

## **BOARD OF TRUSTEES REGULAR MEETING**

**August 21, 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, Jessica Schweitzer and Jon Cullick. Absent: Kelley Raleigh. Also present: Valerie Davis, Newport Branch Manager; Claire Smith, Newport Children's Services Librarian; Robert Brunner, IT Coordinator; Michael Gregory, Technical Services Manager; and Chantelle Phillips, Library Director.

#### **PUBLIC COMMENT:**

- None

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

Valerie Davis reported on the replacement of the floors in the building, the plans for the Dayton Pop-up as well as the end of summer program and the patron's excitement for it.

Claire Smith discussed the end of summer and how grateful patrons were for it, including all the white board notes that people left for them. She discussed her plans for Take Your child to the Library day in February with events highlighting the value of activities the library has for children. She also discussed an idea that the Newport children's department has been talking about that includes having a staff member set up a table during the first week of Summer Reading to encourage sign ups.

Michael Gregory reported that it was his department's best year for budget use because the budget came in at \$12.18 under budget. Michael also reported that Kentucky Libraries Unbound had a 22% increase. Jessica Schweitzer asked how real account sign ups for the digital card were going. Michael responded that, with our new verification in place, it seems to be helping. He added that the use of KLU doesn't seem to be plateauing. Michael reported that inventory was completed at our Cold Spring and Alexandria branches in August. He added that internal interviews were completed for the position that Kelly Hesse is vacating.

Robert Brunner discussed the employee purchase program. He also discussed the purchase of 34" ultra-wide monitors for use in technical services. Michael stated they made doing his job much easier. Robert added they were feasible in the budget due to price dropping. Robert implemented a new version of Deep Freeze on our public computers and has almost finished implementing Cloud 9 which will take the place of PC Reservation. He replaced the printer in technical services with a more robust one which will help both technical services and outreach. Robert reported that he is in the process of completing the set up for Zepto mail which is the first step in replacing our current email. He added that E-rate paperwork has been completed and will be sent in by the end of the month for replacing our access points. Chantelle Phillips

asked Robert to clarify. The access points will allow for patrons to use Wi-Fi in the parking lots as well as some areas of the building that have spottier coverage.

### **PRESIDENT'S REPORT**

Tracy Smith had nothing to report

### **DIRECTOR'S REPORT**

There were no questions about Chantelle's written report. Chantelle Phillips reported on the upcoming Staff Day meeting which takes place at Newport on Friday, September 27. Tracy Smith said that she is checking to see if she will be able to come that morning to talk to staff. The rest of the board is going to try to come and have lunch with the staff. Chantelle reported that Dolly Parton is visiting Kentucky as a thank you to all those involved with the Imagination Library and to celebrate Kentucky reaching full coverage across the state – an Imagination Library in every county.

### **COMMITTEE REPORTS**

- Board Selection Committee: Chantelle reported that she heard from KDLA today that they had just started working on our nominations. Chantelle added that she hopes to hear from them by the end of the month. Chantelle will contact everyone those whose names were sent to KDLA to let them know.
- Board Member Officer Selection: Jessica Schweitzer suggested that we keep the Board officers as they stand now. Those are:
  - Board President – Tracy Smith
  - Board Vice President – Jessica Schweitzer
  - Board Treasurer – Jon Cullick
  - Board Secretary – Kelley Raleigh

Jon Cullick moved to approve the current slate of officers, Jessica Schweitzer seconded, all were in favor and the motion carried.

### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 3,747 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, Tracy Smith seconded, all were in favor and the motion carried.
- Tax Rates: Chantelle Phillips recommended that the library take the compensating tax rate which should still provide sufficient revenue for the system. Tracy asked if we have to go to the fiscal court. Chantelle stated that she believes if we take the compensating rate we do not have to. The compensating tax rate is 6.2 for real property, 6.2 for personal property and 2.6 for motor vehicle. Jessica Schweitzer moved to approve the tax rates as presented, Jon Cullick seconded, all were in favor and the motion carried.

## UNFINISHED BUSINESS

- **Strategic Plan:** Chantelle reported that she wants to spend the money traditionally spent on an outside agency to create the strategic plan on an organization to create a facilities master plan; she presented facilities plans from other libraries. Tracy Smith asked what this consultant would do. Chantelle Phillips explained that they would work to explain what branches are lacking, what the county needs and in what areas, and what to do with the land in the southern part of the county. Tracy Smith asked if this was to see if we should expand, add services or maintain buildings. Chantelle Phillips said it's to give us a guide for what we should do with the land we own. Jessica Schweitzer asked if they would present their findings, Chantelle Phillips said they would. Jon Cullick asked how we would go about choosing someone. Chantelle stated she can contact a few different groups to have them write proposals. Jessica stated that she is concerned about how they will find information not just walking around buildings. Tracy asked about the other piece of the strategic plan that the managers have been working on. Chantelle stated that she plans to have it to the Board to review by the January meeting. Tracy feels an outside agency keeps everything on track. Jessica stated that she believes it can be done in house but wants to know the specifics on how we plan on reaching the community. She is worried about what do we do if we don't get responses and hear from the actual community. Chantelle laid out a plan of groups the strategic plan committee will reach out to and stated that while it's more work intensive she would rather spend money on things we cannot easily determine from surveys. Tracy asked about the land in the southern part of the county. Chantelle stated that is part of why she wants the facilities report as she believes we need an outside agency to state whether we should build on that land or if we need a building somewhere else. Jon Cullick stated that he believes it's a good idea to bring in an outside consultant as an important part of the strategic plan is the outside opinion. Jessica stated that she feels there needs to be a point of separation so that the community doesn't feel like the library didn't reach out to them. Jessica asked if we can ask the consulting company if they can do ala carte and only do the surveys. Jon stated that it's important to let people know their opinions matter. Tracy stated that maybe we do part of the facilities consulting but that it's not the only thing. Chantelle summarized everyone's concerns and questions. Jessica stated that there are still many questions to be answered by the strategic plan. Chantelle stated that she feels the largest is the South Branch question.
- **Cold Spring/Newport Bathroom Renovations Update:** Chantelle reported that the demolition crew did a great job at both buildings. She added that the port-o-lets will remain until the end of the job. With the job starting late and extending into the start of fall programming, the programmers are making back up plans for how this will affect those attending their programs.
- **Newport Elevator Modernization:** Chantelle reported that the elevator work has been delayed due to equipment supply issues. Chantelle will talk to someone at Otis to encourage them further. Currently, the equipment is due to be delivered in September.

### **Executive Session**

- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(f) to discuss a personnel matter which might lead to the appointment, discipline, or dismissal of an individual employee, Jessica Schweitzer seconded the motion, all were in favor and the motion carried. ☐
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:30 p.m. to discuss a personnel matter which might lead to the appointment, discipline, or dismissal of an individual employee.
- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library end the closed session, Jessica Schweitzer seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:50 p.m.

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

**NEXT MEETING:** Wednesday, September 18, 5:30 p.m., at the Carrico/Fort Thomas Branch.

**ADJOURNMENT:** Jessica Schweitzer 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 7:00 p.m.

Respectfully Submitted,  
Valerie Davis, Newport Branch Manager

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Tracy Smith, President

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Kelley Raleigh, Secretary