and signage. Molly reported that she graduated in May with her library degree. Her timeline at CCPL has included moving from a Page to Patron Services to Information Services, all at Cold Spring, to the Children's Programmer at Alexandria back to Cold Spring to take over the Children's Librarian position.

Amy Carroll reported on Art after Hours. She has 16 artists committed to showing their work at the event which will take place on Friday, July 28th. Amy reported that for our first Signature Series event of the fall, we will be hosting Silas House. She added that he has also agreed to do a preview event in the afternoon and that he has been great working with us on the price. Amy added that we are only doing afternoon preview events with authors. Amy reported that our November Signature Series will feature the band Wilson Banjo. Then, for our January event, Falcon Theatre will be back. Amy added that we may do a December Signature Series but she is still working out the details. She handed out flyers for August's Spotlight Series which includes programs on topics of local interest. Amy reported on Curbside Trick or Treat in October which is geared toward kids who struggle with the traditional form of trick or treat. She added they have 1,500 people on average attend this event. Amy reported on Summer Reading statistics through Beanstack. We had 2,678 patrons read 38,907 hours. For the staff challenge, we had 47 staff register for the program. Amy reported on the alternative Summer Reading challenge for individual with disabilities. This program had its own grand prize but that patrons could also collect the small grand prizes from the children's reading program. Amy reported on the Exploring Human Origins exhibit which will be coming to us May 29th through August 1st of 2025. We are one of six libraries in the country to get the exhibit through a grant process so we are pretty excited about it. The exhibit acknowledges various religious interpretations of our origins and asks what it means to be human. Amy also reported on the NKY Music Hall of Fame exhibit, her work on the Equity and Inclusion committee and chairing Staff Day.

Toni Sparks reported that she got through her first year-end and is now working on annual reports for the Kentucky Department for Libraries and Archives and the Department of Local Government (DLG). Toni reported on the new bank and expense accounts for our new public copiers. This will allow us to know exactly how much money we take in and how much the service costs. She added that the new credit card system for paying for lost items is very user friendly. Toni reported on preparing for our annual audit. Toni added that she has worked with Stephanie Huhn and Courtney Mueller from Bramel and Ackely and they are both clear and kind. Toni reported on fixed assets inventory: a fixed asset is a piece of furniture or equipment with an individual cost over \$750 or identical units with a purchase cost over \$50 per item that total over \$1,000 as a group. For example, in July 2022, Robert bought 24 monitors that are considered fixed assets but one monitor bought alone does not meet our thresholds. This makes disposal of individual units difficult because she is not sure which unit is being placed in surplus. Toni added that JC suggested we count all monitors, printers and TVs in fixed assets as a general category that will not affect the expenses but will all us to track them. Toni and Robert are adding serial numbers to items as they inventory each branch. Each building will have a fixed asset list on the wiki that the branch manager can look at for the serial number when disposing items to include on the form they send to JC for the Board's approval. JC added that we are always moving furniture between buildings and it's important for insurance purposes and the audit to know where items are actually located.

Chantelle Phillips reported on staff changes across the system, open positions, returning to job descriptions for volunteer positions and hosting regular volunteer orientation meetings.

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 that we had an 17 % increase in e-book circulation. JC reported that on August 5th, three branches have Brave story hours scheduled in their meeting rooms. We will be monitoring these events as they have been controversial in other communities. JC reminded the Board that they are judges for the staff portion of the Tiny Art Show.

COMMITTEE REPORTS

- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): Jon reported that he and Kelley had six good interviews for our open Board position. The conversations were incredible and they felt all applicants were very thoughtful and dedicated to the library. They both wanted it expressed to all applicants that they very much appreciated them applying and enjoyed meeting them. Jon added that he and Kelley had independently come to the same conclusion about their preferred candidates. They suggest that we send Richard Hoskin and Jade Kelley to KDLA for approval. Richard works with the county commissioners and is an action-oriented person. Jade Kelley has a social work background and works with the Family Nurturing Center and the Alexandria Community Policing unit. Kelley reported that both applicants had a lot of background knowledge of the library and did their research -- read meeting minutes, looked at policies, asked about how Board meeting were conducted, etc. Jon and Kelley suggested the we send the names without any preference or ranking. Jon Cullick moved to approve the recommendation as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,264 items withdrawn from the collection. Plus, we are disposing of two outdated TVs from our Alexandria Branch. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The TV will either be given to another government or non-profit agency or disposed of properly. Jessica Schweitzer moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Approval of Destruction of Government Records: Jon Cullick moved to approve the destruction of 10,202 inactive patron records, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Approval of Auditor for CCPL and CCIL: Jon Cullick moved to retain Bramel and Ackely as auditor for the FY2022-23 audit, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Strategic Planning: JC reported that Tad Long will send a proposal for the cost of their work on our next strategic plan for consideration at next month's meeting. He added the cost should be between \$18,000 and \$20,000.
- Tax Rates: JC reported that we received our possible tax rates from KDLA. He suggests that we adopt the compensating rate as that will produce adequate income. This action will decrease our tax rate slightly. Our new rates would be: 6.6 cents per \$100 for real property, 6.78 cents per \$100 for personal property, and 2.60 cents per \$100 for motor vehicle. Jon Cullick moved to approve the tax rates as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

FINANCIAL REPORT AND MINUTES

- Jon Cullick moved to approve the minutes and the financial reports as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, August 16, 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 6:55 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Kelley Raleigh, Secretary