

**BOARD OF TRUSTEES REGULAR MEETING**  
**November 15, 2023**  
**Cold Spring Branch**

**MINUTES**

**CALL TO ORDER**

President Tracy Smith called the regular meeting to order at 5:34 p.m.

**ATTENDANCE**

Board members present: Tracy Smith, Jessica Schweitzer, Kelley Raleigh and Richard Hoskin. Attended via videoconference: Jon Cullick. Also present: JC Morgan, Library Director; and Chantelle Phillips, Assistant Director.

**PUBLIC COMMENTS:** None

**MANAGERS' REPORTS:** None

**PRESIDENT'S REPORT**

President Tracy Smith had nothing to report. Tracy welcomed new board member Richard Hoskin.

**DIRECTOR'S REPORT**

JC Morgan asked if anyone had questions about his written report. There were no questions about JC's written report. JC reported on a grant that would pay for two of the musical flowers like the ones we purchased for our Fort Thomas Branch. JC asked the Board for money from the Wish List fund to purchase another two flowers, two in each size, that could be installed in front of the outside mural at Cold Spring. JC added the Friends' Board has already approved this Wish List fund request. JC reported there is \$16,000 in the fund right now and we would need around \$4,000 from the fund to purchase two additional flowers. Kelley Raleigh moved to approve the Wish List fund request, Jessica Schweitzer seconded, all were in favor and the motion carried.

**COMMITTEE REPORTS**

- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): Jon Cullick moved to dissolve the committee, Kelley Raleigh seconded, all were in favor and the motion carried.

**NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 2,140 items withdrawn from the collection.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.
- Policy Reviews:
  - Collection Development Policies – JC reported the major change to this policy was to clarify how we about collect graphic novels. Jon Cullick and Richard Hoskin had questions about the adjusted policy. Jessica Schweitzer had questions about the content available on Libby and parental controls. JC said that we can create a handout that covers how to set parental controls in Libby.
  - Income and Disbursement Policies: JC reported that he made changes to reflect our new credit card readers and the change to owning the public copiers and printers.

- Meeting Room Policy: JC reported no changes to this policy. Jon Cullick moved to approve all policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Newport Elevator: JC reported the elevator at Newport is 20 years old and the computer that controls its operations is no longer supported and it's going bad. We had an incident where the doors delayed opening and patrons were stuck on the elevator for a little bit. An Otis technician said that it would cost around \$20,000 for band-aid fix and around \$115,000 to upgrade the entire operating system. Also, Otis requires full payment in advance. Otis is proprietary and so we have to use them to fix the elevator as they installed it. JC added that all elevator companies are proprietary. JC reported that we need to find out how long the elevator will be down and how long it will take to fix it. He added it will make the most sense to wait to fix it until we replace the floor at Newport so we are already closed when it happens. Tracy Smith agreed that it would make sense to wait until we close to do the floor. JC added that he and Chantelle will be meeting with Joe Hayes next week. Joe will put together the bid for Newport and Cold Spring's bathroom remodel. He reported that if it's too expensive to do them together, we will bid them separately and then do Newport's next fiscal year.
- Alexandria Study Room: JC reported that Alexandria's study room is being changed into a staff workroom now that they have three full-time and two part-time staff members. Then the current supervisor's office will become their breakroom.

#### **EXECUTIVE SESSION:**

- Kelley Raleigh moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(c) to discuss a personnel matter, Jessica Schweitzer seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:14 p.m. to discuss a personnel matter.
- Kelley Raleigh moved that the Board of Trustees of the Campbell County Public Library end the closed session, Jessica Schweitzer seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:52p.m.

#### **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, December 20, 5:30 p.m., at the Newport 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 7:05 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Tracy Smith, President

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Kelley Raleigh, Secretary