

BOARD OF TRUSTEES REGULAR MEETING

November 18, 2020

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, Jon Cullick and Jessica Schweitzer. Attended via videoconference: Maggie Brown and Christie Fillhardt. Also present was JC Morgan, Library Director. Attended via videoconference: David Anderson, Cold Spring Branch Manager; Dawna Haupt, Library Accountant; Melissa Yankee, Human Resources Manager; and Chantelle Phillips, Assistant Director.

INVITATION FOR PUBLIC COMMENT

- None

PRESIDENT'S REPORT

Tracy Smith reported on a note received from Don Grosenbach's family for the flowers sent to his funeral and a note from an author who worked with Carrico/Fort Thomas Children's Librarian Jennifer Gooch on a program for our patrons. The author praised Jennifer and her professionalism and praised the library for hiring her.

REGIONAL LIBRARIAN'S REPORT

Regional Librarian's written report is included in the Board packet.

MANAGERS' REPORTS

Dave Anderson reported that several times daily his staff receives compliments on the parking lot, the entryway, the new seating and the mural. In fact, one patron said the parking lot was so nice that it must have been designed by a woman! Dave reported on our outreach effort and that not much is happening in our communities right now. However, Stacey Venneman's holiday gift bag project has become wider than the initial idea. Stacey will be taking bags to all the day care centers we typically visit and we will also have bags available in all our branches. Dave reported on the redesign of the sticker we place on all giveaway books. It now incorporates a better logo and has our URL. Dave also reported on our adult outreach efforts. It's been six months or more since we've been able to get into senior living facilities. However, we are mailing material to half of the outreach patrons we typically visit. We are also doing some contactless deliveries. Kelsey Stratton, our Adult Outreach Services Assistant, is putting together goody bags with crafts and books to alleviate boredom over the winter for our seniors. Dave also reported on staffing changes over the last month or two. Danielle Turner, who started at CCPL as a Patron Services Assistant at Newport then moved to work at Alexandria as a Branch Services Assistant is now the Adult/Teen Programmer at Cold Spring. This move allowed Cold Spring Page Evan Kramer to move to the Branch Services position at Alexandria and then Mercedes Maschinot, who started with us as a Signature Series volunteer, to move from a page position at Cold Spring to the Patron Services desk. Dave added that it is good that so many of those that have been here a while have been able to move up.

Dawna Haupt reported that she has not reported to the Board since 2018 except for once in 2019 when she attended the meeting to present the audit. Dawna welcomed Maggie and Jessica to the Board. Dawna noted that she has been working with Jon and he is shaping up to being a good treasurer. Dawna mentioned, ironically, that the year we were not able to participate in parades is the year she was no longer the chair of parade. Dawna reported that it is audit time and she is working with Bramel and Ackley to review all our paperwork. This is also the first year they are reviewing the Campbell County Imagination Library. Bramel and Ackley haven't done a review like that for a really long time so she wasn't sure what they were going to need. Dawna added that, for our library audit, we have a lot of projects that she has to keep straight and working both at home and in the office makes that all trickier but she still loves working for the library.

Melissa Yankee reported that, at one point this summer, we had seven open positions spread over the four branches. Currently, we have two open positions – one page and one patron services supervisor. Melissa reported that we were not able to hold Staff Day this year but the managers still wanted to provide some staff recognition items so we ordered fleece jackets for everyone. Melissa reported that, in October, she returned to working in the office on Tuesdays and Wednesdays. She added that she's been working from home with a six and a two year old. Also, in October, Melissa worked Curbside Trick or Treat at Cold Spring. Melissa added that the Friends of the Library still gave us money for holiday lunches, but since we can't hold those right now, we gave staff the choice of gift cards. Melissa also worked the Friends book sale on November 14. JC added that Melissa is handling contact tracing with staff quarantines.

DIRECTOR'S REPORT

JC asked if anyone had questions about his written report. Jon Cullick asked about our books by mail program. JC said that 30 homebound patrons were being served through this program. Jon also wanted to know how that number compares to non-Covid times. JC said that outreach to seniors is much less than normal since we are not visiting nursing home and assisted living facilities. Normally, we provide homebound service to about 90 patrons a month. Also during normal times, we are able to provide patrons with book collections as we visit facilities or homes. JC talked about our recently retired Adult Outreach Librarian and how she got close to her patrons. Kelsey, our current adult outreach person, has only been on the job since April. Jon thinks is a great service because of the human contact. Jessica Schweitzer asked about withdrawn books given to Friends versus books being destroyed. JC said that anything we don't sell in these current book sales will be given to Document Destruction. He added that the Friends recycle books too. Jessica also mentioned she had a patron ask her about library fines. This patron was under the impression that we were not charging library fines but she got a text message saying that she owed money on her account. JC answered that we removed fines from all accounts that were applied before March 14 of this year and said that we are currently not charging late fines. However, the money owed could be for a billed item as we are charging for any material not returned. JC reported on a form he needs signed by all Board members. He has Jon's form, will leave Christie's at Cold Spring, and Maggie's is at the desk at Newport along with her staff calendar. JC asked if there were any questions about his review. He added that neither Jessica nor Maggie need to participate in this year's review.

JC reported on the governor's new mandates. Schools are closing to in-person beginning November 23 until January 4. However, elementary schools can return to in-person learning on December 7 if their county is not in the red zone for viral spread. It also seems that we will need to staff our buildings at 33%

capacity. We may not be able to keep the buildings open at that level. JC reported the mandate also states that there should be no meetings with more than 8 people from two different households. JC suggested that we take Board meetings back to virtual for now. Maggie Brown added that she lives across from the Newport building, which is an inner city environment, and she is disturbed to see kids sitting outside the library using the WiFi. Jessica asked what 33% capacity would be. JC said the managers will talk about it tomorrow. JC also reported on the telephone system meeting with a representative from Verizon. He thought we couldn't switch to a new phone system until next fiscal year but Verizon is offering on a promotional offer right now. The Verizon phone system runs through internet lines. JC added that for we can get all new phones and have this new service for \$15,000 annually. We currently pay \$21,000 per year for our phone system. JC reported that the Board members will be receiving letters in the mail with a conflict of interest form that needs to be completed, signed and returned to our auditors.

COMMITTEE REPORTS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 1,629 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Jon Cullick moved to approve the disposal, Christie Fillhardt seconded, all were in favor and the motion carried.
- Review of Policies – Collections Development, Income and Disbursement, and Meeting Room: JC reported that minimal changes were made to the Collection Development Policies and no changes were made to the other two policies. Jon Cullick moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Merit increases for staff: JC reported that the cost of living increase for 2020 is 1.8 percent and that he would like to provide the staff with a 2 percent merit-based increase retroactive to July 1. Tracey Smith said that she thinks it's a good idea. Jon Cullick added that it is being attentive to staff morale. Maggie Brown moved to approve a modification to the FY 2020-21 budget to provide a 2 percent increase for staff, Christie Fillhardt seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Construction Report: JC reported the work is complete at Cold Spring except for fixing the cracks in the parking lot caused by settling on the seam lines in the concrete that we overlaid. He added that the back lot is draining fine now. JC added that he is holding \$2000 in retainer plus the cost of fixing the cracks in the spring until all is fixed.
- Coronavirus update: JC reported that we have two staff with household members who have tested positive. So far all staff have tested negative but we have one staff member waiting for a test result. However, this affects other staff members because they have to quarantine while we wait on test results. Last week had quite few staff members in quarantine.

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 16, 5:30 p.m., through Zoom.

ADJOURNMENT: Maggie Brown moved to adjourn the meeting, Christie Fillhardt seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:17 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary