

BOARD OF TRUSTEES REGULAR MEETING
January 17, 2024
Carrico/Fort Thomas Branch

MINUTES

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

ATTENDANCE: Board members present were: Tracy Smith, Jonathan Cullick, Kelley Raleigh, and Richard Hoskins. Attended via videoconference: Jessica Schweitzer. Also present: Stephanie Huhn, Bramel & Ackely; Chantelle Phillips, Library Director; Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Chay Rust, Carrico/Fort Thomas Patron Services Supervisor; Stephanie Class, Communications Manager; and Toni Sparks, Library Bookkeeper.

PUBLIC COMMENT: None

AUDITOR'S REPORTS: Stephanie Huhn, Bramel & Ackely, delivered a summary of the independent auditors' report to the Board for the library's financial statements year ended June 30, 2023. The library received a clean audit. Jessica Schweitzer moved to approve the auditor's report as presented, Jon Cullick seconded, all were in favor and the motion carried.

MANAGERS' REPORTS:

Morgan Lockard-Ellis reported on the grants that she recently received including the PLA Digital Literacy Workshop Incentive, LiveWell NKY 2.0, and NKU Mayerson Philanthropy project. Morgan reported that the library has completed the second round of the PLA grant with 14 classes and 72 attendees. The classes were all very well received by our patrons and interest was very high at the Alexandria branch showing that more should be offered in that part of the county. The LiveWell NKY 2.0 grant was awarded in November and funds were received in January of 2024. Morgan and Amy Carroll are working on the plans for this grant to provide public health information in a semi-private area for patrons along with a health fair later in the year. The NKU Mayerson Philanthropy class funded the library with \$2000 for an incarcerated reading program in partnership with the Campbell County Detention Center. This program will give incarcerated parents access to reading virtually with their families which should assist in their transition out of incarceration. Morgan also reported on the partnership with our region's Meals on Wheels program in applying for a license for the Senior Planet program through AARP. The library will provide a space for the classes to be taught on a quarterly basis and provide four staff to be trainers. We will also have access to their virtual resources for our patrons to enjoy. Lastly, Morgan reported on her transition to branch manager and some activities that she continues to handle. Morgan has kept her book club, Must Read Romance, that has a great following as well as the Trivia @ the Post program to keep her connected to the community and programming. Natalie Shadrick has taken on Morgan's Talking Tech Troubles program that has been very successful but, in light of all the grant activities, Morgan needed to move something of her plate. Morgan also shared that she assists Robert Brunner regularly with some of the IT responsibilities as well as being his backup when he is unavailable. She added this is a task that she enjoys and is often willing to read very long manuals to ensure the library services continue to function.

Chay Rust reported on his transition to the Patron Services Supervisor at Fort Thomas and how many interviews he has had to conduct in his first several months to get his department fully staffed. Chay also reported on how he now feels very confident in his training skills after training multiple individuals over the fall and how his experience as a page assisted with the loss of the pages in July. Chay reported on some creative displays that his staff have created -- both Staff Shelfies, where different staff have a shelf to display their recommendations, and Blind Date with a Book. Chay also shared that he is in his last semester at UK and will have his Master's of Library Science in May. Chay loves working at the library and looks forward to continuing to work here after his education is complete.

Stephanie Class reported that Communications has been doing some rebranding of some programming and promotions such as YART becoming Newport Art Bazaar and the change for Winter at the Library. Stephanie reported that Communications has been working on updating and ordering more print materials including the new folders for holding materials and library cards for the patron services desks. Stephanie reported on upcoming promotions and giveaways for the whole system such as the notebooks for Library Lover's Month and the bookmarks for a prize drawing connected to the Blind Date with a Book displays. Blind Date with a Book was started by Monica Beckerich at Fort Thomas and its popularity encouraged the library to expand it to include the other branches. Stephanie also reported on upcoming big system-wide programs that are being promoted like Party at the Library for teens in February, STEAM Month in March, and Summer Reading. Party at the Library has increased programs and promotions for teens with a program at every branch and a bigger after-hours program. STEAM Month is getting new stickers and has a promotional focus on STEAM programs along with extra promotion for Family STEAM Night and the Creator Competition at Fort Thomas. Summer Reading's theme is Adventure at Your Library this year, the Communication department has already been at work with the illustrator for the design and re-thinking our print materials in the summer.

PRESIDENT'S REPORT

President Tracy Smith had nothing to report at this meeting.

DIRECTOR'S REPORT

There were no questions about Chantelle's written report. Chantelle reported on the library's treasury bonds that were due at the end of December and the decision to change to a 12-month bond based on the interest rate. Chantelle added that the library has already earned some interest money from the previous bond. Chantelle reported on the updates to the library's property insurance after meeting with KACO/PEI. The library is increasing its coverage for our buildings to \$300.00 per square foot which will increase annual costs by about \$5,000 but ensures adequate coverage and a good relationship with the vendor. Chantelle reported on the contract for Hayes & Associates for the bathroom renovations at Cold Spring and Newport. The estimated cost was higher than expected at \$25,000 but which includes a variety of services. Kelley Raleigh asked Chantelle about the process of working with Hayes & Associates and if we should look to other architects. Chantelle explained our history of working with the architect and the confidence that we will receive good service based on the architect's previous work on the Newport branch. Chantelle reported on the Drop Your Drawers campaign. The library met our goal with just over 8,500 items which equals about 1,400 per school district. The items will be sorted and available for the schools to pick up or be dropped off by the end of the month. Chantelle reported on a recent incident with the Cold Spring branch in which a pair of patrons had signed up for library cards and

checked out materials to then take to the Half Price Books in Union Township to sell them. The stolen property was reported to the police and the Union Township police has the stolen property. The male patron is at the point that it would be a felony charge and we would have to file charges through Cold Spring police. The decision was made not to charge the patron, but to add both patrons to the banned patron list to prevent further incidents. Chantelle reported that Cornish poet Bert Biscoe will have a program at the Newport branch on Saturday, he is a friend of board member Richard Hoskins. Richard Hoskins added some context of his relationship with the poet with his writer's group, other upcoming performances, and work with an NKU writing class.

COMMITTEE REPORTS: None

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,487 items withdrawn from the collection. These disposed items 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.
- Review of the General Policies: Jon Cullick moved to approve the policies as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Newport Geothermal System Repair: Chantelle reported that maintenance includes regularly adding chemicals, cleaning out the filter and back flushing it every two months currently. Sean will be increasing the back flushing and filter cleaning to once a month.
- Fort Thomas Driveway Repair: Chantelle reported that air entrainment is included is the quote for the cost of the repair.

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, February 21, 5:30 p.m., at the Alexandria Branch.

ADJOURNMENT: Kelley Raleigh 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 6:42 p.m.

Respectfully Submitted,
Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary