

**BOARD OF TRUSTEES REGULAR MEETING**  
**February 19, 2025**  
**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: Tracy Smith, Jon Cullick, Jessica Schweitzer and Terra Ryder. Attended via video conference: Kelley Raleigh. Also present were Toni Sparks, Library Accountant; Valerie Davis, Newport/Alexandria Branch Manager; and Chantelle Phillips, Library Director.

**MANAGERS' REPORTS:**

Valerie Davis discussed April Soto becoming assistant branch supervisor and some of the changes April's made to the building. Valerie also reported on creating a neurodiverse craft club for the summer to invite a new group of patrons to the library. Valerie reported on the termination of two employees and how their positions would be changed to help the branch grow.

Toni Sparks reported on seeking out new auditors for the library to consider for its FY2024-25 audit. She also reported on how many agencies no longer do government audits. Toni added that one agency from Winchester KY requested to be able to bid for our auditing work. Toni filled out the forms for them but then never heard back. Toni reported that we contacted Anthony Workman of Kelly, Gallow, Smith and Goolsby. This is the agency that conducts audits for the Boone County Public Library. Toni reported that their fees, if we used them for three years, would be a rolling fee of \$11,000 for the first year, \$11,500 for the second and \$12,000 for the third. Terra Ryder asked how long they've been working with the Boone County Libraries. Toni didn't know the exact time but knew it had been at least two years. Toni reported that we are now using one credit card company for both the copiers/printers and the front desk and, because of that, we are finally hitting our minimums. She added that Nyax, the previous credit company for the copiers and printers, wasn't properly charging for prints. Using Payments Hub, our current company, is fixing this error.

**PRESIDENT'S REPORT**

Tracy Smith had nothing to report

**DIRECTOR'S REPORT**

Chantelle Phillips asked if there were questions about her written report. Jon Cullick asked about the sword incident. Chantelle stated that she has asked Sean to make sure our section of the dog park is cleared. Jon added the he is excited about the GED testing center and seed Library. Chantelle reported on IT Coordinator Robert Brunner's Computer Purchase Proposal.

She added that this is good information to have for his budget for next fiscal year but that she doesn't want to move forward with the proposal this fiscal year.

**COMMITTEE REPORTS:** None

**NEW BUSINESS**

- Approval of New Auditing Firm: Jessica Schweitzer asked why we aren't using the current auditing firm. Toni explained it is good practice to change firms every few years. Jon Cullick asked if there was a probationary period for new auditors. The Board asked Toni Sparks to look into a one-year contract with an option to add more years. Toni said we can ask for a locked into \$12,000 pricing. Jon Cullick moved to approve Kelly, Gallow, Smith and Goolsby as our auditing firm for FY2024-25, Terra Ryder seconded, all were in favor and the motion carried.
- Review of Policies:
  - Personnel Policies – Tracy Smith asked how the work from home policy came about. Chantelle explained that she wanted to have a policy that could cover what we allow and why we don't do it on a regular basis. She added that the first part limits how much time you can do work from home because we need to be in building where the patrons are. The second part gives some leeway to work from home if there is a medical issue. Tracy stated that trends seem to be going away from it, with no benefit to the employer. Jon Cullick agreed. Jessica Schweitzer sees safety in having the policy. Kelley Raleigh stated there needs to be a policy in place if it's going to happen; feels the bar should be a year in with a satisfactory review. Terra Ryder wants clarification on who gets work from home, as all jobs can't be done from home. She talked about it being used for specific purposes and what the incoming workforce expects. Terra adds many workers will take pay cuts if the benefits and flexibility are there. The Board asked about book club hours and why they happen off site if we have reading rooms in the building. Tracy asked about time off accruals. The Board chose to table the approval of the Personnel Policies until the March meeting and requested a rewrite of the Work from Home policy.
  - Volunteer Policies: There were no questions about the Volunteer Policies.
  - Meeting Room Policy: Jon Cullick asked about amplification equipment. Terra Ryder moved to approve the Volunteer and Meeting Room Policies as presented, Jon Cullick seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 1,697 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 second, all were in favor and the motion carried.

**UNFINISHED BUSINESS:**

- Strategic Plan Draft Approval: Tracy Smith asked about adding a parking pad on our property at Parkside Drive. Chantelle stated that it is doable but we do not know the price.

Toni Sparks added that we have approval for a side road off of Parkside but not on 27. Terra Ryder asked if development on this land will it cause any issues. Chantelle stated that the county knows we have the land but that we need to move forward in stages. We will be prepared for questions and concerns about finally developing this property. Tracy asked about express units. Terra asked how duties are being allocated. Chantelle answered that the management team will develop an action plan and assign areas of responsibility for implementing the Strategic Plan. Kelley Raleigh requested that goals be put in order of importance. The Board asked for further time to think about the plan and will email their thoughts to Chantelle by March 10<sup>th</sup>.

**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, March 19, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Tara Ryder 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 6:49 p.m.

Respectfully Submitted,  
Valerie Davis, Newport/Alexandria Branch Manager

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Tracy Smith, President

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Kelley Raleigh, Secretary