

## BOARD OF TRUSTEES REGULAR MEETING

August 16, 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, and Kelley Raleigh. Attended via videoconference: Jessica Schweitzer. Also present: JC Morgan, Library Director; Valerie Davis, Newport Branch Manager; Shannon Devlin, Newport Adult/Teen Services Librarian; Michael Gregory, Technical Services Manager; and Chantelle Phillips, Assistant Director.

**PUBLIC COMMENTS:** None

#### MANAGERS' REPORT

Valerie Davis reported on Lily Herald's retirement at the end of September. Lily has been Newport's Patron Services Supervisor since it opened in 2004. Valerie reported that we are currently interviewing for Lily's replacement even though we will not be able to truly replace her. Valerie reported on our caregiver station that made such a big splash in social media. It's a computer station with a connected play area. Newport's station sits in the children's area. Valerie added that when we have parents in trying to get 5 to 10 minutes of computer work completed, it can turn into 45 minutes when you are also trying to keep up with a little one. Our caregiver workstations help with this situation. Valerie reported that we have our first preschool visit of the fall happening this Friday. Jessi Holloway is handling that visit. Valerie reported on her volunteers from The Point. They have a program for young people with disabilities that helps them develop job skills and works to find them a placement. Newport has five volunteers from The Point, aged 18 to 20 years old, who have been helping Valerie weed the collection. Valerie added these five young men are very efficient and, sometimes, they have to be encouraged to leave at the end of their shift. Katie, who is the head of this program at The Point, is so excited that we gave them work that is beneficial to them and asked if they could come back and volunteer again in January during their school day. Jon Cullick mentioned the comments on our social media posts about the caregiver workstations. He added it is so simple yet so ingenious. Valerie offered her book suggestions for the Board: *The Cult of We: WeWork*, Adam Neumann; and the *Great Startup Delusion* by Eliot Brown and Maureen Farrell; and a Young Adult nonfiction book: *Hanged! - Mary Surratt and the Plot to Assassinate Abraham Lincoln* by Sarah Miller.

Shannon Devlin reported on the revamp of Newport's Young Adult for Grown Adults Book Club. Shannon has renamed the book club Challenging Reads to engage patrons in important conversations about books that are frequently challenged or banned in schools and libraries. Shannon added that the books are geared toward both adults and young adults and include a variety of themes, plots, characters, authors and genres including nonfiction and memoirs. This month's book was *Out of Darkness* by Ashley Hope Perez which won the Michael L. Printz Award in 2016.

Michael Gregory reported on the end of ordering for this fiscal year. By June 30, we had spent 99 percent of the budget, only \$8,000 was left from Baker & Taylor orders that didn't arrive before the end of the fiscal year. Michael added that he is using a new report to help him better track the budget. Michael reported on Fort Thomas' inventory. Of the 44,500 items in that collection, we had only 76 problem items and there were only 300 items that Polaris thought we should have that were not found. The Patron Services staff at Fort Thomas will search for these items over the next month. Michael reported on Gina Groeschen joining the Collection Development Staff in July as our new Collection Services Specialist. Gina just recently graduated with her Masters in Library Science and came to us from the Boone County Public Library where she was working in their reference department. He added she is handling subscriptions, Amazon orders and will be helping with holds and requests. Michael reported on taking over the Access database that stores our competency tasks for each position. He updated the database with the changes to our core competencies as determined by the Competencies Committee. Michael explained the initial competency lists for those be testing for the first time on their competencies and the new review lists for those who have been tested previously. Jon Cullick asked how staff were tested on their competencies. Michael explained that they sit with their supervisor and demonstrate each task on the list.

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

President Tracy Smith had nothing to report.

#### **DIRECTOR'S REPORT**

JC Morgan asked if anyone had questions about his written report. Jessica Schweitzer asked about the Imagination Library giveaway mentioned in his report. JC reported that seven bookmarks have been hidden in books being mailed in September and they've asked affiliates, like us, to promote it. The children who find the bookmarks will received a video chat with Dolly Parton, tickets to Dollywood and personalized gifts. JC reminded the Board that we have our Board dinner after the September meeting. The Board agreed on Enson Harbor as the restaurant. JC will make the reservation. He also reminded the Board that our Staff Day meeting is on Friday, September 29. Tracy Smith verified that she will be there. JC reported that he is putting together an RFP for the delivery van that's included in the budget for this fiscal year. If we do not get any bidders, we are free to buy a van wherever we like.

#### **COMMITTEE REPORTS**

- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): JC reported that the Education and Labor Cabinet has placed a hold on approving candidates for unfulfilled terms until their legal team can review how some library boards are appointing members in this category. JC called the state librarian about the issue. She doesn't know the timeline for when their review will be completed. JC added that until we get our open position filled, if we only have three members in attendance, any votes will have to be unanimous. This is because, despite having one less member, our voting majority doesn't change.

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,915 items withdrawn from the collection. Plus, we are disposing of a lot of older computer equipment we think was purged from the Server Room in 2022. We still had these items listed in our fixed assets inventory but we no longer have them. 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, Jon Cullick seconded, all were in favor and the motion carried.

- Approval of KDLA Annual Report: Jon Cullick asked why the Book Bus was not included in the report under bookmobiles. JC reported it's not a traditional book mobile and so does not fit that category. The Book Bus is an outreach vehicle. JC reported that we have 4,000 digital card holders, but there's not a space on the report for that information. It also doesn't include a place to include inhouse use in our circulation numbers. The report also doesn't include library use through a smart phone app. We have 28,000 people who have our smart phone app. JC added that most of the form comes from the Federal government so there is only so much the state can do. We can add information that we'd like tracked in a special section, but it is only a local statistic. We can't use it to compare ourselves to other libraries.
- Approval for contract for interior design services: JC reported that Collective Spaces is the same company who designed Newport and Fort Thomas' remodels. And, we are working with the same designers - Lisa Delong and Amanda Flynn. JC added that Collective Spaces designs a lot of libraries. JC reported the design fee is in line with what we were expecting. Jon asked about the difference in cost between Cold Spring and Newport's proposals. JC added Newport's floor increased the fee on that project. JC said we need to go ahead and replace the tile floor at Newport because of big events planned for the fall. Plus, we need to find out what is causing the floor to buckle. Jon Cullick moved to approve the contract, Kelley Raleigh seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS:**

- Approval of Proposal for Strategic Plan: JC reported on receiving the proposal from Tad Long. He added the proposed cost of \$20,000 is very reasonable. Kelley Raleigh asked if the cost went up from last time. JC reported yes but by only \$2,000. Jon Cullick moved to approve the proposal as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

#### **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, September 16, 5:30 p.m., at the Carrico/Fort Thomas Branch or through Zoom.

**ADJOURNMENT:** Jon Cullick moved to adjourn the meeting, Kelley Raleigh seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:43 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Tracy Smith, President

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Kelley Raleigh, Secretary