

## **BOARD OF TRUSTEES REGULAR MEETING**

**June 19, 2024**  
**Alexandria Branch**

### **MINUTES**

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

#### **ATTENDANCE:**

Board members present: Jon Cullick, Kelley Raleigh, and Tracy Smith. Attended via videoconference: Jessica Schweitzer. Also present: Amy Carroll, Programming and Community Engagement Manager; and Chantelle Phillips, Library Director. Attended via videoconference: Carrie Ratterman, Alexandria Branch Supervisor; and Valerie Davis, Newport Branch Manager.

**PUBLIC COMMENT:** None

#### **MANAGERS' REPORTS:**

Carrie Ratterman reported that she is back from medical leave. She added that she worked some half days while on leave to keep up with emails. Carrie reported that Valerie is her new supervisor. She also reported that Shelby Vornberger, Alexandria's Children's Programmer, won one of the Friends' Scholarships which will go toward the cost of her Master's in English. Carrie reported that their air conditioner is finally fixed; Alexandria's landlord replaced two units. She reported that they continue to work on flipping their study room into a staff room. The cabinets have been installed. Countertops have been ordered and will be installed when they arrive which will finish the conversion. Carrie added the programmers needed a break space and a work space which will be nice for them to have. Carrie reported that the start of Summer Reading went really well this year. The kick off process was changed this year from having a kick off at each branch on Saturday to each branch having its own kick off day. Carrie felt like the day was less chaotic and Alexandria had some of its best numbers. They had 97 people at the kick off with 210 in the building that day. The staff signed up 65 people for Summer Reading. They had 147 people pre-register who showed up to pick up incentive prizes. Carrie added the people loved the parks programs that Carol and her department organized. Alexandria's numbers have remained good since kick off; with 25% more sign ups since the kick off.

Valerie Davis reported that she has taken over managing Alexandria. She met with all of the staff members to talk through how things are working, what they like, what they'd like to change, etc. Valerie added that her passion is programming. One of the things she'd like to focus on is helping Shelby and Naomee get out more in their area through outreach. Valerie reported that she'd like to help guide them with the things that she's learned during her time in programming. Valerie plans to be at Alexandria once week so they have access to their manager. Valerie reported on attending an outreach for World Refugee Day. They met about 30 people at this event that they needed Google Translate to communicate with. Valerie added that she wanted them to learn that the library is a safe place for them and told them about easy access card.

**PRESIDENT'S REPORT:** Tracy Smith had nothing to report.

## DIRECTOR'S REPORT

There were no questions about Chantelle's written report. Jon Cullick commented that Chantelle's report was very thorough. He liked the discussion Chantelle had with Tom Jones concerning the reading program to children of incarcerated parents. Chantelle Phillips reported that she has joined a committee of the Safety-Net Alliance that will focus on recovery and re-entry for those coming out of incarceration or rehab. She added the organization that has been handling reentry in this area, SITEKY, has lost its funding so Chantelle is hoping the library can step in and help. Jon Cullick feels that aiding in reentry is public library outreach at its best. Jon was also interested in the discussion that occurred about how difficult it is to get patrons to our Newport Branch from Dayton. He was in a group lately where he heard people saying they wished there was a Bellevue and Dayton branch. He felt that was an echo of what Chantelle was writing about. Chantelle reported that the Newport Branch has been trying to get people from Dayton to visit since it's opening. She added that this appears to be mostly a transportation issue. Chantelle reported that a Dayton resident emailed the County Judge Executive's office to comment about the Book Bus was not going to Dayton this summer. They were upset that Dayton was skipped this year during the Book Bus Tour when it was included last year. The person felt like Dayton has experienced growth which has increased their tax contribution but they are not seeing an increase in access to the library. Valerie Davis added that, because of the 2 mile walk from Dayton to the branch when she was a programmer, she always included quiet time for the kids to decompress after walking to a program. She added the Jessi Holloway, Newport's children's programmer, has been working with kids at Lincoln Elementary and they have expressed they can't walk to the library. Jessi has a backpack they take to the school full of books and the kids have voraciously been taking and reading the books. Valerie added that she and Jessie have been trying to find a way to meet their needs. Cody Elliott, Newport's adult/teen programmer, has been facing the same challenges with teens. There have been talks about a pop-up library one day a month at the Dayton Community Center. There will be a story time and a small collection. Patrons will be able to return books and get resume and reference help. Cody will be having teen drop in programs and Valerie will be offering tech help. Jon Cullick mentioned that is a good argument for more public transportation. Jessica Schweitzer inquired if library cards will be needed to check out book at this pop up or if it would be honor books. Valerie responded it will be both and added that she is working with IT Coordinator Robert Brunner to set up computer with access to our ILS but honor books will also be available.

Tracy Smith mentioned that the southern part of the county may feel short changed because there are more branches in the northern part of the county. Jessica Schweitzer echoed these concerns. She added that socio-economically there are other fishbowls that exist. Chantelle agreed with their concerns. Her hope is that the pop up will be a model that can be replicated in other locations because we have to prove that they will be used. Chantelle suggested that we may include volunteers in this effort because we have a lot of volunteers and not enough for them to do. Chantelle said that Outreach Services Coordinator Carol Freytag has asked if should turn the Book Bus into an actual book mobile. Kelley Raleigh felt like there was room for the Book Bus and the pop-up models. Tracy felt like taking the Book Bus to AJ Jolly in the summer during programs would be a great opportunity. Chantelle explained that we would go through too many books with the way the Book Bus currently operates. Kelly asked if they can do both, have it hold check out books and give away books. Chantelle said that Michael Gregory, technical services manager, had a plan for the Book Bus to work as a book mobile when we originally purchased it.

Valerie Davis expanded on the plan for the pop up by saying that she will be manning it with her children's staff, Claire Smith or Jessi Holloway. The children's staff will do the story time while she offers help to patrons who need it, then they will switch. Jessie and Claire have come up with easy to use guides to Libby so that kids can also use Libby. Jessica Schweitzer brought up the difficulties of the southern part of the county. Valerie pointed out that the close proximity of the Dayton to the Newport branch makes it easier to try out a satellite pop up. Technical issues will be easier to trouble shoot.

Chantelle reported on Tank on Demand. TANK will be having a meeting on July 23 at our Fort Thomas Branch to discuss it. Chantelle and Morgan Lockard-Ellis, Carrico/Fort Thomas branch manager, will be attending to see how this can benefit the library. Chantelle reported on the Duke LED light replacement project at the Fort Thomas Branch. They were able to complete the work during this fiscal year. Chantelle reported on contacting Hudson Piping. They will be coming to look at the geothermal system at Newport to plan about replacement so that the library is prepared. She added the HVAC units at Cold Spring units are all around 30 years old. At Fort Thomas, we will soon have all of its HVAC units replaced but its roof is nearly 30 years old.

Chantelle reported that she met with the school superintendents and JC Morgan, state director, Dolly Parton's Imagination Library of Kentucky, about changing their contract. JC suggested they switch to a draw down account. The library will no longer need to have a Campbell County Imagination Library bank account. The library will still collect the money from the schools but would give it directly to the Dollywood Foundation. Two school districts have approved the new contract. The other schools will be presenting it to their Boards' soon. The schools would like the library to continue to get the books back that cannot be delivered so that they may distribute them to the preschoolers in their communities. Kelley Raleigh inquired about the checks and balances if Dollywood controls the money. Chantelle reported JC Morgan is looking into this. This process is the way that all new Imagination Library partnerships are being put in place across the state.

#### **COMMITTEE REPORTS:**

- Board Member Selection Committee: Chantelle reported there are seven applicants for the open board positions. Kelley Raleigh, Jon Cullick and Chantelle discussed scheduling the week of July 8<sup>th</sup> (on July 9<sup>th</sup> and 10<sup>th</sup>) for interviews from 9-5pm that day. The interviews will be in the board room at Cold Spring. Chantelle will reach out to the candidates to schedule the interviews.
- Budget Committee: Jon Cullick moved to dissolve the committee, Kelly Raleigh seconded, all were in favor and the motion carried.

#### **NEW BUSINESS:**

- Disposal of Surplus Materials
  - Withdrawn items from the library's collection: This month's disposal includes 1,805 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.
  - Wish List Request: Before a motion could be made about the Wish List request, Chantelle said she is reconsidering whether the wish list item was a good idea. The price for the Cam the Lion boards had doubled. Jon, Kelley, and Tracy went out to look at

Alexandria's Cam board. Tracy suggested that we look into a foam board version rather than a painted version to reduce cost.

**UNFINISHED BUSINESS:**

- Strategic Plan Progress: Chantelle reported the managers provided their ideas for the strategic plan based on the past strategic plan, a version from a project created by University of Kentucky students, and the document from KLC. She said they had interesting ideas.
- Cold Spring/Newport Bathroom Renovations Update
  - Pre-construction meeting in mid-July: Chantelle reported we will have a preconstruction meeting with our architect and contractor in July. She added that last week in July the tile floor will be replaced at Newport. During that week, the branch will be curbside only.

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

**NEXT MEETING:** Wednesday, July 17, 5:30 p.m., at the Cold Spring Branch. Jessica Schweitzer asked for clarity on what was needed for their next meeting. Chantelle reported that four applicants needed to be recommended at the next meeting. Kelley and Jon discussed the questions that were used and agreed they were happy with the questions they used last time.

**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 6:36 p.m.

Respectfully Submitted,  
Amy Carroll, Programming and Community Engagement Manager

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Tracy Smith, President

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Kelley Raleigh, Secretary