

## **BOARD OF TRUSTEES REGULAR MEETING**

**September 20, 2023**

**Carrico/Fort Thomas Branch**

### **MINUTES**

#### **CALL TO ORDER**

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

#### **ATTENDANCE**

Board members present: Tracy Smith, Jessica Schweitzer, Jon Cullick, and Kelley Raleigh. Also present: JC Morgan, Library Director; and Chantelle Phillips, Assistant Director.

#### **PUBLIC COMMENTS:**

- Joe Schwerling of Fort Thomas

#### **MANAGERS' REPORT:** None

#### **PRESIDENT'S REPORT**

President Tracy Smith had nothing to report.

#### **DIRECTOR'S REPORT**

JC Morgan asked if anyone had questions about his written report. Jon Cullick mentioned the health saving account errors that were caught and thanked Chantelle for finding them. JC reported that Juneteenth will be the same day as a board meeting next year and asked the Board what they would like to do. The Board will go ahead and hold the meeting even though our buildings will be closed. JC added we want to follow the Federal government's style for holidays so that if Juneteenth is on a Sunday then we will be closed on the Monday. JC reported that we will recruit a staff member to work so that we may keep building open to allow the public to attend the meeting.

#### **COMMITTEE REPORTS**

- Board Member Selection Committee (Jon Cullick and Kelley Raleigh): JC reported that approvals are still on hold. JC added he is still not totally sure what the holdup is but that he is keeping up with it.

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 712 items withdrawn from the collection.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, Kelley Raleigh seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS:** None

#### **EXECUTIVE SESSION:**

- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(f) to discuss a personnel matter which might lead to the

appointment, discipline, or dismissal of an individual employee. Kelley Raleigh seconded the motion, all were in favor and the motion carried.

- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 5:55 p.m. to discuss a human resource related matter.
- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library end the closed session, Kelley Raleigh seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:53p.m.

#### **LIBRARY DIRECTOR RETIREMENT**

- Jon Cullick moved to appoint Chantelle Phillips as interim director upon JC Morgan's departure and to set a 20 percent increase to her salary while she fills that role. Kelley Raleigh seconded, all were in favor and the motion carried.
- Jon Cullick moved to have the library director position posted, with a salary range of \$90,000 to \$105,000 depending on experience, for a period of 20 days upon JC Morgan notifying staff of his retirement, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Kelley Raleigh moved to appoint JC Morgan as the Board's liaison for the director search, Jessica Schweitzer seconded, all were in favor and the motion carried.

#### **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, October 18, 5:30 p.m., at the Cold Spring Branch or through Zoom.

**ADJOURNMENT:** Kelley Raleigh 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 6:59 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Tracy Smith, President

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Kelley Raleigh, Secretary