

BOARD OF TRUSTEES REGULAR MEETING

May 21, 2025

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 were: Jon Cullick, Tracy Smith and Terra Ryder. Attended via videoconference: Jessica Schweitzer and Kelley Raleigh. Also present were: Jeff Gurnee, KDLA Regional Consultant; Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Stephanie Class, Communications Manager; and Chantelle Phillips, Library Director.

PUBLIC COMMENT

- None

COMMITTEE REPORTS

- Budget Committee: Terra Ryder and Jon Cullick reported they had no concerns with the budget and appreciated Chantelle's clarifications on questions during their committee meeting. Jon Cullick moved to approve the budget for FY2025-26 as presented, Terra Ryder seconded, all were in favor and the motion carried.
- Board Member Selection Committee: Chantelle Phillips reported the library has received one application so far. Chantelle has heard others express interest. Tracy Smith asked to confirm how many applicants were needed per position. Chantelle confirmed it was two.

MANAGERS' REPORTS:

Morgan Lockard-Ellis reported on the recent branch collection relocation project to move several collections around based on feedback from patrons and how patrons use the building. The most important shift was moving the large print collection to the front of the building for ease of use by our senior patrons. The other collections that moved included audiobooks, young adult, and biographies. This move also allowed space for the nonfiction collection to be shifted across more shelving so that the top shelf no longer had to be used meaning patrons no longer have to reach up high for heavy books. She reported that she was proud of the work completed by branch staff leading up to the day that the branch remained closed after Half Staff day that made the bulk of the work move smoothly. Morgan also reported on Katherine Sallee's experience as the vice chair for the Adult/Teen department on the Summer Reading Committee. Katherine has done very well in coordinating summer planning and ensuring other staff meet all the necessary deadlines. Morgan also discussed the recent outreach event, Breakfast with the Bunny, that staff were able to attend and complete crafts with hundreds of families.

Stephanie Class reported on the preparations of summer promotional materials and brought examples of the stickers and print materials. She reported that the newsletter will again be a double issue this year to keep all the summer information in one place. Summer also includes Art After Hours and they are

working on the brochure. Jon Cullick asked for the date and Stephanie confirmed that it would be on July 25. Stephanie also discussed the new staff additions for the department. The new PR coordinator Sydney Graham will start in June and an intern, Faith Comer, who is going to Thomas More and is seeking experience. Stephanie discussed the plan for a programming retreat that will happen in August and how she was inspired by attending the Kentucky Public Library Association conference in February. She explained that she was looking forward to how this can better coordinate planning among the programmers as well as working with the Communications department. Chantelle mentioned that the Strategic Plan has been released to the public. Jon asked about printed copies and Stephanie explained that it was on the website but staff could print copies for patrons that requested it. Stephanie also reported on the continued work on our new website that is expected to launch on August 1. She is working with Communico to get that completed and staff accounts have been created so they can begin adding content for events and meeting rooms. Stephanie also explained that the app would be getting an update after the website is completed and live.

PRESIDENT'S REPORT

Tracy Smith had no report.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were questions about her written report. The Board has questions about the security guard position at the Newport branch. Chantelle explained the purpose of the position as not security but patrons safely using the library. The position will be generally evenings and weekends to assist staff. We do not want to change the atmosphere of the library, but give the staff support and ensure other patrons can use the library. Jessica Schweitzer asked if it would be temporary. Chantelle does not intend for the position to be temporary. Tracy Smith asked about the type of person that would fill this position. Chantelle talked with a security company about who might be interested. Jon Cullick asked about the qualifications. Chantelle explained some educational and duty-related skills. Terra Ryder asked about the expectations for handling disruptive patrons, Chantelle clarified that we would like to use a customer service angle and expectations of behavior. Jessica asked about signage with our acceptable behavior policy and Chantelle mentioned that we do still need to create that signage for the branches. Terra asked about how the staff are being supported. Chantelle explained that EAP is coming in to talk to staff. Jessica and Tracy advocated for looking at getting a resource officer rather than a hired position. Chantelle intends for the person in this position to build relationships with the patrons to help them function in the branch. Kelley Raleigh asked about the interim plan. Chantelle said we will manage the best we can until we find someone. The job description is completed and could be posted next week.

Chantelle reported that we are moving further along on the GED testing center process with setup of the laptops. Once that is completed, she and April Soto will begin training as administrators. She hopes to get some hours of availability for June. Chantelle also reported that Dave Anderson has met with Boone and Kenton libraries about their passport services. He believes that we could have ours up and running by January.

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,929 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. Terra Ryder moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- None

FINANCIAL REPORT AND MINUTES

Jon Cullick moved to approve the minutes and the financial reports as presented, Terra Ryder seconded, all were in favor and the motion carried.

NEXT MEETING

- Wednesday, June 18, 5:30 p.m., at the Alexandria Branch.

ADJOURNMENT: Terra Ryder 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 6:20 p.m.

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

Tracy Smith, President

Kelley Raleigh, Secretary