

BOARD OF TRUSTEES REGULAR MEETING

October 18, 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, Jessica Schweitzer, Jon Cullick, and Kelley Raleigh. 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.

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 the bathroom remodels at Newport and Cold Spring. JC also reported on the possibility of replacing all the tile at Newport. He added that if the Board decides to do this, we did not budget for it this fiscal year. JC reported that it will take a couple of weeks to complete the floor and that we could do the bathroom work at the same time. JC reported on a display at the Newport Branch covering the history of the Southgate Street School. The display includes AI generated illustration based on words from Southgate's history. JC reported that there will be an opening event for the display on the evening of November 1st if the Board would like to attend. JC encouraged the Board to keep doing the annual director's evaluation with the new director. He also reported on his retirement party.

COMMITTEE REPORTS

- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): JC reported that that State Librarian has forwarded both applicants names to the County Judge Executive for his selection. We can disband the committee after a member has been appointed.

NEW BUSINESS

- Board Member Appointment Process: JC reported on the new process for replacing unexpired terms. The process is basically what we do now but, instead of only sending two applicants to KDLA to choose from, we have to send all applications. Jon Cullick asked about being able to communicate opinions about candidates directly to the county's Judge/Executive. JC added the law is clear on the process.
- Disposal of Surplus Materials: This month's disposal includes 1,471 items withdrawn from the collection.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. Kelley Raleigh moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

- Policy Review – Bylaws and Articles of Incorporation, Board Policies, and Board Procedures: JC reported that he made clear in the Bylaws and Board Policies that if a Board member misses four meetings in any 12-month period, they will automatically be determined to have resigned from the Board. Jon Cullick moved that the language be adopted for the Bylaws and the board Policies, Jessica Schweitzer seconded, all were in favor and the motion carried. For the Board Procedures, JC reported that he added new language to accommodate the new procedures for the appointment of unexpired terms; adjusted the language of hiring a new director to include some of the elements of the current search; noted that having a contract with the director is not required but has traditionally been done; also added that the contract term is traditionally three years; noted that in a grievance hearing, the minutes (whether in closed or open session) should become part of the employee’s personnel file; and noted a possible loophole in the law regarding petitions and the tax rate. JC added that if we do decide to build the South Branch, we cannot do it without fiscal court approval as we will have to go above four percent. Kelley Raleigh moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Library Director Search: JC and the Board worked out dates and times for Zoom and in-person interviews.

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, November 15, 5:30 p.m., at the Cold Spring Branch or through Zoom.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:52 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Kelley Raleigh, Secretary