

## **BOARD OF TRUSTEES REGULAR MEETING**

**July 17, 2024**

**Cold Spring 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, Jessica Schweitzer, Kelley Raleigh, and Jon Cullick. Also present: David Anderson, Cold Spring Branch Manager; Mackenzie Manley, PR Coordinator; Danielle Watkins, Human Resources Coordinator; Toni Sparks, Library Bookkeeper; and Chantelle Phillips, Library Director.

**PUBLIC COMMENTS:** None

#### **MANAGERS' REPORTS**

David Anderson reported on restroom, meeting room, and lobby improvements at the Cold Spring Branch. He also reported that all outreach vehicles are wrapped with current, up to date art. Dave reported that collection inventory is in three weeks. Staff have been weeding ahead of the inventory. Dave thanked the Board and Chantelle for bringing back a page position before Summer Reading. He also talked about the 380 folks who attended the first stop on this year's Book Bus Tour at the Bellevue Beach Park.

Mackenzie Manley reported on her work at the library, including creating social media posts, planning PR campaigns and traveling to all the branches to find creative ways to promote the library. She also communicates with staff to help boost programs and writes the monthly awareness emails for the DEI committee. Mackenzie passed around a sample of brochures and discussed the rebranding of Drop Your Drawers.

Danielle Watkins reported on working with MRA on FMLA policies for intermittent use and continuous use; completing a 10-week training via Gateway that included DISC personality training; and talking to benefits providers in the run-up to open enrollment. She reported on creating an application tracking system to follow applicants who apply when we don't have open positions but that we'd like to consider later. Danielle reported on having worked on performance review and volunteer hour tracking systems.

Toni Sparks reported on Admin's goal of a more collaborative office workflow. Toni feels that good progress has been made with insurance and other vendors. She reported on analyzing the way to deduct health/dental premium costs on either 24 or 26 paychecks each year. Toni added that we decided on 24 weeks and built a spreadsheet to track it all and make sure that employee deductions are being done correctly. Toni reported that we are working with our insurance broker to look at other options to help with employee costs for family coverage.

**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 age of Cold Spring HVAC systems and water source heat pumps for the Newport Geothermal system. She added the systems are aging and the library needs a plan to budget for replacement as units begin to fail. Chantelle reported that Art After Hours is on 26 Jul (Fri) at Fort Thomas from 7-9p and the Board is needed to judge the staff portion of the Tiny Art Show. Chantelle presented an example of signage she is working with Stephanie Class, communications manager, on about non-tolerance of aggressive behavior. The Board discussed the tone of the language and the size of the sign. The sample sign from a hospital was consider much larger than we would want to use in a branch and the tone of the language in the sample was considered harsh for a library setting. Chantelle presented softened language that we would use instead. Chantelle asked the Board about the annual dinner. It was decided that we'd change of the dinner date from September 18 to November 20 to allow the new Board members to attend. Chantelle reported that we have not yet received our suggested tax rates from KDLA. This discussion was tabled until the August meeting.

#### **COMMITTEE REPORTS**

- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): Chantelle reported on the applicants for the open Board positions. We had seven applications. Jon and Kelley enjoyed meeting and talking with all the candidates. For the Southern Campbell position, Jessica Schweitzer and Jade Kelley's names will be submitted. For the Fort Thomas, Highland Heights, Southgate, Newport, and Wilder areas position, Terra Ryder and Andrew Luken's names will be submitted. Jon Cullick moved to submit the presented names to KDLA for approval, Kelley 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 2,683 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. This month we also withdrew old printers, desktops and children's computers. These items will be donated to Habitat for Humanity. Jon Cullick moved to approve the disposals, Jessica Schweitzer seconded, all were in favor and the motion carried.
  - Approval of Destruction of Government Records: Kelley Raleigh moved to approve the destruction of 3,004 inactive patron records, Jessica Schweitzer seconded, and the motion carried.
- Approval of Auditor for CCPL and CCIL: Chantelle asked that the library stau with Bramel & Ackley for her first year as director. Jon moved to accept Bramel & Ackley as the library's auditor for FY23-24, Jessica seconded, all accepted and the motion was approved.

**UNFINISHED BUSINESS**

- Strategic Plan: Chantelle reported on the possible use of KLC for market research. She added the managers are discussing the plan at their meeting on July 18.
- Cold Spring/Newport Bathroom Renovations Update: Chantelle reported on the pre-construction meeting held on July 11 between herself, Joe Hayes, Jeff Brielmaier and Valerie Davis. The floor work at Newport will take 5 days, not the originally stated 3 days, as the floor cannot be walked on for some time after work is completed. Also, we will be using portable restrooms versus having one bathroom closed at a time as was discussed. The library will get one handicapped accessible portable unit for each branch.
- Newport Elevator Modernization: Chantelle reported that August 12 is the new date for delivery for elevator parts, from the previous August 5 date.

**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, August 21, 5:30 p.m. Newport Branch

**ADJOURNMENT:** Kelley Raleigh 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 6:50 p.m.

Respectfully Submitted,

David Anderson, Cold Spring Branch Manager

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Tracy Smith, President

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Kelley Raleigh, Secretary