

BOARD OF TRUSTEES REGULAR MEETING
February 21, 2024
Alexandria Branch

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:30 p.m.

ATTENDANCE: Board members present were: Tracy Smith, Jessica Schweitzer, Jonathan Cullick, Kelley Raleigh, and Richard Hoskin. Also present: Carrie Ratterman, Alexandria Branch Supervisor; Naomee McKiddy, Alexandria Adult/Teen Programmer; Amy Carroll, Programming and Community Engagement Manager; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS' REPORTS:

Carrie Ratterman reported that the Alexandria Branch is fully staffed. They are coming up on a year with their new hours. They have received many comments about how excited the community is that they are now open on Sundays. She reported that the Alexandria Branch has been having HVAC issues and they are continuing to work with the building's owner, Nicole Brown, and her technician to work out those issues. The electricity running to the unit was not powerful enough to run that unit. She also addressed a leak that is in one of the closets.

Carrie reported on a series of programs that occurred at the Alexandria Branch entitled *Managing Memories*. She said the program had an amazing turn out. The program offered ten slots and all filled up within a week of the event opening for registration. They will be offering the program again in April. She reported on behalf of Shelby Vornberger, who was unable to make the meeting. Shelby is the children's programmer for Alexandria. She recently had two very successful programs. One was a family friendly open mic poetry night. There were 16 people in attendance. Shelby and Carrie discussed having the program again just for adults. Shelby and Naomee both had an open house craft program with 26 people in attendance. Shelby and her mother created a large Cam display in the library that has received a lot of positive feedback from patrons. The display also advertises upcoming programs.

Naomee McKiddy, Alexandria's Adult/Teen Programmer reported on her programs. She joined the Alexandria Programming staff in March 2023. Previously, she worked at Alexandria as a Branch Services Assistant. Naomee reported that her programs have done fairly well. She has had a consistent crowd for her family board game days. She is trying to draw in more teens.

PRESIDENT'S REPORT

Tracy Smith read a Valentine's Day card from Rebecca Kelm to the library staff.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her written report. Jessica Schweitzer mentioned that she was surprised to see that Brittany Parr had left the library. Chantelle reported that Brittany was offered a job at Newport High School as their media specialist. Jessica asked if the Reddit issue had been discussed in the past. Chantelle confirmed that it had been discussed a few months prior. Jessica asked about the process of getting a digital card. Chantelle explained the process and the new safeguards in place to ensure that the digital cards are being obtained by legitimate patrons. There was a discussion about why it is an issue for people outside our area to get digital cards. Chantelle explained that most digital material can only be checked out by one patron at a time, so if a large number of out of town patrons check out the digital material, our local patrons will not have access to that material until it is returned. Jessica Schweitzer asked about the bathroom bids. She thought it was being tabled for the time being. Chantelle said that we will not know how much the renovations will cost, and whether we can afford them, until our architect, Joe Hayes, put the work out for bid. The bathroom renovation work will not be done this fiscal year; however, Chantelle needs to know how much it will cost for budgeting next year. Chantelle reported that the Reliable Electric quote is \$22,000 on top of \$110,000 for Newport's elevator repair. She is still waiting to hear back about the needed upgrades to the HVAC system. Tracy Smith asked if there was a chiller in the current elevator room. Chantelle replied that there is not but that is because the current elevator motor is adequately cooled by a water source heat pump unit dedicated to that room. The new motor will require additional cooling. Chantelle reported that Sean Mertens, our Maintenance Specialist, suggested that we may not need to close the building if we are just doing the elevator in August and not the tile work. Tracy Smith asked if we will have all the numbers for the elevator repair by next month. Chantelle responded that she hopes we will have the numbers by then. A deposit to Otis required to order parts and move the work forward. Kelly Raleigh asked if there is a recourse if there is an issue with getting the elevator parts. Chantelle did not have an answer for any avenues of recourse. Jessica mentioned that there is no choice; there is a fairly large lead time due to supply chain issues. Jessica asked about the difference between what they are discussing and purchasing a new elevator. Chantelle explained that this quote does not include the cables, door or box, just the computers and the motor. A new elevator would be more expensive. Plus, the patchwork that was previously discussed did not cost much less than the repairs in the current quote.

Chantelle reported that Amy Carroll has joined the Management Team. Amy will be working toward ensuring sure staff is on the same page regarding programming. She will be the liaison to the Adult/Teen and Children's Department meetings. She will also coordinate all grant writing efforts as well as working to get the library out in the community. Chantelle reported on STEAM month and the programming that will be occurring during March. Part of STEAM month is the distribution of eclipse glasses. About 980 pairs will be distributed to patrons at STEAM month events.

Chantelle reported on the upcoming strategic plan. Tad Long from the Kentucky League of Cities should be wrapping up his current projects in July. Tad Long worked with us to create the last strategic plan. Chantelle would like the managers and staff to be thinking about what they want before the official work on the strategic plan begins. Chantelle has purchased a book about strategic planning, *Strategic Planning for Public Libraries* by Joy L. Fuller, published by the American Library Association. She invited the board to work through the process with the staff if they'd like and offered to purchase the Board copies of the book. Jon Cullick, Kelley Raleigh, and Tracy Smith requested copies of the book. Jon suggested getting a copy for all of the board members.

COMMITTEE REPORTS: None

NEW BUSINESS:

- Disposal of Surplus Materials: This month 1,448 items were withdrawn from the collection. These disposed items will be given to the Friends of the Campbell County Public Library for their regular book sales. We also withdrew two OptiPlex 7440s, one OptiPlex 7450, one Microsoft Surface and one OptiPlex 3050. All withdrawn computer equipment will be donated to Habitat for Humanity. Kelly Raleigh moved to approve of the disposals, Jon Cullick seconded, all were in favor and the motion carried.
- Review/Approval of the Personnel Policies: Tracy Smith asked about removing substance abuse testing for new hires. She expressed concern because staff are put in situations with children, driving, etc. She feels like it is a common expectation when job hunting that you will have to take a drug test. Kelley Raleigh added that those were her same concern. Kelley expressed that, when she lived in Washington and certain drugs became legal, drug use quickly became an issue in that state. Jon Cullick asked what substances are being tested. Chantelle explained that in addition to illegal substances, ADHD medicine and alcohol will show up. Kelley added that it picked up some prescription medications and that the results should flag what they are. Chantelle reported that she is okay with keeping drug testing for new hires in the policies. Kelley asked about bereavement leave. She asked if the leave should just be five days for full time rather than including complicated language about mileage. Chantelle explained it's the same leave for part time and full time. Kelley asked if the Executor time off was in addition to the five days. Chantelle confirmed that it is. Chantelle will change the policy to say "up to five days". Jon expressed that he likes the reproductive bereavement leave. Chantelle asked if they were okay with not entirely getting rid of the page position. Tracy asked if Chantelle was comfortable with affording it. Chantelle explained that with retirement of some long-time employees who made higher than average salaries within the system, she thinks it will balance it. Jessica asked how it will work for the pages that were let go. Chantelle said we can reach out to them. Jon Cullick moved to approve the policies with the noted changes, Kelley Raleigh seconded the motion, all were in favor and the motion carried.
- Board Member Selection Committee: Chantelle reported that two positions will be coming available in September. Jessica's position as well as the term that Richard is finishing for Maggie Brown. Chantelle added that Richard is moving to Kenton County this Spring. However, he will still be coming to March meeting. Chantelle said they will advertise the positions beginning in March with a deadline of applying by May 31. Kelley and Jon said that they were on the committee last time. Jessica cannot be on the committee because she will be reapplying. The interviews will be in June or July. Tracy Smith and Jon Cullick volunteered to serve on the committee.
- Approval of Otis quote for elevator repair: Jon Cullick made a motion to approve deposit payment of \$55,003, Jessica Schweitzer seconded the motion, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Contract from Hayes & Associates: Chantelle reported this contract has been signed and mailed back to the architect.

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, March 20, 5:30 p.m., at the Cold Spring 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 6:28 p.m.

Respectfully Submitted,
Amy Carroll, Programming and Community Engagement Manager

Tracy Smith, President

Kelley Raleigh, Secretary