

BOARD OF TRUSTEES REGULAR MEETING

February 17, 2021

Online Meeting conducted via Zoom

MINUTES

CALL TO ORDER

President Tracy Smith called the regular meeting to order at 5:30 p.m.

ATTENDANCE

Board members present: Tracy Smith, Christie Fillhardt, Jon Cullick, Maggie Brown and Jessica Schweitzer. Also present: JC Morgan, Library Director; Noah Bartel, Alexandria Branch Supervisor; Molly Walker, Alexandria Children's Programmer; Melissa Yankee, Human Resources Manager; and Chantelle Phillips, Assistant Director.

MANAGERS' REPORT

Noah Bartel reported on issues with the HVAC system. One unit had been permanently set to cool. This has been corrected. He also reported on his book club and presented circulation numbers showing how well Alexandria has been doing in returning to their normal circulation numbers since re-opening to the public.

Molly Walker reported on children's programming at Alexandria. Alexandria will remain virtual when the rest of the system returns to in-person due to the size of their meeting rooms. Molly added that she will be offering an in-person story time starting in May at the Alexandria Community Park. She has reserved a shelter and will offer the story time once a month.

Melissa Yankee reported on the suggested changes to our Personnel Policies. She added that many of the changes this year were suggested by the Equity and Inclusion Committee. The committee reviewed the Personnel Policies as part of their work this year. Those suggestions included changing Martin Luther King Day to a closed holiday, changes to the dress code, and adding sexual orientation as one of the things that the library will not discriminate against in hiring.

PRESIDENT'S REPORT

Tracy Smith reported on note from a Newport patron who is a dual citizen currently living in the UK who contacted us about an issue she was having accessing our website. She uses the library electronically when abroad. Our Communications Manager, Andrew Moorhead, contacted our IT Coordinator, who was able to resolve the issue. When Andrew informed her that it was fixed, she replied: "I am in complete shock!! It works!! Thank you so much. I didn't actually expect a result and now I'm so happy! Excellent. We've just had a hard lockdown extended for another 6 weeks so you have made a huge difference for me and the children." Tracy also reported on a note from a homebound patron that Kelsey Stratton, our Adult Outreach Services Assistant, sent a Christmas card and cardinal ornament to in December: "I wanted to thank you for the lovely ornament and bag of holiday goodies. I lost my only child, my beautiful daughter, in late fall. It has been years now, but the holiday season can be difficult. I have been going to Florida for the past several years because being in the warmth seems to help. I chose not to go this year because of COVID. I was pretty down, and then your card came! I can't tell you how much it meant to me. God works in mysterious ways which are wondrous to behold. Receiving the

cardinal ornament with the reminder of how our loved ones are always with us was just what I needed. I will cherish it forever!"

DIRECTOR'S REPORT

JC Morgan asked if anyone had questions about his written report. JC reported that the telephone system has been stable since our service outage in January. He also reported on the need to replace the dialers for our fire alarms at our Cold Spring and Fort Thomas locations to be able to meet fire code on those panels. At Newport, the entire alarm panel has to be replaced as it will not work with the new dialer. The panels at Cold Spring and Fort Thomas will work with the new dialer so do not need replaced despite their age. New fire panels are not cheap and, when we have to replace the panels at Cold Spring and Fort Thomas, it will be even more expensive because we will also have to replace all the sensors at both locations. Luckily, the sensors at Newport are new enough to be compatible with the new panel. This work should be complete by the first week of March.

COMMITTEE REPORTS:

- **Nominate a Board Member Selection Committee:** After some discussion, Jessica Schweitzer and Tracy Smith agreed to work on this committee. JC said that he will create the posts for the two open Board member positions and send those to the branches to be posted and have Andrew post them on our website as well.

NEW BUSINESS

- **Disposal of Surplus Materials:** This month's disposal includes 2,346 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 the Personnel Policies:** JC asked if there were any questions about the changes to the Personnel Policies that Melissa presented. Maggie Brown moved to approve the policies as presented, Christie Fillhardt seconded, all were in favor and the motion carried.
- **Collection Analysis:** The Board was impressed with the quality and depth of the analysis provided in this year's collection analysis report. They thought this was comparable to the inventory analyses that many for-profit companies complete and is a great tool to show how we strive to meet community needs. In addition, they thought the analysis was a great advocacy tool. Jon Cullick suggested that we provide this information to the public. JC said that he would ask the managers what they thought about having Andrew add this report to our website.
- **Authorization for Unbudgeted Expenditure:** Jon Cullick moved to approve the cost of replacing the dialers for the fire panels at Cold Spring, Carrico/Fort Thomas and Newport and to approve the replacement of the fire panel at Newport, Maggie Brown seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS

Coronavirus update: JC reported that we did receive any complaints about the closing of the Newport Branch due to staff exposure at the beginning of February. All of the staff exposed to the positive staff member tested negative. We maintained curbside service at the branch while the building was closed. JC reported that Campbell County is now categorized as orange on the state's Covid-19 map. He added that, currently, there are about twenty counties in Kentucky that are still red so the map has changed

considerably in just a week's time. Due to this we will return to limited in-person programming in March.

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, March 17, 5:30 p.m., either through Zoom or at the Newport Branch.

ADJOURNMENT: Jon Cullick 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 6:34 p.m.

Respectfully Submitted,
Chantelle Phillips, Assistant Director

Tracy Smith, President

Jessica Schweitzer, Secretary