

BOARD OF TRUSTEES REGULAR MEETING
October 16, 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 were: Jon Cullick, Kelley Raleigh, Terra Ryder and Tracy Smith. Absent: Jessica Schweitzer. Also present: Robert Brunner, IT Coordinator; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- None

MANAGERS' REPORTS:

Robert Brunner reminded the Board to log into their Zoho email accounts and to let him know if they have any issues. Kelley Raleigh asked when the email transfer would be complete. Robert said that he would let them know when it's done. Jon Cullick said that Robert's instructions were very helpful and clear.

PRESIDENT'S REPORT

Tracy Smith welcomed Terra Ryder to the Board and welcomed Jessica Schweitzer back to the Board with her re-appointment.

DIRECTOR'S REPORT

Kelley Raleigh asked about the Banned Books post. Chantelle reported on the comments made on that post through Facebook and other related posts. Chantelle presented a Wish List request from a Cold Spring staff member for a 3D printer. The Board were all fine with this purchase. Chantelle asked the Board how they would like to proceed with her annual evaluation. Tracy Smith said that former Library Director JC Morgan would provide the Board with a list of his accomplishments for the year. Then the Board would provide their thoughts to Tracy and she would write up the evaluation. Chantelle will have her list of accomplishments to the Board by the November meeting. The Board members will have their thoughts to Tracy by December's meeting with a meeting between Tracy and Chantelle, to present the evaluation, happening before the January Board meeting. Chantelle reported that she will delay her annual merit increase until after the evaluation has been presented.

COMMITTEE REPORTS:

- Board Selection Committee (Jon Cullick and Kelley Raleigh): Jon Cullick moved to disband the committee, Kelley Raleigh seconded, all were in favor and the motion carried.

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,076 items withdrawn from the collection.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, Kelley Raleigh seconded, all were in favor and the motion carried.
- Policy Reviews -- Board Policies, Board Procedures, Bylaws and Articles of Incorporation, Open Records and Record Retention, and Values Statement: Chantelle asked if she could change the he/she language in the Bylaws. She added the language in the Articles of Incorporation would not change. Jon Cullick moved to approve the Board Policies, Board Procedures, Open Records and Record Retention, and Values Statement as presented and the Bylaws with the suggested language changes, Kelley Raleigh seconded, all were in favor and the motion carried.
- Approval of KDLA Annual Report: Jon Cullick moved to approve the report as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Strategic Plan – Zoom meeting with Tad Long from Kentucky League of Cities: Chantelle left the room so that the Board could speak with our Strategic Plan Consultant as he interviewed them on their ideas for our next strategic plan.

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, November 20, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Jon Cullick 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 6:37 p.m.

Respectfully Submitted,
Chantelle Phillips, Library Director

Tracy Smith, President

Kelley Raleigh, Secretary