

BOARD OF TRUSTEES REGULAR MEETING
September 18, 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 were: Jon Cullick, Jessica Schweitzer, and Tracy Smith. Attended via videoconference: Kelley Raleigh. Also present: Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Katherine Sallee, Carrico/Fort Thomas Adult/Teen Services Librarian; Stephanie Class, Communications Manager; Robert Brunner, IT Coordinator; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- None

MANAGERS' REPORTS:

Robert Brunner reported on the implementation timeline for our new email service provider, Zoho, which he hopes will be fully implemented by the third week of October. He explained that he will send out invites to the board members before it is officially live and will be happy to help with any questions about Zoho at the next board meeting. Robert reminded board members that they would need to decide on what type of multi-factor authentication method they prefer when accepting the invite and to let him know if they prefer to have a Yubikey ordered.

Katherine Sallee reported on her growing confidence in handling technology appointments and programming. She visits the Campbell County YMCA once a month to provide a tech table in their lobby. This is more versatile compared to a traditional classroom style program, where she provides quick technology assistance, sets up technology appointments, or answers other library related questions. She emphasized that she has had very meaningful conversations with patrons such as a person who was concerned about previously accrued fines that had kept them from being comfortable visiting the library. Katherine was able to reassure the patron by explaining our amnesty program in 2020 and that the library is now fine free. Katherine also discussed her appreciation of the craft programs she provides for teens and adults. She explained that the biggest impact for craft programs are that they provide patrons the ability to try different activities by removing the cost barrier. She expressed that she has received feedback from patrons who appreciate the opportunity to try different crafts without having to investing their personal resources. As an example, in a needle felting program, one patron discovered they did not enjoy the activity at all.

Morgan Lockard-Ellis gave an update on the library's Senior Planet partnership with Meals on Wheels, on which staff received training this past spring. The first programs have been completed at each branch and two at the Southern Campbell Fire District with 17 attendees overall. The classes have been getting great feedback from attendees that appreciate the variety of topics offered with some patrons attending multiple classes. She also shared that one patron, who attended her *How To Choose a New Computer* class, was so excited about what she learned that she went to try a library desktop and laptop right after class and also signed up for a technology appointment to learn more. Morgan also shared the success of the library's participation in the Tower Park Movie Nights at the Fort Thomas Farmer's Market this summer. The Fort Thomas staff provided crafts ad activities for families leading up to the movie.

There were 734 attendees in June for Dino crafts and 496 attendees for Harry Potter crafts and wands in July. There are also upcoming opportunities that Morgan has worked with the city to give the library a more interactive role in at the Pumpkin Walk and the Holiday Walk. These opportunities are crucial for the Fort Thomas staff as they continue to have difficulty working with the schools in their service area and this allows the library to better engage our kids and families. Morgan also gave updates on various building projects happening including the Duke Energy lighting project to switch lighting to more sustainable LEDs and the much-needed new furnaces currently being installed for the Meeting Room area. She also shared that the change of the public restrooms to single use with new locks has gone smoothly and has even gotten positive feedback from story time families that appreciate the ability to more easily use the restroom with multiple children.

Stephanie Class reported on the success of the September Signature Series with the author of *Charlie Hustle* at the Fort Thomas branch. She added how she enjoyed promoting the event as well as seeing patrons wearing their reds gear to the event. Stephanie also discussed the very busy fall promotion schedule that included some exciting events like Curbside Trick or Treat, Signature Series, the Dayton Pop-Up Library, and the Autumn with Austen series. Stephanie reported on the rebrand of the annual Drop Your Drawers program to Cam Cares, this change will hopefully better reflect our intention to provide resources as needed and give us flexibility on what we are collecting. Stephanie will be interested in seeing the public response to the rebranding. Stephanie also shared a popular social media post on “in plain sight but underappreciated resources” that can be found at the library such meeting rooms, air conditioning, water fountains, and more.

PRESIDENT’S REPORT

Tracy Smith reported a card with an annual check for the imagination library from Nancy Wright in memory of her grandson. Jessica asked how the funds get deposited to that account and Chantelle explained the process.

DIRECTOR’S REPORT

There were no questions about Chantelle’s written report. Chantelle reported that our annual Staff Day will be next Friday, September 27th, and that she has ordered enough lunches so that the whole board may attend at noon if they are interested. Tracy Smith also confirmed that she will be in attendance to speak to the staff that morning. Chantelle updated the board with the details of the Board Appreciation Dinner that will held immediately following the November Board meeting at the Greenline in Fort Thomas. Chantelle reported that Gene and Joyce Maegly will be retiring from the Friends Board at the end of the year. Chantelle would like to get a plaque to honor their 22 years of service to the library and the board approved of that purchase. She has also requested certificates of appreciation from KDLA and Judge Penderly in time for the October Friends board meeting. Chantelle also discussed the Dayton Pop Up Library starting this month. There has been feedback from the city about the day and time that was selected with the hope it would be on a Saturday rather than during the week. Chantelle responded with our reasoning for this choice as it being for members of the community that could not leave the community to get to one of our other branches. She explained we can always look at adjusting it in the future and that we will continue to explore our options as we implement this new service. Chantelle also shared that she visited the detention center at the end of August along with other community resource groups to help them with transitional services for re-entry. She thought it was a very impactful outreach opportunity and will be sharing this monthly visit with Valerie Davis. The topics that seemed to concern this audience the most included getting an ID, social security cards, and birth certificates as well as

options for housing. Chantelle would like to focus our participation on assistance that we would naturally provide in the branches.

COMMITTEE REPORTS:

- Board Selection Committee (Jon Cullick and Kelley Raleigh): Chantelle has spoken to our county officials about who will be appointed to the board and that they will approve our selection at their October meeting. Chantelle will then contact the selected board members to coordinate being sworn in and then notify the candidates that were not chosen.

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1435 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 seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Strategic Plan: Chantelle reported that she spoke with Tad Long from the Kentucky League of Cities about the library doing more of the work on the Strategic plan with their support. We will handle the staff survey and KLC will be creating the public survey as well as analyzing the results for us. The committee will be getting together this week to discuss our long-term goals and their associated activities. KLC will also be handling the in-person interviews with local officials from a list that we will provide and these will be conducted over Zoom. We will be writing the final product and then KLC will review it and assist as needed to create the version to present to the board and the public. This will help to reduce the cost of services from KLC. Jessica asked Chantelle about the focus for 5 to 7 years and she explained that we want long-term goals that we will then review every 3 years. Jessica also asked about the facilities plan and Chantelle explained that we will still create one, but the work will be done by us in-house.
- Cold Spring/Newport Bathroom Renovations Update: Chantelle reported that work is moving along smoothly and is predictable as the work that happens at Newport is then done a few days later at Cold Spring. The floors are in place with tile work being done this week and the fixtures will be next with the hope that they will be completed by the end of September. During the renovations, the library bought changing tables and pads to be available in other areas in the library to accommodate patron needs while the bathrooms have been unavailable.
- Newport Elevator Modernization: Chantelle reported that all of the equipment was delivered last Monday and that they have been doing the electrical work. They have been updating Sean Mertens and requested the remainder of their payment which Chantelle is holding onto until the work is completed. Chantelle explained that the work does seem to be proceeding and that we hope to have it completed by the end of October when Tracy asked about the timeline.

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, October 16, 5:30 p.m., at the Alexandria Branch.

ADJOURNMENT: Jon Cullick 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 6:19 p.m.

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

Tracy Smith, President

Kelley Raleigh, Secretary