

**BOARD OF TRUSTEES REGULAR MEETING
COLD SPRING BRANCH
March 20, 2024**

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, Jon Cullick and Richard Hoskin. Attended via videoconference: Kelley Raleigh. Also present: David Anderson, Cold Spring Branch Manager; Danielle Watkins, Human Resources Coordinator; Valerie Davis, Newport Branch Manager; and Chantelle Phillips, Library Director.

ARCHITECTS REPORT

Joe Hayes, of Robert Ehmet Hayes & Associates, reported on renovation plans for the Newport tile area and the restrooms at both Newport and Cold Spring. Joe added that work is planned to begin in early August and that Newport will shut down for one week if the bids for the flooring work are accepted.

MANAGER'S REPORTS

David Anderson reported on new musical flowers ordered for the front area and rearranging the picnic tables out front to accommodate them. Tracy Smith expressed her disappointment that we had not found a plumber to install a sink in the cabinetry begin added to the new Alexandria staff work room and suggested that we should be able to find someone to do that work and apply for the permit. Chantelle said she would continue to work on getting a plumber willing to handle the permit and take on that project.

Danielle Watkins introduced herself to the Board and discussed what she has been working on since starting at the library on February 7. Danielle added she's been looking into FMLA paperwork compliance with staff and various other work to clean up records. Plus, she wants staff to know that HR is working hard for them.

PRESIDENT'S REPORT

President Tracy Smith had nothing to report.

LIBRARY DIRECTOR'S REPORT

Chantelle Phillips asked if there were questions about her written report submitted. Jon Cullick asked those staff serving on the Centering Staff Voices committee were selected. Chantelle reported that she and Dave Anderson, who is the committee chair, selected those on this committee based on what they knew of the interest in this work of those chosen for the committee. Chantelle reported on the quote for the HVAC worked that needs completed before the elevator modernization can begin. She added we

will need to replace the chiller in the server room and add one to the elevator room. The cost of that work will be \$8,000 for the server room chiller replacement and \$12,000 for the new chiller and duct work for the elevator room. Chantelle reported on the timeline for the elevator work. The elevator will be shut down for 4 to 6 weeks beginning August 1st. There will be no meeting room use during the elevator downtime to limit the number of people needing to be going between the floors.

Chantelle also reported on the Cold Spring Branch becoming a Kentucky Career Center (KCC) Access Point. Currently, there are no KCC offices or access points in Campbell County. Kenton and Pendleton Counties are closest. We will be assessed twice for approval by KCC. Amy Carroll and I will be trained by Lauren Allhands, Director of Kentucky Career Center Operations. Then, we will train the information services staff. Chantelle gave the Board their copy of the Strategic Planning for Public Library. She added that Clara Gerner, Robert Brunner, Toni Sparks, and Danielle Watkins have been invited to join the group. April management meeting will be the first big discussion of our approach to the strategic plan. Chantelle's hope is to have the staff and Board more involved in the planning process from the beginning. Chantelle reported that the Board openings have been posted on the website, posted in our buildings and a press release sent to *LINK NKY*. She added that applications will be accepted until May 31st for interviews in the summer.

Chantelle reported that the work is done on changing the way access works to our digital collection for those with a digital library card. She also presented the language for the new procedure to the board. Chantelle asked the Board to consider a change to the limit for what is considered a fixed asset. She added that, moving forward, we like to include as a fixed asset an individual unit whose initial purchase price is greater than \$2,500, or groups of identical units whose purchase price is greater than \$150 per unit when the total purchase price is \$3,000. This is a change from the old policy where an individual unit price was set at \$750 and groups of units were set at \$1,000. We will continue to inventory all furniture and equipment, even if it is no longer considered a fixed asset. If we buy an item that costs above our threshold, and it will not be used up in a calendar year, we will list that as an asset and expense it over the life of the asset. If the item does not meet the fixed asset requirements then the item is expensed in the year that we buy the item. Jon Cullick moved to accept the change for the fixed asset limit as presented, Jessica Schweitzer seconded, all approved.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 914 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. Jessica Schweitzer moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.

- Review/Approval of the Circulation Policies: Jon Cullick moved to approved the polices as presented, Kelley Raleigh seconded, all were in favor and the motion carried.
- Review/Approval of Fixed Asset Parameters: Jon Cullick moved to approved the new fixed asset parameters as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Approval of Board Member Selection Committee – Kelley Raleigh moved to appoint Tracy Smith and Jon Cullick to the Board Selection Committee, Jessica Schweitzer seconded, all were in favor and the motion carried.

REVIEW/APPROVAL OF FINANCIAL REPORT AND MINUTES Jessica Schweitzer moved to approve the minutes and the financial reports as presented, Jon Cullick seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, April 17, 5:30 p.m., Newport Branch

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 6:48 p.m.

Respectfully Submitted,
David Anderson, Cold Spring Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary