

BOARD OF TRUSTEES REGULAR MEETING

May 15, 2024

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

PUBLIC COMMENT:

None.

MANAGERS' REPORTS:

Morgan Lockard-Ellis reported on attending the Public Library Association Conference that was in Columbus at the beginning of April. The main highlights for her included attending with a good group of staff that well represented the branches and departments; there were valuable and productive conversations among those who attended that do not always get to happen in our day to day duties. Morgan also discussed having the opportunity to organize the trip this year and how it was a bit different attending the conference as a manager this time rather than as a programmer. The group definitely left the conference with many key takeaways for the future and has even met a couple of times after returning to further explore what they learned. Stephanie Class also reported on attending PLA and she also emphasized the good experience for the whole group as well as the ability to network and have valuable conversations. Stephanie also reported on the difference in the types of sessions that she attended as the Communications Manager which focused more on how other libraries brand themselves and different ways of producing content and promotions. Also, at PLA, Stephanie was able to meet with several vendors for the new website. She reported that these meetings were essential in understanding which company will work best for us and understand what libraries need.

Morgan also reported on attending the Kentucky Public Library Conference as its Awards Chair and as a member of the Conference Planning Committee. She enjoys the opportunity every year to continue to network and learn from other managers and directors in the state as part of the Planning Committee and as a conference attendee. She also mentioned the opportunity for more staff to attend by presenting on all the great things that we do that could be valuable to the smaller libraries in the state. Morgan has also been officially appointed to the Fort Thomas Renaissance Board which she has found is valuable in keeping the library involved in Fort Thomas, especially the amazing community events that they have every year. She mentioned opportunities that the branch has already become involved in due to this connection, like the Bike Safety Village and the Family Movie Nights. She also discussed how Katherine and Natalie saw over 800 people at the recent Earth Day event and that staff have resumed attending the Fort Thomas Farmer's Market once a month. Jon Cullick asked Morgan to repeat the name of the board and she did with a description of how the board oversees community events, the business council, and arts or cultural projects in the city.

Stephanie Class reported on the preparations from Communications for the final push towards Summer Reading. She brought examples of the different stickers, the brochure, and the Kick Off rack card for the

Board to view. Stephanie explained the new direction for the brochure that was shorter and focused on key points such as how to participate in the Summer Reading program, the parks programs, and the Summer Reading finales. Jon Cullick asked about how the Kick Off was different this year than it had been previously. Stephanie explained that Kick Off would be a weeklong event this year with each branch getting its own day tied to a parks program. Chantelle mentioned that this approach accommodates those that were unable to attend on Saturdays and provided these library events with less competition from other weekend events. Kelly Raleigh mentioned that she liked the QR codes included in the brochure and tested them.

PRESIDENT'S REPORT

Tracy Smith read an email from Holly Hill to Clara Gerner about how much they enjoyed her visits and going to the book club.

DIRECTOR'S REPORT

There were no questions about Chantelle Phillips's written report. Chantelle reported on the Deadly Weapons section of the Emergency Procedures that had been presented at the library's recent Half Staff Day meeting. The main concern for staff is about the term "brandishing" and Chantelle has not been able to find a clear definition of it for Kentucky. This leaves a grey area for staff on what they can do when they are concerned or feel threatened by a gun or other deadly weapon in the building. Tracy Smith suggested that Chantelle talk to the library's attorney about this topic. Jon Cullick asked about the terms appearing in the Kentucky statute and how long the policy had been in place. Jon and Chantelle also both recounted experiences at other library systems that involved guns in dangerous situations. Tracy found a federal definition for brandishing that include the terms "making the presence known in order to intimidate." Kelley asked about schools and universities' policies and the differences about locations. It was decided that Chantelle would reach out to the library attorney to clarify what could be done legally to guide the staff on how to handle these situations.

COMMITTEE REPORTS:

- Board Member Selection Committee: Chantelle reported that she had reached out to KDLA to confirm that we could reconsider candidates that had previously applied and they did not have to fill out another application. KDLA approved this and Chantelle contacted two previous candidates who both are excited to be considered again. Jon Cullick and Kelley Raleigh asked about what locations needed to be covered by the two new board members. There was also discussion of other previous candidates that Chantelle might contact if needed, although there is still time for others to apply.
- Budget Committee: There were no questions about the budget as presented, Kelley and Jon both mentioned that they liked the increase to the collection and understood where the decreases needed to happen. Tracy Smith discussed the need to think about future building repairs and maintenance and Chantelle mentioned that Cincinnati Hamilton County Public Library included a facility plan in their recent strategic plan and that the library could do so as well in our upcoming strategic plan. Jon Cullick moved to approve the budget as presented, Jessica seconded., all were in favor and the motion carried.

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,658 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. Kelley Raleigh moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.

- Review of the Emergency Procedures: Chantelle reported on adding a new section to the manual on how to handle animal bites and on adding information about wind chill to the Snow and Ice section.

UNFINISHED BUSINESS:

- Strategic Planning timeline: Chantelle reported that the strategic plan will not be as quickly completed as hoped due to the availability and timeline from the Kentucky League of Cities. She presented the timeline that showed that it would likely be completed by April of 2025. The management team would still continue to work on preparation tasks ahead of KLC starting and would also be thinking of how they and other staff will be involved in the process. Kelley Raleigh asked if there would be public listening sessions and if we had them in the last one. No one could remember if we had public listening sessions as we prepared the 2016 Strategic Plan, but Kelley mentioned her concern of who will be involved in those and especially with the public. Chantelle suggested having the managers sit in and being involved in those sessions rather than board members.

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, June 19, 5:30 p.m., at the Alexandria Branch.

ADJOURNMENT: Jessica Schweitzer 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 6:15 p.m.

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

Tracy Smith, President

Kelley Raleigh, Secretary