

BOARD OF TRUSTEES REGULAR MEETING

December 20, 2023

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, Jon Cullick, Kelley Raleigh, Richard Hoskin. Also present: Chantelle Phillips, Library Director and Valerie Davis, Newport Branch Manager

PUBLIC COMMENT:

- None

MANAGERS' REPORTS:

- None

PRESIDENT'S REPORT

Tracy Smith had nothing to report.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her written report. Jon Cullick had questions surrounding a Newport patron interaction and how staff were handling the outcomes. Jon Cullick suggested calling the police to make them aware of the patron. Chantelle reported on upcoming, brief leave medical absence.

COMMITTEE REPORTS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 2,103 items withdrawn from the collection.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. We are also disposing of 19 older computers from the Newport Branch. They will be donated to the Cincinnati Computer Collective. Kelley Raleigh moved to approve the disposal, Jon Cullick seconded, all were in favor and the motion carried.
- Review of the Investment and Volunteer Policies: Chantelle reported that the Investments Policies were reviewed by JC Morgan before he retired. He made no significant changes. Chantelle reported that she has changed some of the Volunteer Policies language for clarification. She and Toni Sparks met with our insurance providers and found that volunteers are not covered under workman's comp but instead under liability insurance. Chantelle reported that she added information about our new volunteer orientation meetings and is changing the human resources position title from Human Resources Manager to Human Resources Coordinator. Jon Cullick moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Newport Geothermal System Repair: Chantelle reported that the system was leaking a significant amount of water and had to be turned off until repairs could be completed. She added the building was able to stay open during this time due to the unseasonable temperatures and heaters being placed throughout the building. As the geothermal pulls water

into the system from outside, sediment gets pulled into the system and begins to build up. A previous facilities manager had ordered a backup set of gaskets for the heat exchanger and that allowed the repair to happen expeditiously. Everything was cleaned and the system was repaired. Jessica Schweitzer asked if there was a maintenance package available for the geothermal system. Chantelle said that she will look into this.

- Fort Thomas Driveway Repair: We need to replace the front concrete pads due to a significant pothole. Sean Mertens would like to do the repair in spring. Richard Hoskins asked if the quote could include air entrainment. At this time, it is not clear if air entrainment was included in the initial bid. The board agreed to approved the bid and place an amendment to it if needed at the January meeting. Kelley Raleigh moved to approve the work as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Alexandria Study Room: Chantelle reported that Carrie Ratterman will use the existing staff room as an office. She added that the study room will now be used as a work room for the programmers and a breakroom for the staff. The cost of changing the use of the room will be \$4,000 dollars for cabinetry to store supplies and around \$1,200 for furniture; this will be covered by the money that had previously been set aside for replacing Cold Springs' meeting room floors which cannot be completed this fiscal year. Chantelle added that, eventually, Carrie would like to have the door to the office moved. This request also cannot be completed this year but we will look into budgeting for this change next year. Jessica Schweitzer inquired if we were outgrowing the space. Chantelle stated that we can get out of the lease with a year's notice and that we just signed a new 5-year lease. Jessica Schweitzer inquired if the use of the building would increase with a change. Chantelle stated that we will look into this with the new strategic plan which is planned for 2024.

Richard Hoskins inquired about the elevator repair at Newport and asked if we could look at someone besides Otis to do the repair. Chantelle reported that due to the proprietary nature of elevators this isn't possible. Richard Hoskins asked if we could look another company about installation. Chantelle said we could look into options but that it would increase the cost due to a new company requiring that we replacing everything associated with the elevator.

FINANCIAL REPORT AND MINUTES: Richard Hoskins asked about rolling over our bond. Chantelle is speaking with the bank to discuss what type of bond it will be rolled into. 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, January 17, 5:30 p.m., at the Carrico/Fort Thomas Branch or via Zoom.

ADJOURNMENT: Jessica Schweitzer moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 5:47 p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary