

BOARD OF TRUSTEES REGULAR MEETING

April 17, 2024
Newport Branch

MINUTES

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

ATTENDANCE:

Board members present: Tracy Smith, Jon Cullick, Kelley Raleigh, and Jessica Schweitzer. Also present: Joe Hayes, Robert Ehmet Hayes and Associates; Valerie Davis, Newport Branch Manager; Sean Mertens, Maintenance Specialist; Robert Brunner, IT Coordinator; Michael Gregory, Technical Services Manager; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

ARCHITECT'S REPORT:

Joe Hayes explained the three bids for the renovation work and recommended the Board accept the bid from Leo J Brielmaier Co. This bid includes the bathrooms at Cold Spring and Newport, the flooring at Newport and for Breilmaier to provide the port-o-lets while the bathroom works occurs.

Joe Hayes stated that he has worked with Breilmaier in the past and they are one of his favorite contractors. Jessica Schweitzer expressed concern about the ambitious end date and Kelley Raleigh inquired about the lower prices. Joe stated that construction companies have different overhead and different subcontractors. Sean asked when the start date was, Joe responded August 1st. Joe stated the benefit of bidding early is that all the supplies could be ordered and ready. Jessica asked if there were penalties for not finishing on time. Joe responded there are no penalties in the contract for not finishing on time but Joe has worked with this contractor multiple times and trusts that they will be able to finish on time. Sean Mertens reported that he received the building permit last week for the elevator work that will happen at the same time as the bathroom renovation work. He added the power system needs updating; all contracts have been signed and the elevator repair will start at roughly the same time as the bathrooms. Jon Cullick motioned to move forward the bid from Leo J Brielmaier as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

MANAGERS' REPORTS:

Valerie Davis discussed working with the Special Needs classrooms in her service area and their impact on the building. She also discussed Jessi Holloway's outreach work with the schools as well as their tween book club.

Michael Gregory discussed the retirements that have happened in his departments and their replacements. He's recently welcomed Kelley Hesse to Technical Services. Kelley is a recent graduate from NKU and won an award as the best student in the informatics program. Michael added that we've added Switch Games for circulation. Michael reported that digital card applications are back to 15% after we implemented rules for using our digital card. This was the percentage for digital card applications before Reddit had a post about getting a digital card with us.

Robert Brunner reported that he has replaced all upper level computers at Newport. Newport currently has four laptops to check out (putting them in line with the other buildings) and 16 gaming laptops. All battery backups have been upgraded which gives four hours of run time before the servers go down if

Newport loses power. Robert reported that he has replaced all the switches across the branches (this took a year), changed the routers and our firewall. Robert reported he has worked out a 5-year computer replacement plan; each branch will move from 4 years to 5 years on their computers. We won't change the timeframe of the warranties. Robert added that for the purpose of this process, Technical Services and Newport are considered two different branches. Robert reported on his Cyber Security Plan. He added that we will move away from the current email server and move towards 2-factor authentication. Currently, Robert is looking into Zoho to replace our current email provider. Jessica asked about their support responsiveness since they are out of the country. Jon Cullick asked Robert to explain Zoho to him. Robert stated that Zoho is a large international company that primarily does business with other business. They are not as big in the US market for email. Their primary business in the US deals with content management systems and other marketing software. They are a privately-owned company that does over a billion dollars in revenue. Robert added they offer the best price to feature sets available compared to any competitor of their size. Their headquarters is in India but they have many branches throughout the world including in Houston, Texas. Robert reported their policies state that your data must be held in the country that your company operates in so, even though they are an international company, the data centers that would hold the libraries information are located in the United States. As for customer service, Robert stated that his interactions so far have been fairly quick and he has seen some reviews stating that it can sometimes take a day or two to get back to the user. Robert reported on his plan for next fiscal year which is to replace computers in Technical Services, replace Wi-Fi access points, and replacing gaming laptops at Cold Spring.

PRESIDENT'S REPORT

Tracy Smith read a comment about Jennifer Gooch, Children's Librarian from Ft. Thomas. "Thank you so very much for everything you do for the children of Fort Thomas. Eli, Lee, Rose, Josie, Pierce, Arthur and Cas (four months you'll meet him soon) are so blessed to have such an amazing library and such a wonderful person as you heading up the children's programs. Your kindness, patience and welcoming spirit is like a magnet to our grandchildren and all the other children and grandchildren in the community. With our kindest thanks and warm regards, Dennis Hyde"

Tracy also read a comment from an out of country patron who had been using our digital card. "I signed up for membership in 2020 when out of state membership was available (I'm in Nairobi, Kenya) so I think this marks the end of my membership. I'm writing to thank you and your library system for the years of access- it was my first-time using Libby and all the other digital resources and Kentucky Unbound will always have a special place in my heart. Warm Regards, Nyambura Mutanyi"

DIRECTOR'S REPORT

Chantelle asked if there were any questions about her written report. Jon Cullick said how great it was to see all the different types of outreach that the staff is involved in. Kelley Raleigh asked about the Parade committee. Chantelle explained how we are moving towards only driving the vehicles in parades which will allow us to take part in more parades and will be less stressful on the staff due to less people being needed. Jessica Schweitzer agreed stating that she wants the staff to have days off. Jon asked about the Kentucky Career Center. Chantelle stated that she received an email on the 17th that our application had been approved through the first round and it will go to the full meeting approval in May and then we will get everything set up. The tablet will be housed at Cold Spring but all the information is available on the Kentucky Career Center website and staff will be trained on how to help patrons' access KCC's resources. Chantelle is on their leadership committee. Amy Carroll is on their job fair committee.

Chantelle reported on three wish list requests received from staff and all were approved by the Friends Board. Jessi Holloway, Children's Programmer at Newport, requested a convection oven for use in craft programs. Claire Smith, Children's Services Librarian at Newport, requested a rug for story times, and Danielle Heiert, Adult/Teen Programmer at Cold Spring, requested money to purchase books for her outreach book club at Campbell County Middle School. The Board and Chantelle discussed the beginning steps in the Strategic Planning Committee. Chantelle reported that she has begun working on the worksheets that will guide the system through the process. Kelley asked if we would be doing a survey and offered her help. Tracy asked about the time frame for working with a consultant. Chantelle said she will be talking to the consultant from KLC in July.

COMMITTEE REPORTS: None

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,304 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. Two battery back-ups and outdated AWEs (children's literacy computers) were also disposed. These items will be donated to Habitat for Humanity. Jessica Schweitzer moved to approve the disposals, Jon Cullick seconded, all were in favor and the motion carried.
- Budget Committee: Kelley Raleigh moved to appoint Tracy Smith and Jon Cullick to the Budget Committee, Jessica Schweitzer seconded, all were in favor and the motion carried. Tracy and Jon will meet with Chantelle on Friday, May 10 to go through the budget ahead of the May Board meeting.

UNFINISHED BUSINESS:

- Board Member Selection Committee: Chantelle reported that we have received one application for our open Board positions. With Tracy Smith now serving on both the Budget and Board Member Selection committee, it was suggested that Kelley Raleigh take Tracy's place on the Board Selection committee. Tracy Smith moved to appoint Kelley Raleigh to serve on the Board Member Selection committee with Jon Cullick, Jessica Schweitzer seconded, all were in favor and the motion carried.

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

NEXT MEETING: Wednesday, May 15, 5:30 p.m., at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Jon Cullick moved to adjourn the meeting, Kelley Raleigh seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 7:00p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary