

**BOARD OF TRUSTEES REGULAR MEETING
December 18, 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 were: Tracy Smith, Jessica Schweitzer, Kelley Raleigh, Jon Cullick, and Terra Ryder. Also present: Valerie Davis, Newport Branch Manager; Michael Gregory, Technical Services Manager; Beth Seiter, Collection Services Coordinator; Toni Sparks, Library Accountant; Robert Brunner, IT Coordinator; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- Joe Schwerling, Fort Thomas

AUDITOR'S REPORTS: Stephanie Huhn, from Bramel & Ackely, delivered a summary of the independent auditors' report to the Board for the library's financial statements year ended June 30, 2024. The library received a clean audit. Kelley Raleigh moved to approve the auditor's report as presented, Jon Cullick seconded, all were in favor and the motion carried.

MANAGERS' REPORTS

Valerie Davis reported on the Jolabokafloð Open House at Newport and how the community reacted to it. She also reported on the work of Amy Barker, Social Work Intern.

Michael Gregory discussed hiring Stephanie Daughtery as the department's new cataloger and how well she is doing. He added that Stephanie had previously worked on the Patron Services Desk at Newport. Michael also discussed adding Ingram as a primary book vendor due to ongoing problems with Baker & Taylor. He reported that he will be doing a cost analysis at the end of the fiscal year to see which company is better.

Beth Seiter discussed the Collection Assessment. She reported that this is the seventh assessment in the system; her fourth time writing it. Highlights of the report include Alexandria's collection and our digital collection are the most used collections by item. Alexandria has the highest turnover rate and the lowest cost per item; they also have the highest turnover of Juvenile DVDs. Kentucky Libraries Unbound has been the number one collection for check out and new users in the state. Beth added that it has 20% more users than the next system, which is Warren County. Beth also reported that our digital circulation has increased by 16%. Jessica Schweitzer talked about KLU being hard technology for children to use. Chantelle talked about Yoto players and Playaways as possible future options for children. Jon Cullick asked about physical versus digital collections. Beth reported our physical items check outs are 581,000 versus digital collection check out at 316,000. Jon asked about non-circulating reference collection. Chantelle explained that with few exceptions everything we have is circulating and, currently, we retain only one copy of the Kentucky Revised Statutes. Tracy Smith asked which building has the highest circulation. Beth report that it is Cold Spring.

PRESIDENT'S REPORT

Tracy Smith had nothing to report.

DIRECTOR'S REPORT

There were no questions about Chantelle's written report. Chantelle reported that our Treasury Bond matured on December 15 and was renewed for 12 months at 4.047% interest rate. Chantelle discussed the possibility of changing the meeting room policy to allow for small social events. She added that our community needs places where they can hold small functions for less cost. She added that allowing them to use the room for social events would come with caveats such as a reservation fee requiring a small charge or deposit and being limited to no more than 30 people. Tracy Smith asked about custodial issues. Chantelle stated that taking out the trash would

be required of those reserving rooms. Kelley Raleigh asked if it would be after hours. Chantelle stated no, that requests would have to work within regular operating hours. Tara Ryder asked if there was a need. Chantelle stated there was and Valerie Davis added that we get multiple requests monthly. Jon Cullick asked about food. Jessica Schweitzer also asked about catering, states she believes catering needs to be preapproved. Tracy Smith asked what cleaning up means, and sees that there is a need but is worried about the impact on staff. Jessica Schweitzer asked about liability. Kelley Raleigh stated that we need to be clear about what would cause money not to be returned. The Board asked that we get contracts from parks with community rooms and hotels to see what is expected. Jessica Schweitzer asked if Kenton and Boone County libraries do this. Chantelle stated Boone and Cincinnati do, but Kenton does not. Chantelle also checked with our regional consultant to ensure that this would not have legal ramifications for us. She added that Jeff Gurnee, our regional consultant, told her there would not be and many other libraries in the state were allowing social gatherings in their rooms.

COMMITTEE REPORTS:

- None

NEW BUSINESS

- Review of Policies: Tara Ryder moved to approve the Collection Development and Income and Disbursement Policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 795 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 second, all in favor and the motion passed

UNFINISHED BUSINESS:

- Strategic Plan: No discussion on this ongoing project.

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

NEXT MEETING: Wednesday, January 15th, 5:30 p.m., at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Tara Ryder 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 6:54 p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary