

BOARD OF TRUSTEES REGULAR MEETING

April 16, 2025

Newport Branch

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:33 p.m.

ATTENDANCE:

Board members present were: Tracy Smith, Jon Cullick, Jessica Schweitzer, Kelley Raleigh and Terra Ryder. Also present: Michael Gregory, Technical Services Manager; Stephanie Daugherty, Technical Services Specialist; Robert Brunner, IT Coordinator; Valerie Davis, Newport/Alexandria Branch Manager; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS' REPORTS:

Michael Gregory reported on end of the ordering year. He discussed how they are looking at work flow to make different aspects of Technical Service and Collections Services flow smoother, such as item requests. They average 400 requests a month. As part of this they are making changes to the item request form. Robert Brunner and Kylie Webster helped with coding to make the form pull information from the patrons' accounts. In addition, the new form will can react to the patron card type. For instance, digital accounts will only allow eBook options and Limited Access cards will not provide ILL options. Michael also reported on an Artificial Intelligence books policy. He was concerned that we will begin to receive requests for books written by AI and stated we need a policy to address this. Jon Cullick asked if ALA had come out with any information to help with the AI policy. Michael responded that, currently, there hasn't been any clear wording from ALA. Jon asked if requests are only for items to be purchased or are for ILL as well? Michael explained that it is one form and that Collection Services decides if we want to order or ILL something using our Collection Development policies. Terra Ryder asked when the new form will be rolled out. Michael stated that it would be in the next few weeks. Tracy Smith asked if there is always a response to requests. Michael stated we always reaches out to patrons who request items. Jessica Schweitzer asked if there is verbiage that covers how many requests can be submitted. Michael stated that in the past we've allowed 6 a month mostly done on the honor system but people are doing more on a regular basis. Jessica asked about easy access cards. Chantelle explained that they used to be called limited but the language was changed to make it welcoming. Jessica asked if there were parameters for these types of cards. Chantelle explained those parameters. Kelley Raleigh move to approve the AI policy as presented, Jon Cullick seconded, all were in favor and the motion carried.

Stephanie Daugherty reported that she has been in her position since September and added that she likes coding and learning more about the bibliographic record side of cataloging. Stephanie added that, while she doesn't have a MARC record background, she has a background as a copy editor and that has allowed her to ensure that records are user friendly. She added that her time on the circulation desk also helps her to see how patrons use the catalog.

Robert Brunner reported on recent accomplishments. The Zoho rollout has been completed. He's ironed out settings and any issues with it. He has worked on the email retention policy and the process for exporting and storing data. Robert reported that he is getting ready for the website rollout. He added this is scheduled for August 1 because we didn't want to launch in the middle of summer reading. Programmers and managers have been trained on the event system in our new website platform. Robert reported that he assisted with creating two new forms: Cincinnati Enquirer & USA Today database sign up form and the new item request form. He added that he made them both using Zoho forms; by using Zoho, he can delegate forms easier. Robert also reported that he purchased seven new computers - five replaced computers in Fort Thomas, one replaced the Children's computer (AWE) In Newport and one replaced Rob Warner's computer. Robert reported that he built Rob's computer himself to customize it to what Rob needed and, by doing this, he saved money at a minimal time cost. Robert added that Rob's computer cost \$1,500 when it would be \$2,100 to purchase it pre-built.

Valerie Davis reported on Gabriel Burden being promoted to the Assistant Patron Services Supervisor position at Newport. She added that Gabriel started at Newport as a page and continues to grow his responsibilities. Valerie reported that Alexandria's librarian and programmer positions have been filled, allowing Alexandria to now have a full staff. She also reported that, during Summer Reading, Valerie will be launching a Neurodiverse Craft Club at Alexandria. The club will be for teens and Young Adults. The idea behind the club is as neurodiverse individuals get older, there are less and less opportunities for them to find a community.

PRESIDENT'S REPORT

Tracy Smith had nothing to report

DIRECTOR'S REPORT

There were no questions about Chantelle's written report. Chantelle reported on the Quiet Cubes; the first one has been built and is sound proof. Jon Cullick said that he loves all the programming that was included in Chantelle's report mentioning the 70's Party, the Toddler Prom, the VA Tech Class and Shannon Devlin's Challenging Reads book club. Terra Ryder talked about the Signature Series event with Mary Kay Andrews and about the seed libraries. Chantelle reported on KET coming to cover the seed libraries. She added that they interviewed Danielle Heiert, Tammy Webster from the Campbell County Conservation District and herself. Chantelle reported that the conservation district has lost funding and staff. She added that if they lose funding for the seeds, the library could still buy seeds but we would need their expertise. Chantelle reported on this year's Wish List requests. Currently, there is \$19,000 in the Wish List account with about \$8,000 in requests. The Friends have already reviewed and approved these requests. The Board was fine with providing funds for all the requests. Chantelle reported on the new vending machines at each building. She added that each building's machine will house for allergen friendly snacks and supplies. Jon Cullick asked where they would be placed in each building. Chantelle reported that Fort Thomas' machine will be in the lobby, Cold Spring's will be between the quiet cubes, Alexandria's will be by the public printer/scanner and Newport's will be near the Friend's upstairs book display. Chantelle added that the machines will cost us nothing to have. Kelley Raleigh asked if there would be a number to call if there is a problem, Chantelle stated there would be. Chantelle reported on changing when increases are applied. She added that we have always used the staff member's hire date as the date for the increase. Instead, we will begin moving the date increases are applied to the beginning of the fiscal year. Chantelle reported that we will be grouping people into quarters and then

providing their increase at the beginning of that quarter. It will take us a few years to get every to July 1. Kelley Raleigh asked about merit increases. Terra Ryder asked about time lines.

COMMITTEE REPORTS:

- Budget Committee (Jon Cullick and Terra Ryder): Jon and Terra will meet with Chantelle on May 7 at 3 pm. Chantelle will email the budget for Jon and Terra to review by May 2.
- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Nothing to report.

NEW BUSINESS

- Review of Circulation Policies: Terra Ryder moved to approve the Circulation Policies as presented, Jon Cullick seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 3,200 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. Jon Cullick moved to approve the disposal, Jessica Schweitzer second, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

NEXT MEETING: Wednesday, May 21, 5:30 p.m., at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Tara Ryder 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 6:23 p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary