

BOARD OF TRUSTEES REGULAR MEETING
November 20, 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 were: Tracy Smith, Jessica Schweitzer, Kelley Raleigh, Jon Cullick, and Terra Ryder. Also present: David Anderson, Cold Spring Branch Manager; Regional Consultant Jeff Gurnee; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- None

REGIONAL CONSULTANT'S REPORT

Jeff Gurnee reported that he is happy to be at the meeting and that we have a good library system.

MANAGERS' REPORTS

David Anderson reported on the completed restrooms and remaining punch list items, and on his new Memory Cafe program.

PRESIDENT'S REPORT

Tracy Smith reported on a note from a patron that says she loves that we are a program heavy library. A note from the Fort Thomas city staff said we were once again an amazing partner for the pumpkin walk. Another patron wrote that she was very happy that we got two books for her and felt that we went above and beyond.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her written report. Jon Cullick noted the very good numbers from the job fair. Chantelle reported on a recent payroll fraud incident. She added that our payroll company, PayOptions, has been seeing an increase in this kind of fraud. Chantelle reported on donations to Cam Cares; so far, we have less than a thousand donations for the rebranded program. Chantelle reported that Communications will be making new signs showing that Drop Your Drawers is now Cam Cares. Chantelle will remind the Board to bring their donations to the December Board meeting for a photo op. Chantelle went over the policies to be reviewed at upcoming meetings. There was a discussion of the annual review process for the Board's review of Chantelle. Tracy will meet with Chantelle to go over the review before the December meeting.

COMMITTEE REPORTS:

- None

NEW BUSINESS:

- Disposal of Surplus Materials: This month's disposal includes 1,297 items withdrawn from the collection.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.

UNFINISHED BUSINESS:

- Strategic Plan – Chantelle mentioned the in-person interview summary notes that were included in the Board packet.

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, December 18, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Terra Ryder seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:05 p.m.

Respectfully Submitted,
David Anderson, Cold Spring Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary